

Sync the Connector with your Personal Calendar (Step One)

New for OE7 – Users are now allowed to sync any Connector Calendar (Schedule, by Assister, or by Location) they'd like with their personal calendar system. In your calendar, you will see the Consumer name, Assister name, Location as well as the consumer's phone number and a link to the appointment.

Step 1:

Regardless of what Calendar app you use, you'll first need to get the iCal "feed" or link for the Calendar. You can find this via the iCal button on the top of every Calendar view

Managing Schedule: [Erin's Schedule]
October 2019

iCal Feed Link

iCal Feed for: [Erin's Schedule]

<https://connector-dev.getcoveredamerica.org/ical/37403/37a35efb2f9a44faa185fcee78988a08/schedule.ics>

iCalendar (*.ics extension) is a popular file format used to distribute calendar information between different applications over the internet. Some popular calendar programs are Apple iCal, Microsoft Outlook, Mozilla Lightning and Google Calendar.

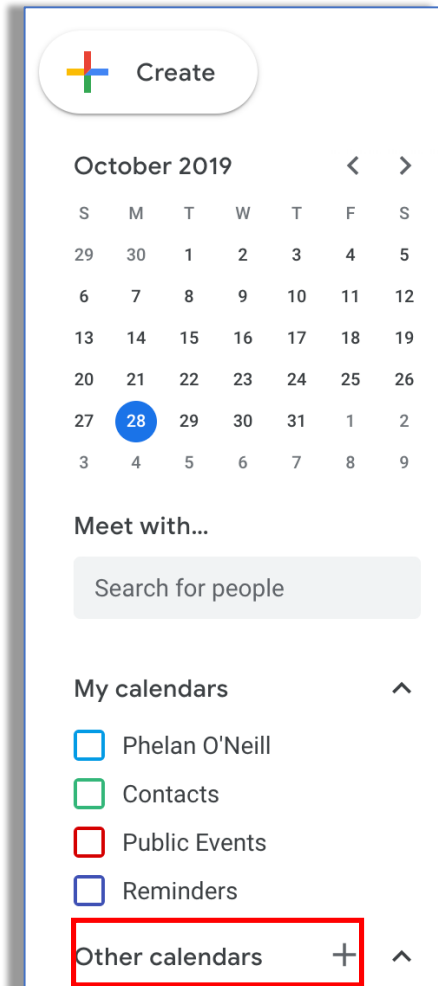
Close

Copy

Step 2:

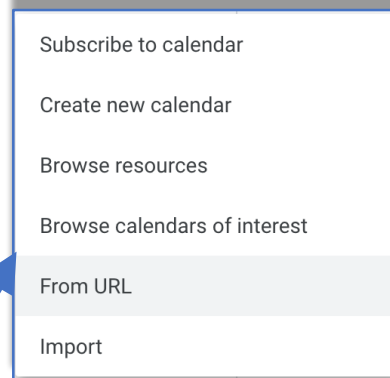
When the window opens with the URL, click the "copy" button to save it to your clipboard. You'll then want to open up your calendar app.

Sync the Connector with your Personal Calendar (Google Calendar)



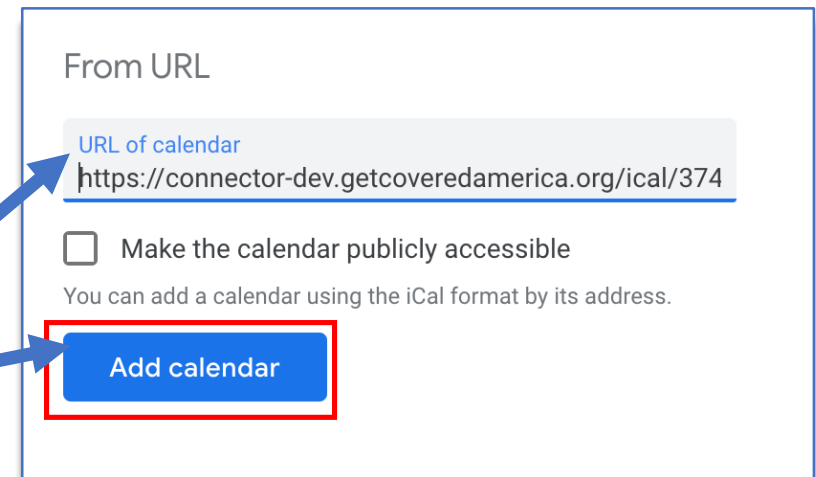
Step 3&4:

From your Calendar, click the “+” next to “Other calendars.” You’ll then see a menu of methods to add a new calendar. Click “From URL” from those options.



Step 5:

Lastly, paste the URL you got from the Connector into the “URL of calendar” box and click “Add calendar” to sync your calendar.



Sync the Connector with your Personal Calendar (Microsoft Outlook)

Step 3&4

Then, beneath the mini calendar, click the “Import calendar” button

Then select “From web” to enter the URL

29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Add calendar

Import calendar

Import calendar

☆ Popular

🏆 Sports

📺 TV

🏀 NBA

🏈 NFL


🏒 NHL

⚽ MLS

🌐 Holidays

📁 From file

🌐 From web

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Step 5

Enter the Link from the Connector (A), the name of the schedule (B) and then click Import (C)

Subscribe online and keep up to date.

Link to the calendar (A)

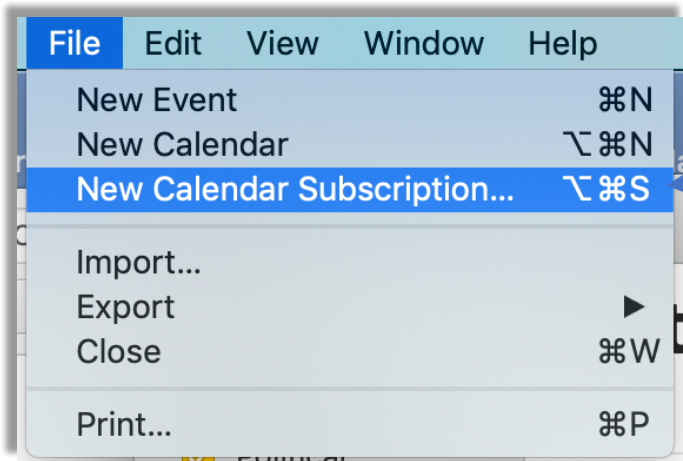
<https://connector.getcoveredamerica.org/ical/37609/90>

Calendar name (B)

Connector Appointments

Import (C)

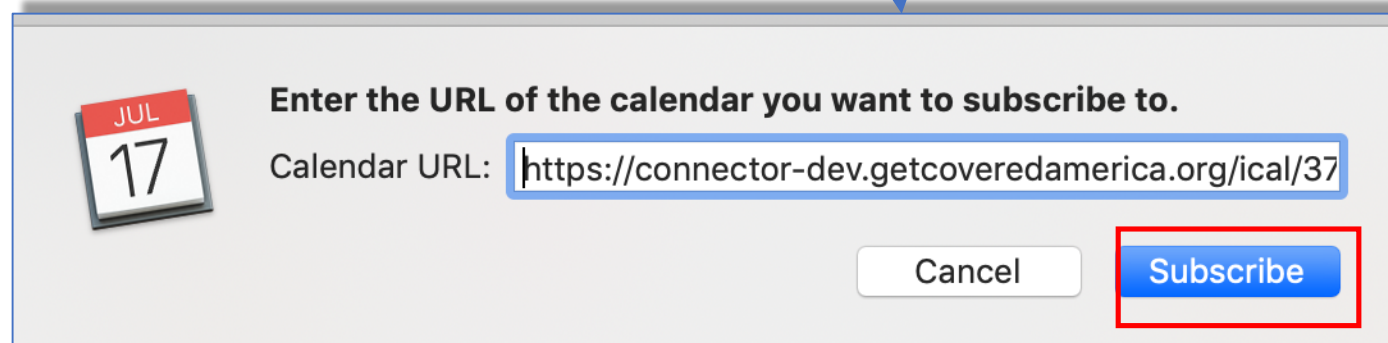
Sync the Connector with your Personal Calendar (Apple Calendar)



Step 3&4

From the "File" menu, click "New Calendar Subscription".

Then past the URL you got from the Connector into the "Calendar URL" box and then click the blue "Subscriber" button.



Sync the Connector with your Personal Calendar FAQ

Question	Answer
1) I just added an appointment to the Connector but it won't show up in my Calendar	Different Calendar Apps behave different ways, but you should see appointments show up within about an hour on your personal calendar
2) I don't want my calendar cluttered, how can this help me?	We will only add booked appointments to your Calendar, allowing you to see what matters on one screen
3) It's been several hours and my Calendar won't sync.	New events should show up generally in the first hour or so, but may take anywhere from 8-12 hours for your Calendar app to sync. In some cases it can take up to 24 hours to see changes
4) I don't see <name of Calendar app> here or I am having issues with <name of Calendar app>	Please email ConnectorSupport@younginvincibles.org with the name of your Calendar app. We currently support Outlook, Google Calendar and Apple Calendar and may add new ones depending on interest and complexity.