



Liturgical eCalendar Installation Notes

Thank you for downloading the Liturgical eCalendar from Church Pension Group. Please read the following instructions to get you started.

eCal is the easiest way to incorporate the feasts and celebrations of the church without the need for a separate calendar program. eCal is intended to work with any standards compliant calendar program such as Microsoft Outlook or Apple's Calendar app (formerly iCal). It is not a standalone application but needs an existing calendar program that supports the ICS standard. You can also import these calendars into Google Calendar.

The calendars are downloadable in a zip format that needs to be unzipped. On Windows, right click on the zip file and choose "Extract all...". On Mac, simply double clicking the zip file will un-compress the file.

Installation Instructions

Windows:

Open your version of Outlook and choose "Open>Import" under the File menu. Navigate to either of the two calendars and select which one you wish to import. Choose OK. Some versions of Outlook will prompt you to either Import or Open as New. The option you choose should best reflect your needs. We recommend Open as New so that if something doesn't work as you intend, you can delete the newly created calendar.

Mac:

You can generally double click the ics file and it will ask you if you would like to import the calendar into the Calendar app. However, we recommend that first, you open the Calendar app and create a new calendar by selecting File>New Calendar>On My Mac (or iCloud if you prefer so that it can sync to other devices). Then double click the ics file. When it asks which calendar you would like to import the information into, select the calendar you just created.

iOS Devices:

iOS does not support the direct import of ICS files on your device. To use this on your iPhone, iPad or other iOS device, you must sync the calendar via iCloud.

Once you have imported the calendar to your program of choice, you will find that each Sunday, Holy Day, or feast has its own entry in your calendar program. These, by default, are set to be all day events.

Clicking one of these events in the calendar will show you the propers, season, color and year of the feast. This information is in the Notes field. You can add additional information in this field as necessary.

Getting the eCalendar to open with Google Calendar:

1. Log into Google Calendar.
2. Above the My Calendars panel on the left, click the down arrow and select New Calendar.
3. Create a new calendar called "Episcopal Feasts and Fasts" or some other such name.
4. Click the back arrow above to navigate out of Settings and back to your Google Calendar Page.
5. Click the same down arrow in Step 2.
6. Select Import.
7. On the first panel that pops up for Import, navigate to the ICS file for Sundays that has the words Older Outlook in the title. This file will be found in the folder created after uncompressing the zip file.
8. Just below, select the newly created Episcopal... calendar as the destination.
9. Click Import. Wait for the message on how many events were imported.
10. Repeat the process for Lesser Feasts (remember the file that has Older Outlook in the title) and import it into the same calendar you created in Step 3.