



SUBSCRIBING TO ICAL FEEDS

INSTRUCTIONS

[OUTLOOK 2007/2010/2013](#)

[GOOGLE CALENDAR](#)

[APPLE](#)

[IPHONE 4 \(OR LATER\)](#)

[IPAD](#)

GENERAL INFORMATION

WHAT IS AN ICAL FEED?

iCalendar (iCal) format is a standard for calendar data exchange. An iCal Feed enables an application to publish **Date and Time based data** via the iCal standard to an external calendar application like Google calendar, an iPhone calendar or Outlook. By subscribing to iCal feeds you can view the up-to-date status of your calendaring and scheduling information.

The information is presented in real-time and is updated when the AV calendar is updated. *Important: it is essential when subscribing to a feed to ensure that you instruct the app you are using (Outlook, Mac iCalendar, etc.) to refresh the feed at regular intervals. Additionally, with Google calendar this cannot be controlled and updates shown in Google Calendar occasionally lag a day or more behind even though the AV feed is always providing live data.*

ArtsVision supports iCal Feeds for the events recorded in the AV calendar module.

WHAT DATA IS SUPPLIED WITH A FEED

This data is based on the default filter from the Fellows user group profile in ArtsVision. The feed will show the name of the location, the name of the project, the event type, event status, and calendar text.

TO SUBSCRIBE

To subscribe to an iCal feed, you need the unique iCal URL presented on the filter wizard screen. The url will follow a format similar to the example below. Copy and paste the link below into your favorite iCal reader ie Google calendar. Specifically, for Google- go into Google calendar, on the left-hand side, under other calendars, click on the dropdown box, then add by URL. A box will pop up and paste the link into that. It may take some time to download.

Sample Ical Feed URL: <https://av2.artsvision.net/calendar/ical/?apikey=XXXX&password=password&feed=xx52>

USING THE DATA

An iCal feed only displays data. The data is read-only and cannot be changed in the iCal Calendar. You can NOT edit the data from a data feed.

However, you can copy the data to another calendar – usually by dragging and dropping or cut and paste – and edit it there in your own local calendar. You can also overlay different calendars in most programs.

INSTRUCTIONS

The following information is supplied for assistance in using iCal feeds in the most common applications.

Please note that ArtsVision does not support these applications or guarantee that the iCal feed will work for your users or organizations.

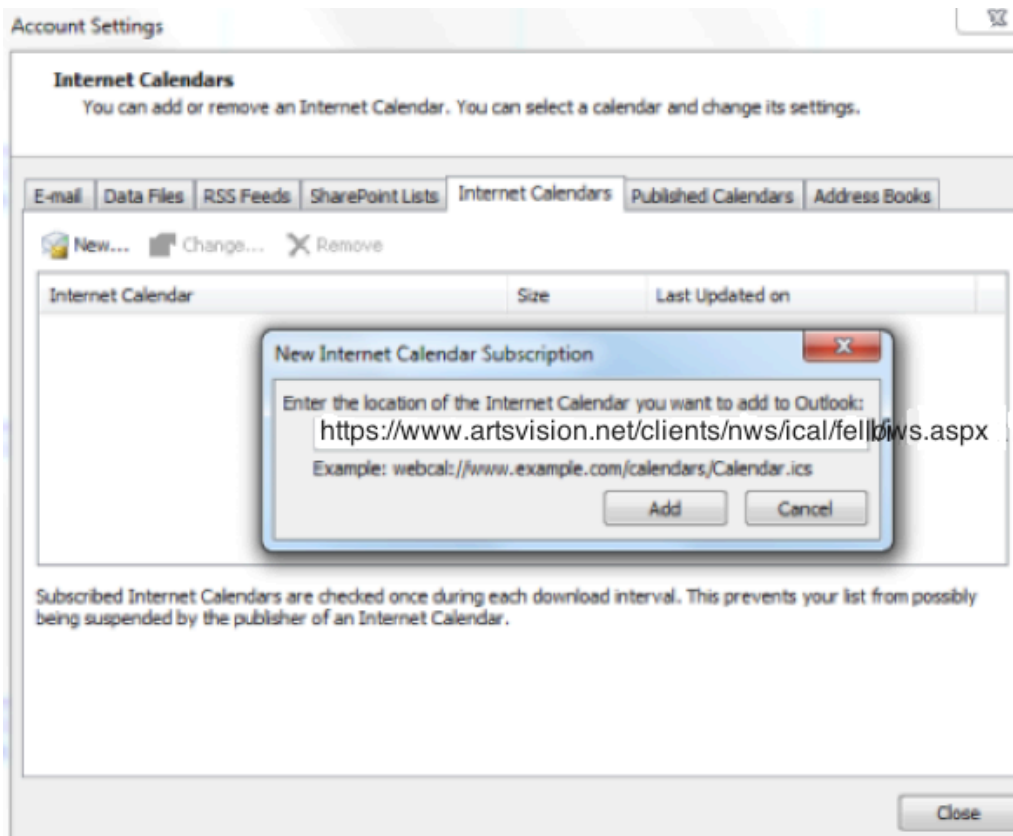
We cannot provide support unless:

- The support issue can be replicated OR
- ArtsVision determines that the iCal feed itself is not working

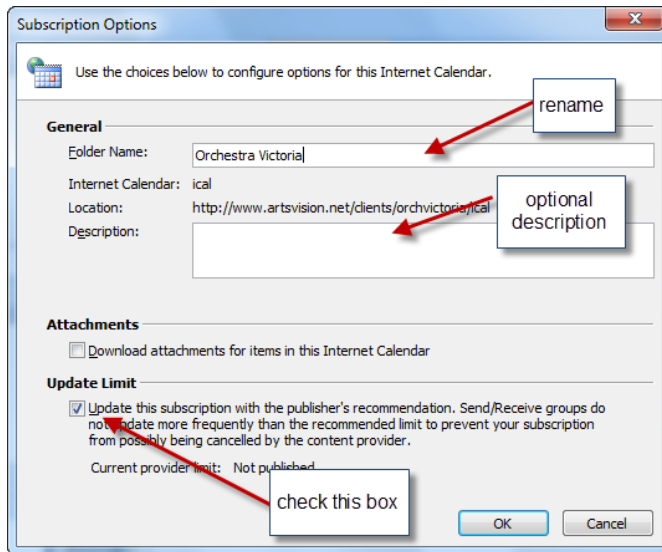
OUTLOOK

To subscribe to an iCalendar feed using Outlook 2007, 2010, 2013

1. From **Tools** menu select **Account Settings**
2. Click on the **Internet Calendars** tab
3. Click the **New** button
4. Type or paste one of your calendar URLs then click **Add**



In the Subscription Options dialog box, you can optionally rename the calendar.



VIEWING MULTIPLE CALENDARS IN OUTLOOK

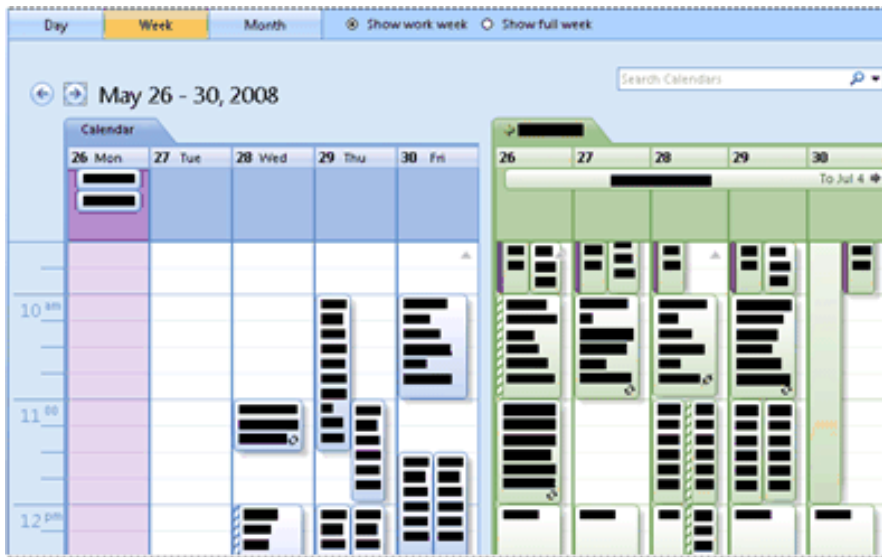
You can open a second calendar in a new window and display up to 30 calendars in side-by-side view. You can also overlay calendars to see transparent calendars stacked on top of each other. This view is useful when you want to find a common free time slot on several different calendars.

In Calendar, the Navigation Pane shows a list of your calendars under **My Calendars**. This list includes your default primary calendar in Outlook where meeting requests that you accepted are saved.

Other calendars, or secondary calendars, can include calendars that you created to track a project, a personal schedule, or some other calendar event that you do not want to mix with the items on your default calendar. For example, your default calendar might be your calendar for work, and your second calendar might track your child's soccer team schedule.

VIEW CALENDARS SIDE BY SIDE

In **Calendar**, in the **Navigation Pane**, select the check box of another calendar that you want to view. The calendar that you selected opens next to the calendar that is already displayed.



OVERLAY CALENDARS

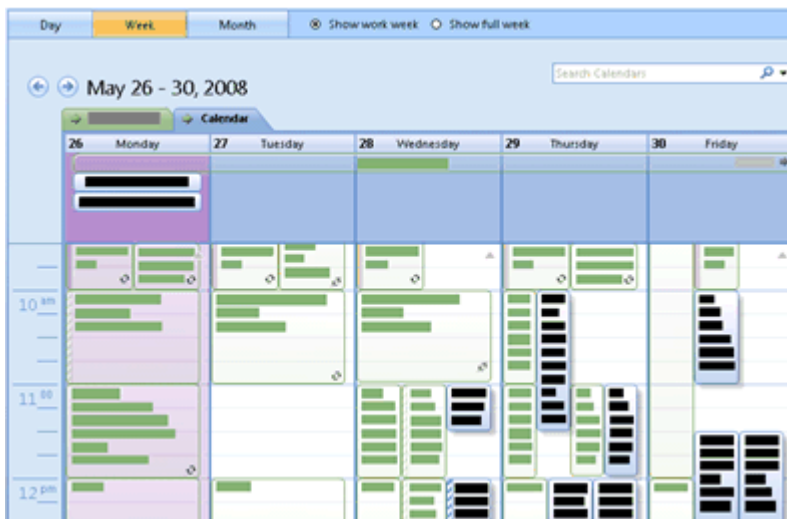
In **Calendar**, in the **Navigation Pane**, select the check box of another calendar that you want to view.

The calendar that you selected opens next to calendar that is already displayed.

Repeat step 1 for each calendar that you want to view.

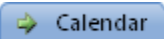


On the **Calendar** tab , click .

The calendars are now in overlay mode.



To add another calendar to the overlay, repeat this step.

REMOVE A CALENDAR FROM THE OVERLAY STACK

In **Calendar**, on the tab of the calendar   that you want to remove from the overlay stack, click .

The tab moves back to the right. The calendar that you selected is no longer displayed in overlay mode.

Repeat step 1 for each calendar that you want to remove from the stack.

TROUBLESHOOTING WITH OUTLOOK

In Outlook 2007 you may get a very long list of errors after adding. This usually only happens once at the beginning and you can ignore the errors. After providing the first and only time of giving this list of errors the Calendar should work.

TimeZones

In Outlook the times on a calendar will reflect the TimeZone of **YOUR** computer not the timezone of the organization.

Refreshing the Calendar

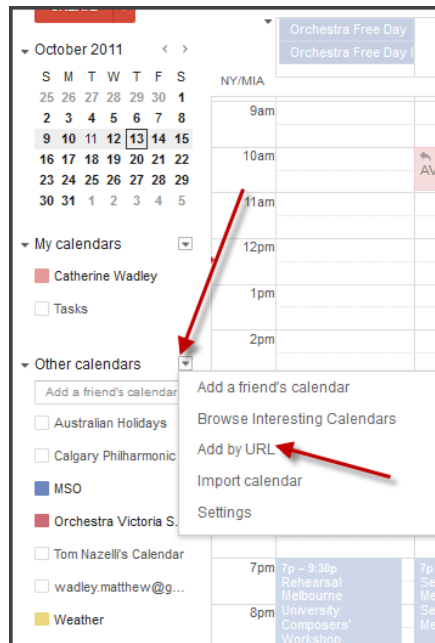
If your organization makes changes to the iCal feed you may need to refresh the feed. If the changes are substantial then you may need to delete and recreate the calendar. You can do this in the Account Settings where you added the feed.

GOOGLE

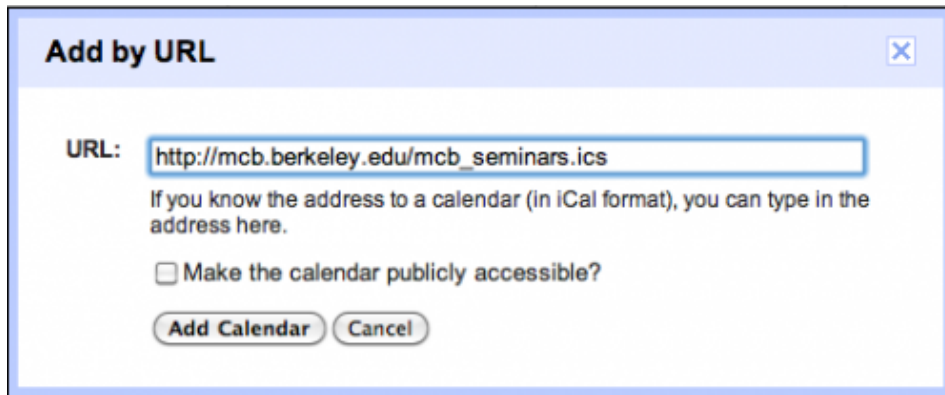
In order to use a Google Calendar you must have a Google account. Once you have a Google account you have the options to use Calendars.

To subscribe to an iCalendar feed using Google Calendar:

1. Open Google Calendars
2. In the left column towards the bottom, click on the arrow next to Other **Calendars** section .
3. From the menu select **Add by URL**.

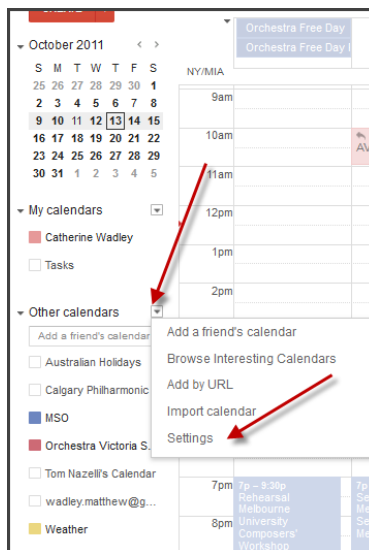


4. Enter the feed URL in the dialog box then click **Add Calendar**.

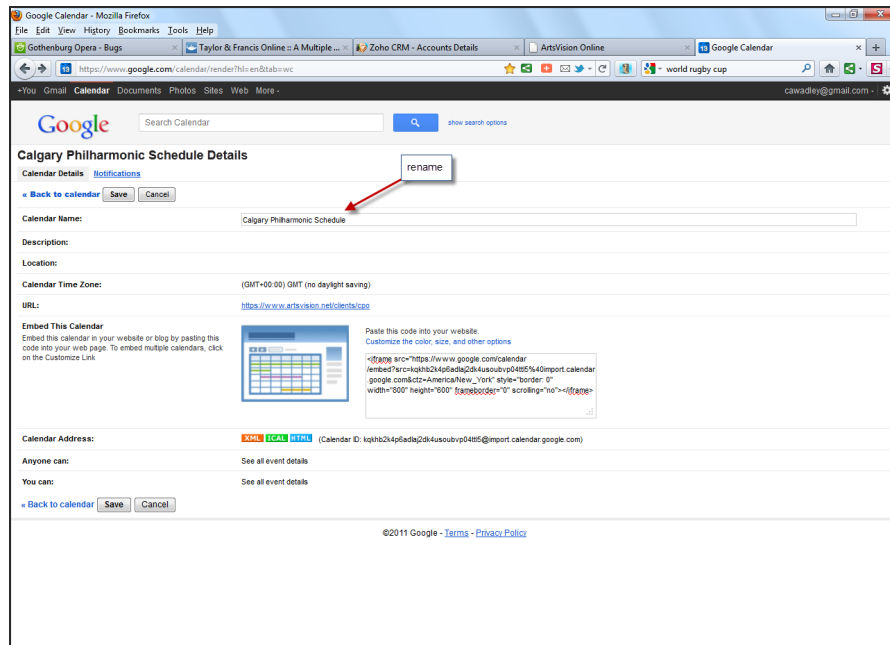


You should get a message that the calendar was imported successfully.

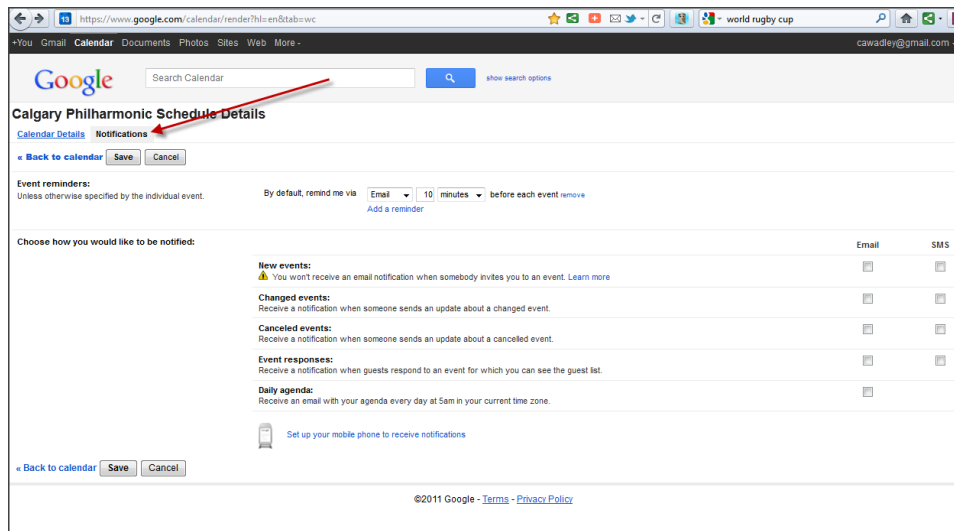
Once you see your calendar on the list of Other Calendars click on **Settings** to rename the calendar.



You can either click on the general settings pick list (shown above) and choose your calendar on the general settings page or you can click on calendar name itself and go directly to the settings.



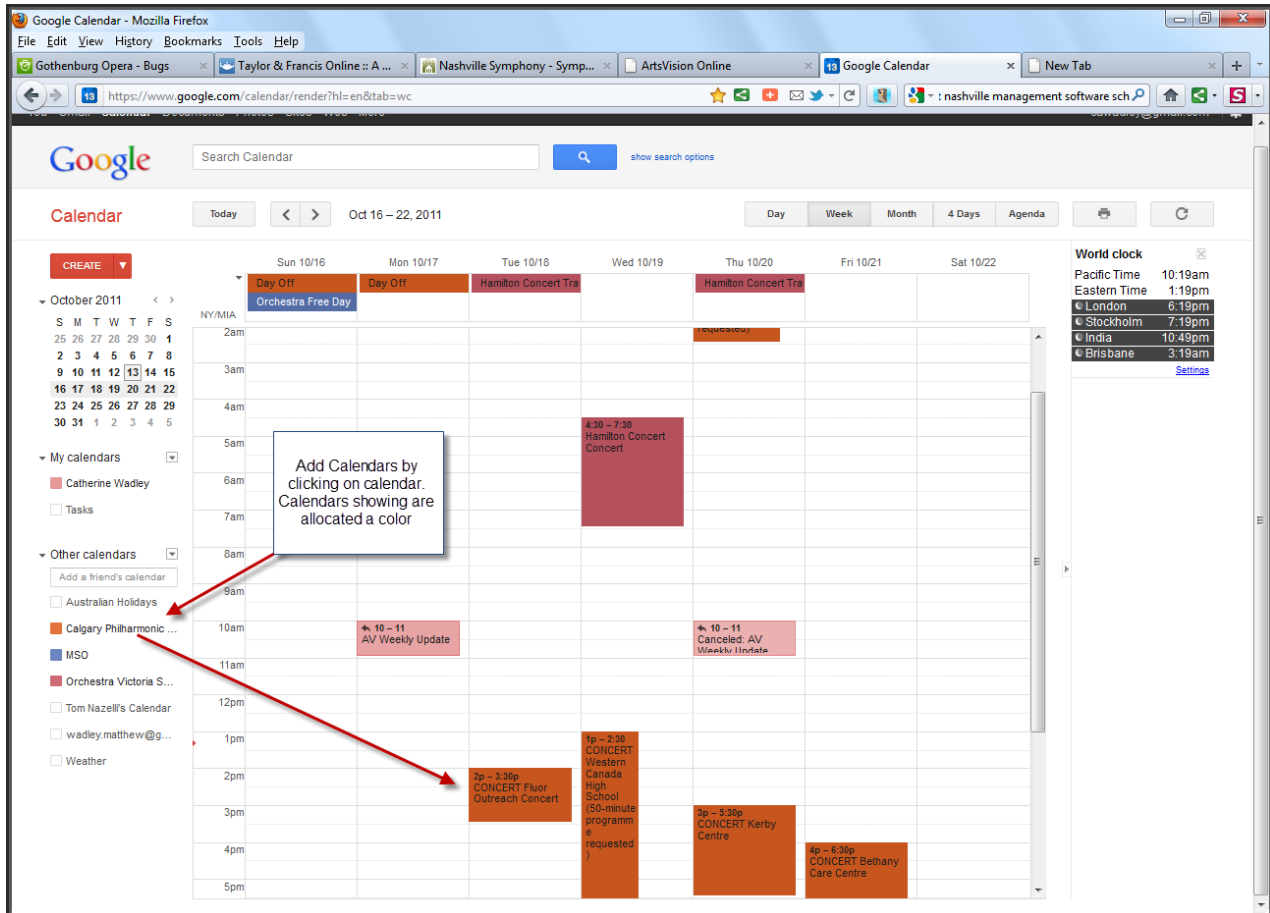
To set notifications click on the link Notifications (shown below) . Here you can get notifications or reminders by email or text.



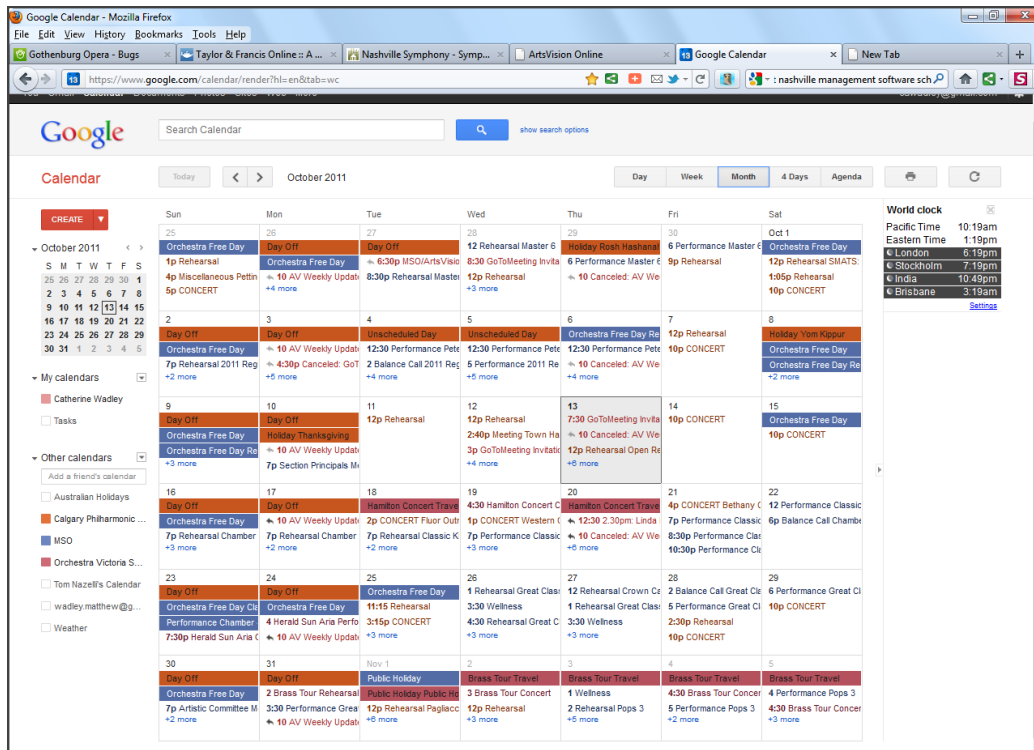
OVERLAYING CALENDARS IN GOOGLE

To overlay or select a specific calendar click on the calendar in the selector box on the left column at the bottom. Each Calendar is assigned a color. You can change this color by clicking on the calendar settings.

Week View



Month View



TROUBLESHOOTING WITH GOOGLE CALENDARS

Sometimes it may take several attempts to create the feed in Google. This is due to problems with the Google Calendar. See their instructions and troubleshooting.

Also note that it may take up to several hours for Google to connect with a feed and sometimes there can be a time lag in the data feed.

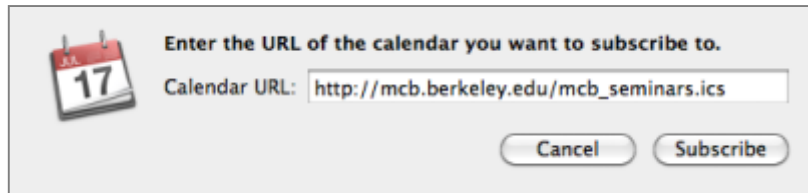
TimeZones

There are some known issues with Google and timezones. Specifically the time may be off by an hour – particularly during daylight saving times. There are many threads on this topic in the Google calendar forums.

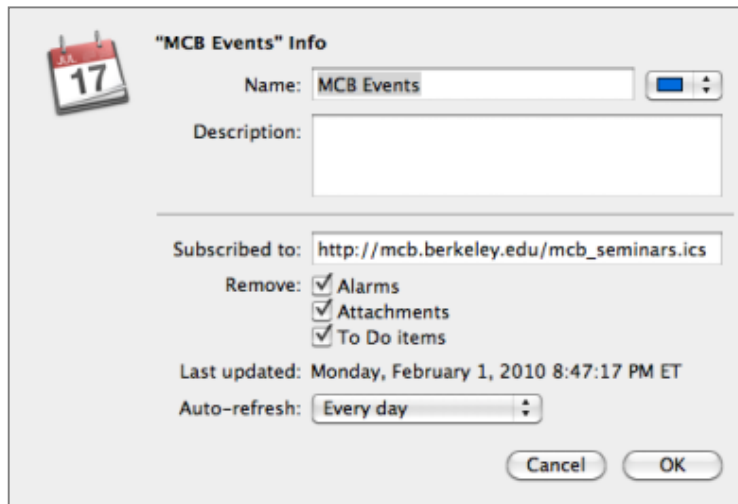
APPLE ICAL INSTRUCTIONS

To subscribe to an iCalendar feed using Apple's iCal program:

1. Open the iCal program (in Applications)
2. From the **Calendar** menu select **Subscribe**
3. Type or paste the URL into the Calendar URL field then click Subscribe



4. Change the name and color (optional) and update the Auto-refresh frequency to Every day (important!), then click OK



The events should now appear in your calendar.

IPHONE 4 AND IPAD

The new OS system for the iPhone and iPad may recognize a URL as an Internet Calendar but will not create it automatically. If you try to do this you will get errors. This appears to be an Apple bug.

Use the following workaround:

1. Mail the URL for the iCal feed to yourself on the iPhone.
2. Tap-and-hold on the link in the Mail
3. Select “Copy” to copy the link onto your clipboard
4. Open “Settings”
5. Open “Mail, Contacts, Calendars”
6. Tap “Add Account...”
7. Tap “Other”
8. Tap “Add Subscribed Calendar”
9. Tap-and-hold to paste the link you copied previously