FINE ARTS
Software

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Calendar Export Utility

The **Calendar Export** utility produces files that can be imported to other calendar programs such as Google Calendars, smart phone applications and Outlook™. These files are either ics / iCal files or csv files. The format you choose will depend upon the destination or calendar program into which the file will be imported.

There are endless varieties but as a general rule…

Use …	… if you will
iCal / ics / CSV	**import** to Google Calendars, smart phones or Outlook™
iCal / ics	**subscribe** to a web calendar through Google Calendars or Outlook™
CSV	**import** to Outlook™ using Outlook-only options like categories, reminders, and marking time as free/busy

## Producing the Calendar File

Select the Time Zone

Open the utility and select your **Time Zone**.

iCal files contain a Time Zone ID (**TZID**). This time zone ID is embedded in the export file and transferred to the calendar.
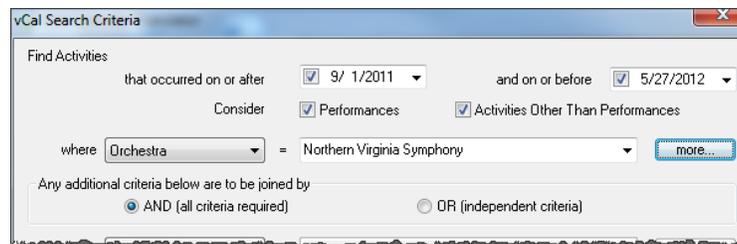
Select the calendar format

Choose the format of the file you wish to create:

- **iCal / CSV** for Outlook, Google Calendars, and other 'neutral' calendars

- **CSV** for Outlook
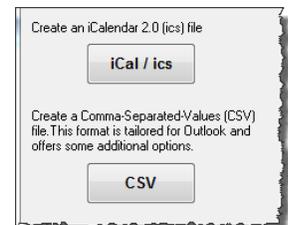

Select the parameters

Choose the parameters for the activities that will comprise your calendar. At the very least, select the date range, but you can include as many other parameters as needed.

The criteria above, for example, would produce only orchestra activities within the season.

Use the drop-down fields and the check boxes along the bottom of the screen to restrict activities and produce a more detailed calendar file.

When your criteria are selected, click the **Done** button in the lower left-hand corner. The utility will search the OPAS database and display the number of events your calendar will contain:
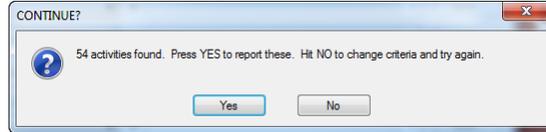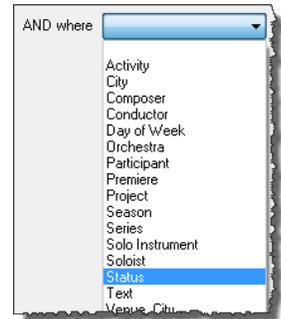
Click **Yes** to proceed to the content options.

Select the output options

This screen determines the **content** of each entry in the calendar. Select the way in which you want the description (or subject) and event details to appear. For example, the options selected at left would produce the Google Calendar entry at right:
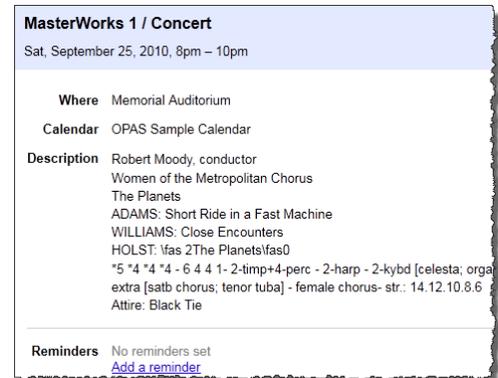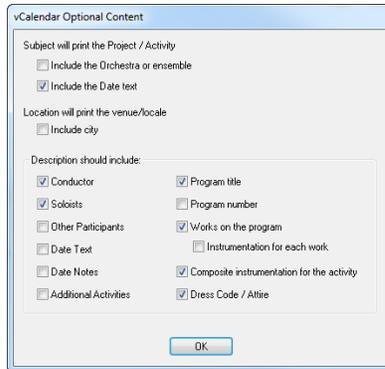
When you click OK at the Options screen shown above, the ics file will be created (it may take some time).

Create the Calendar file name and save the file

Give your calendar a name and save it to an easily-found location – you'll move the file from this location when you post it to the web or distribute it.

When you click Save, the utility will also produce a review file. This text file shows you what the ics/iCal file will contain (as you can't open the ics file until it's in the calendar application).
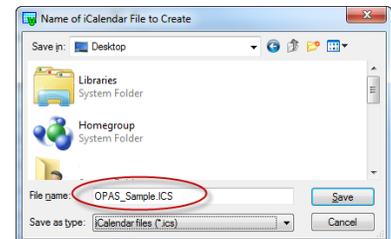
If this file does not contain the activities or description you wanted, repeat the steps above to create a new ics or CSV file.

Importing / Subscribing to the Calendar File

Once the calendar file has been produced and saved, there are many options for incorporating it with other calendar programs. Generally speaking, the two primary methods are **subscribing** to the calendar, and **importing** the calendar

Subscribing to your Calendar File	Importing your Calendar File
iCal / ics only	iCal/ ics / CSV files
Automatically updates when you put a new file on the web	Does *not* automatically update – you need to delete the files and re-import
The calendar is its own file in your application (that is, the ics file becomes its own Google or Outlook calendar)	The events can be integrated with an existing calendar

Subscribe to the calendar – ics / iCal file <u>only</u>

When you post the iCal file you created to a web folder, other applications - notably Google Calendars and Outlook - can *subscribe* to the file. When you make changes to the iCal file those calendars that have subscribed to the file will automatically see the changes.

Upload the iCal file to a folder on the web. This will presumably be a folder in your own orchestra's domain, but can be any folder that is easily accessed. The best method for moving a file from your computer to the web is via ftp: File Transfer Protocol. There are many (free) tools that allow you to "ftp" the ics file to the web folder (and tools built in to Windows as well). Consult your IT department for assistance with ftp programs and establishing a folder on your company's web site.
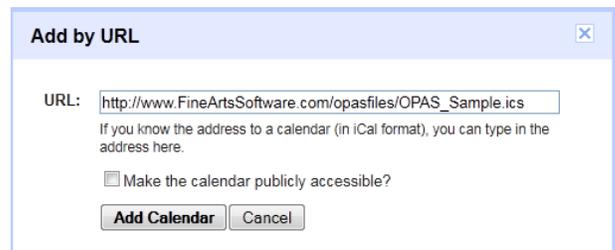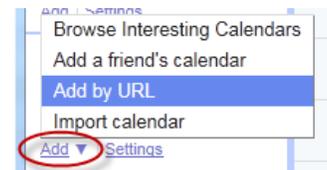
My own folder is called "opasfiles" and my iCal file is called "OPAS_Sample.ics" so its address becomes: **http://www.FineArtsSoftware.com/opasfiles/OPAS_Sample.ics**

◈ You are welcome to subscribe to the sample file I created from my own demo database – if you do, the events will appear in September of 2010

Google Calendar - Subscription

To create a Google Calendar that subscribes to the file you created from OPAS:

1. Under **Other Calendars** click **Add** and then **Add by URL**
2. In the URL field type the web address for the file you uploaded. For my own Fine Arts sample file the screen would look like this:
3. Once the calendar is created you can choose **Calendar Settings** to give the calendar a name and modify the color and other properties
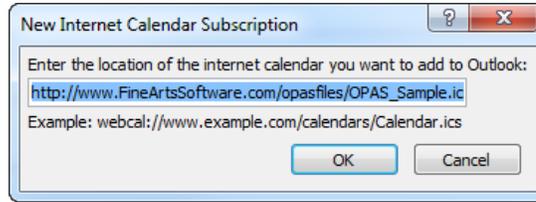
Outlook - Subscription
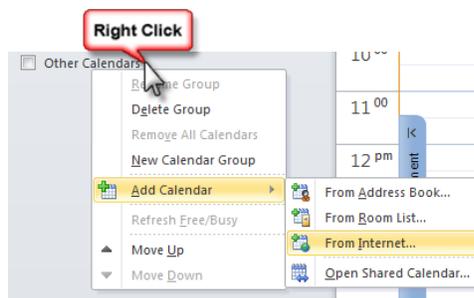
Microsoft Outlook has different methods of subscribing to internet calendars depending upon what version of Outlook you use. These screen pictures are from Outlook 2010.

1. **Right-**click on **Other Calendars** and choose Add Calendar > From Internet

2. Type the web address for the file you uploaded. For my own Fine Arts sample file the screen would look like this:

3. Click **Yes** at the subscription prompt – you do want to subscribe to updates. This way when you create a new ICS file from OPAS and post it to the web, those changes will be automatically transferred to Outlook.

The Calendar will become part of those in your **Other Calendars**. Right-click on the Calendar and choose "Properties" to give the calendar a name and configure other options.
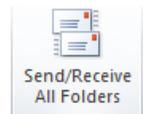
Automatic Updates

Once the ics/iCal is posted to the web, it is the responsibility of the 'other' application – Google Calendars or Outlook in our examples – to properly subscribe to that calendar file in order to automatically receive updates (including date/repertoire/time changes, new activities and deletions). Once you create a new iCal/ics file as shown above and post it anew to your web folder, other calendar applications should import the updated iformation.

Google Calendars
Google Calendars update internet calendar files using a method that is frankly a mystery. The calendar seems to update on its own terms. Please visit the Google Support sites and forums for discussions on known issues with Google Calendars updating ics files.

Outlook
Outlook will update each time you start Outlook or whenever you click the **Send/Receive All** button.


Import the file – iCal / ics / CSV files

The alternative to subscribing is **Importing** the calendar file you created. Imports **Do Not** automatically update – the only way to update an imported calendar is to delete the events you imported originally, then do the import again.

The advantage of importing is that it is easier and the events can be integrated with existing calendars. The disadvantage of importing is that the events do not automatically update and so it is not a great solution for schedules that frequently change.

Google Calendar - Import

1. Select the Calendar into which you want to import your OPAS events. Click **Add** and then **Import calendar**

2. Click the **Browse** button to locate the ics/iCal file you created in the previous step. Then (if necessary) select the Calendar into-which the events should be imported.

3. Click **Import**
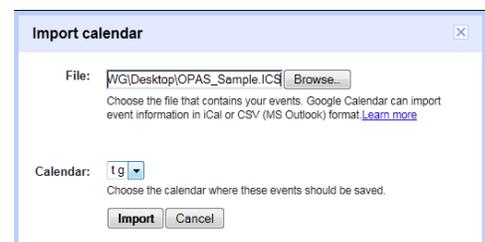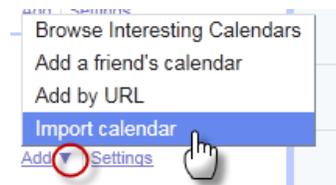
NOTE: if you have unsatisfactory results in Google Calendars using an .ics file, try repeating the process with a CSV file.

Outlook - Import

The methods for file import vary widely for different versions of Outlook – your Outlook Help, IT department and/or online forums can help you determine the best method for your version of Outlook, and whether or not you are using public or private calendars. In general the steps are:

1. Select **File > Import**. This will be in different locations, but in Outlook 2010 it is under <u>File > Open > Import</u>.

   In earlier versions of Outlook you will find this under <u>File > Import and Export…</u>
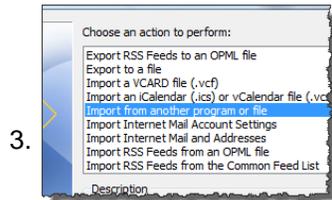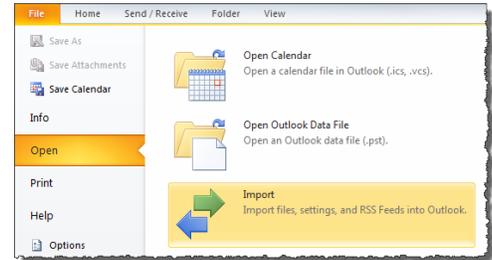
2. At the first Wizard screen, choose **Import from another program or file** if you created a **CSV** file. If you used the utiliy to create an iCal file, choose that format.

3.

4. At the next screen, choose **Comma Separated Values (Windows)** if you created a **CSV** file.

5. Locate the file to be imported – this is the file you just created from the utility

6. **Import** the file to the Outlook Calendar of your choice – you do *not* need to map fields.