

Export to Google Calendar

You can upload calendars and events from PDS Facility Scheduler to your facility's Google Calendar. You must set up a Gmail account for your facility before exporting calendars and events. See [Gmail Help](#) if you need to create an account.

Time Zone Settings

Be sure the user settings for your facility's account are set to your time zone. Otherwise, your event times on Google Calendar display ahead of or behind the event times in PDS. If you change your time zone after you've already uploaded events, upload your events again and select one of the **Delete all existing events** options.

Authorize Access to Google Calendar

Before uploading, you must allow PDS Facility Scheduler to access your facility's Google Calendar.

1. On the Reports tab, click **Event Reports**.
2. Expand the Calendars heading, and double-click **Export to Google Calendar**.
3. Click **Next**.
4. Click **Authorize Access**.
5. Sign in to the account you use for Google Calendar, and click **Sign in**.
6. A code displays automatically in the field. Click **Continue**.
7. If you agree to give permission, click **Accept**.
8. After you authorize PDS, click **Close**.

Uploading Calendars and Events

You can upload to Google Calendar after [scheduling an event](#), or you can upload anytime using the Export to Google Calendar report.

Where are the calendars uploaded?

When you upload, there are several options to choose from:

- You can upload events to your facility's default Google Calendar; that is, the calendar that is used by default for your facility's Google account. This calendar displays at the top of your list in Google. **(See the red arrow in the example below.)**
- You can upload events to the calendars you created in PDS, such as "Church Events" and "Appointments". **(See the yellow arrows in the example below.)**
- You can upload to both the **default calendar** and your **Facility Scheduler calendars**.

Here's an example of the different calendars:

The screenshot displays a Google Calendar interface. On the left, there is a monthly calendar view for October, with the 25th highlighted. Below it is a list of calendars under 'My calendars' and 'Other calendars'. A red arrow points to 'My Calendar' with the text 'Default Google Calendar'. Three yellow arrows point to 'Church Events', 'School Events', and 'Appointments' with the text 'PDS Facility Scheduler calendars'. On the right, a detailed configuration panel for an event named 'Sunday Mass' is shown. It includes fields for Organization, Facility, Event Name, Event Date, End Date, Times, Reminder, and Calendar Colors. The 'Appear on which Calendars' section has checkboxes for Church, School, Religious Education, Appointments, Maintenance, Sporting Events, and Wedding, with 'Church' checked.

1. At the end of the scheduling process, click **Upload to Google**.
2. If you've already authorized access, click **Next**.
3. Select the event(s) you want to upload, then click **Next**.
4. Select the upload options and any optional selections you want.

Useful Information

You can create calendars for specific Facility Scheduler topics, such as "Church Events" and "Appointments". In the following options, "Facility Scheduler Calendars" refers to any calendars that you create for this purpose.

Specify which calendar(s) the selected events are uploaded to.

- **Upload to the default Google Calendar**
- **Upload to the Facility Scheduler Calendars located in Google**
- **Upload to both the default and the Facility Scheduler Calendars in Google**

Select any of the following actions to perform during the upload.

- **Include web page remarks** — Uploads the web page remarks you entered for the event.

- **Include organization contact name** — Uploads the organization contact name with the event information.
- **If an event does not have the Facility Calendar, upload to the default Google Calendar** — If you didn't select for the event to display on a Facility Scheduler Calendar, you can still upload it to the default Google Calendar.

Select which facility information to show on the Google Calendar event(s).

- **Use Facility Address and Facility Name** — Shows the full address with facility name in parentheses, like "123 N. 3rd Ave, Phoenix, AZ (Church Kitchen)". Select this when uploading events that are open to people who may not know where your facility is located, such as a community-wide blood drive.
- **Use Only Facility Name** — Shows only the facility name, such as "Church Kitchen". Select this when uploading events where attendees are familiar with the facility's location, like a monthly staff meeting.

5. Click **Next**.
6. When you're ready, click **Upload**.
7. If you selected to print a list of the information uploaded, click **Print**.
8. When the upload is complete, click **Done**.

1. On the Reports tab, click **Event Reports**.
2. Expand the Calendars heading, and double-click **Export to Google Calendar**.
3. If you've already authorized access, click **Next**.
4. Select the upload options and any optional selections you want.

Useful Information

You can create calendars for specific Facility Scheduler topics, such as "Church Events" and "Appointments". In the following options, "Facility Scheduler Calendars" refers to any calendars that you create for this purpose.

Specify which calendar(s) the selected events are uploaded to.

- **Upload all events within a specific date range to the default Google Calendar**
- **Upload all events within a specific date range from Facility Scheduler Calendars located in Google**
- **Upload all events within a specific date range to both the default and the Facility Scheduler Calendars in Google**

Select any of the following actions to perform during the upload.

Tip

If you made changes in Facility Scheduler and want to upload events with the new information, select a Delete option.

- **Delete all existing events within a specific date range from the default Google Calendar** — Removes any events from your facility's Google Calendar.
- **Delete all existing events within a specific date range from Facility Scheduler Calendars located in Google** — Removes any events from your Facility Scheduler calendars. This does not remove the calendars, only the events.
- **Delete all existing Facility Scheduler calendars and their events from Google** — Removes all events and all of the Facility Scheduler calendars.
- **Include event remarks** — Uploads event remarks with the event information.
- **Include organization contact name** — Uploads the organization contact name with the event information.
- **Include special days** — Uploads special days with the event information.

Select which facility information to show on the Google Calendar event(s).

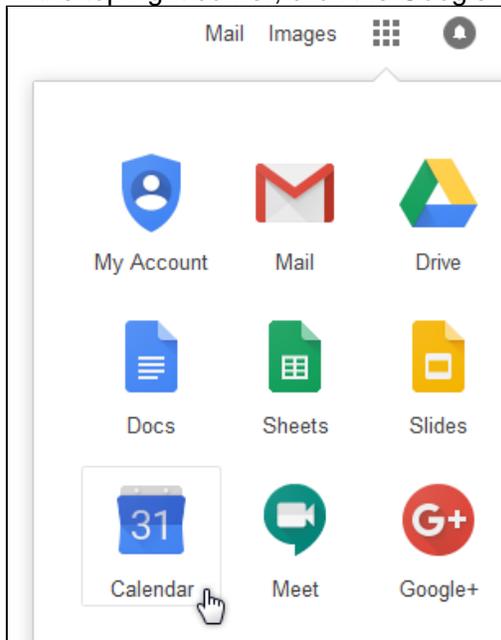
- **Use Facility Address and Facility Name** — Shows the full address with facility name in parentheses, like "123 N. 3rd Ave, Phoenix, AZ (Church Kitchen)". Select this when uploading events that are open to people who may not know where your facility is located, such as a community-wide blood drive.

- **Use Only Facility Name** — Shows only the facility name, such as "Church Kitchen". Select this when uploading events where attendees are familiar with the facility's location, like a monthly staff meeting.
5. Click **Next**.
 6. Use the Selection windows to enter an event date range, times, and any other specifications. On the Event tab, make sure to select the event calendars you want, or select **Include events regardless of which calendars are marked**. When you're finished, click **Upload**.
 7. Click **Preview** to see the events you're uploading. When you're ready to post the selected events to your facility's Google Calendar, close the Preview window and click **Upload**.
 8. When the upload is complete, click **View Summary** to print a list of the uploaded events.

Viewing and Sharing Your Calendars

You can view the events you've uploaded to your facility's Google Calendar.

1. In your web browser, go to www.google.com.
2. Log in to your facility's Gmail account.
3. In the top-right corner, click the Google apps icon, then click the Calendar icon.



4. Click an event to view or edit details.
5. See [Google Calendar Help](#) for additional tips.

You can also [share your calendars](#) with your parishioners. For more assistance with Google Calendar, consult [Google Calendar Help](#).

Related Topics

[View Calendars](#)