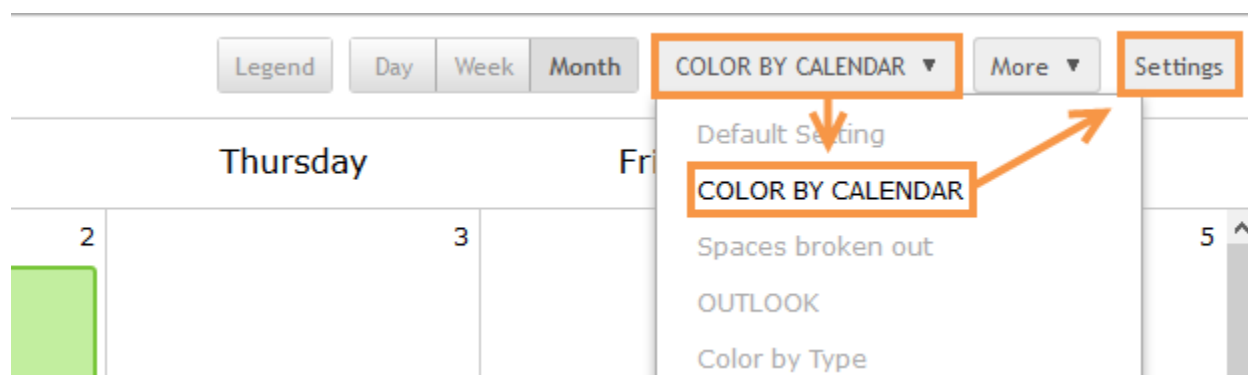


Activating ebSync for Google Calendar, Outlook and iCal

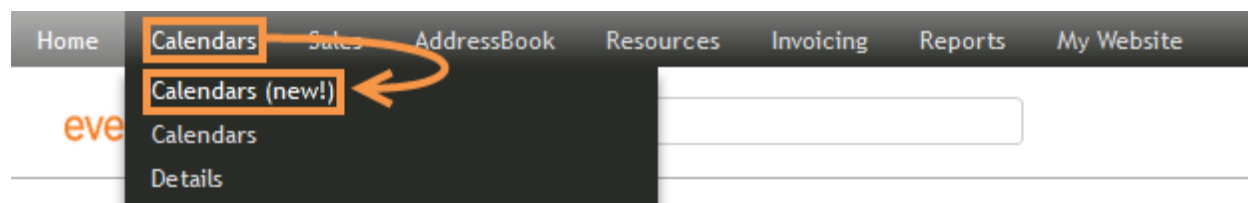
Updated: November 11, 2013

General Steps

1. Hover over **Calendars**.
2. Click **Calendars (new!)**.



3. Select the calendar profile you would like to sync to your third-party service.
4. Click **Settings**.



5. Click **Publishing**.
6. Select the date range that you would like to sync. We recommend the last 30 days to the next 90 days.
7. Select whether you would like all calendars or a previously added calendar shortcut to sync.
8. Click **Save**.

COLOR BY CALENDAR **Save** Cancel Create New Del

General iCal

Layout

Event

Sales

Sharing

Publishing

For Google Calendar (or other web calendar), copy this link
<http://go.eventbooking.com/EbConnect.aspx?key=publish&method=ge>
 (Google calendar only re-syncs every 24 hours)

For Outlook (or local application) you can click this link to
[Subscribe to calendar](#)

Select the date range offset from the current day...

Past 30 days ▼ To: Next 90 days ▼

Choose which calendars to show...

All calendars ▼

- All calendars
- Arena
- Exhibit Halls
- Ballrooms

9. The previous step will take you out of settings, so click **Settings** again.

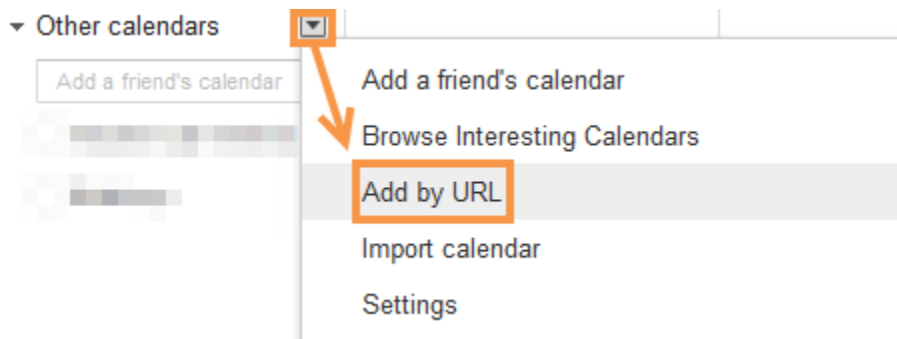
Legend Day Week Month COLOR BY CALENDAR ▼ More ▼ **Settings**

Please continue with the appropriate steps for your desired third-party calendar service:

- [Google Calendar](#)
- [Outlook](#)
- [iCal](#)

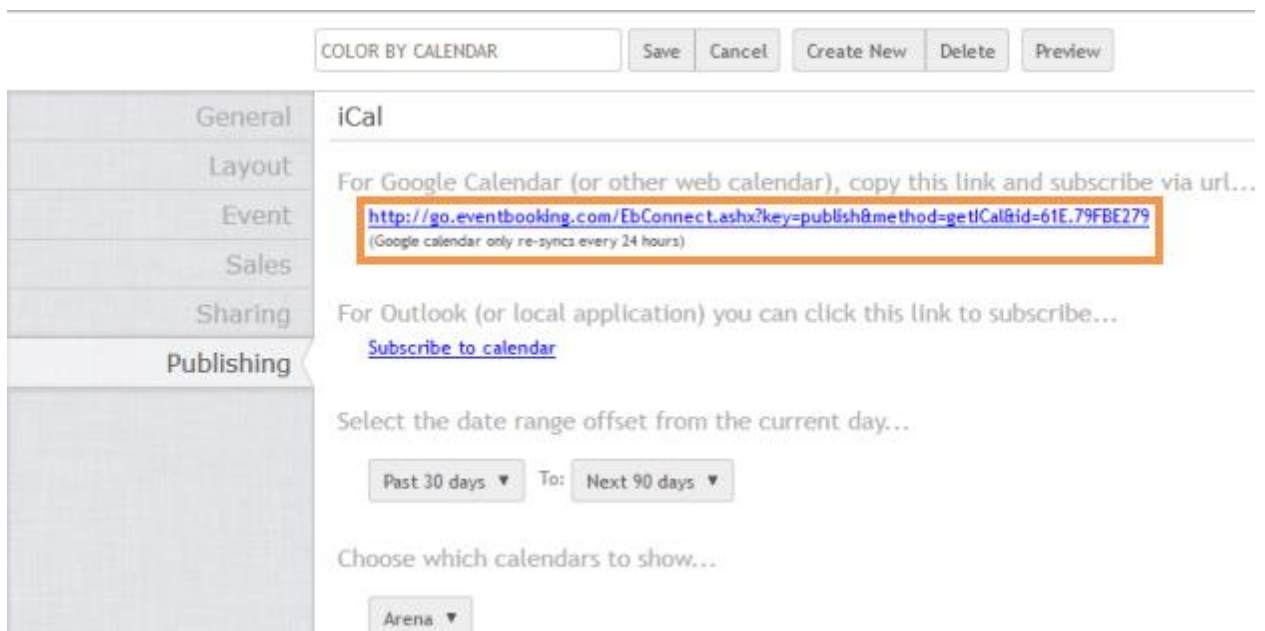
Google Calendar

10. Copy the URL under **For Google Calendar...**



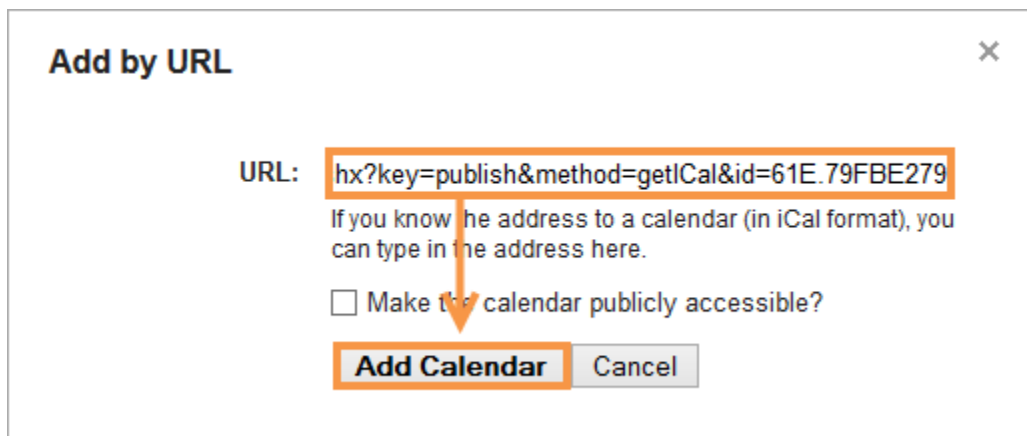
11. In Google Calendar, click the little arrow box next to **Other calendars**.

12. Click **Add by URL**.

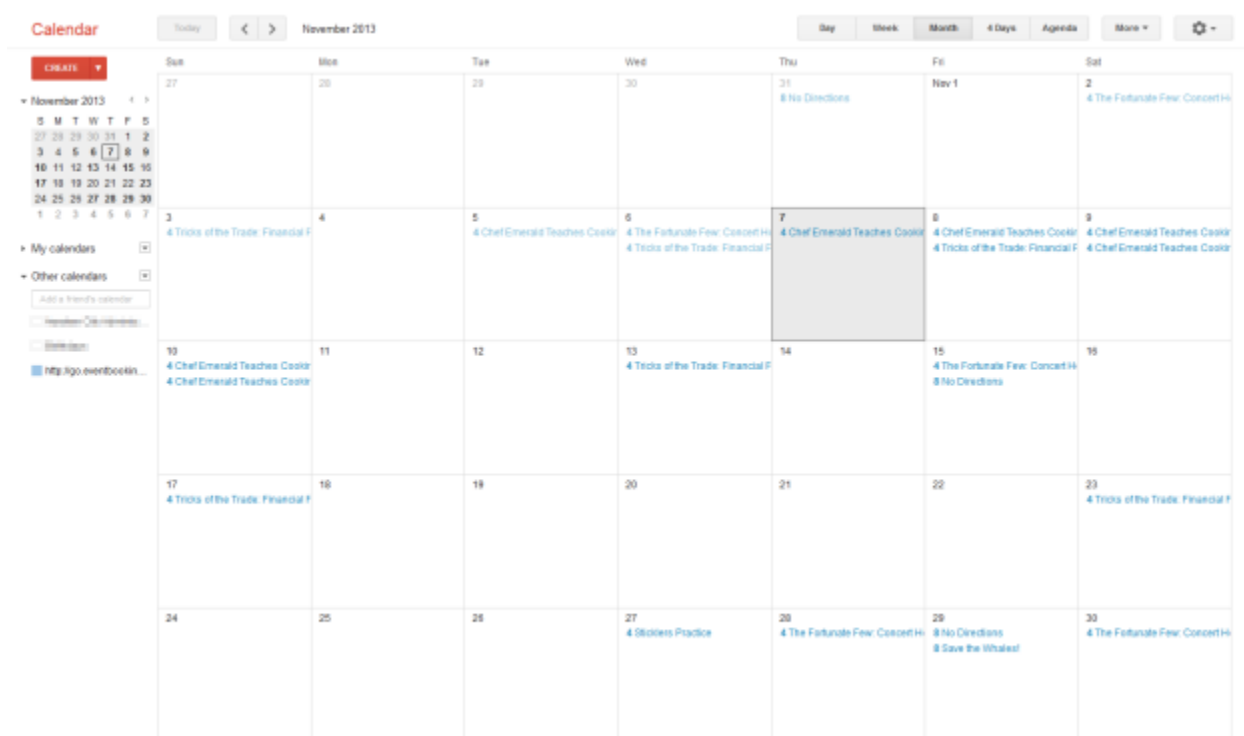
A screenshot of the Google Calendar 'Publishing' settings page. The page has a sidebar on the left with tabs for 'General', 'Layout', 'Event', 'Sales', 'Sharing', and 'Publishing'. The main content area is titled 'iCal' and contains the following text: 'For Google Calendar (or other web calendar), copy this link and subscribe via url...'. Below this is a URL: <http://go.eventbooking.com/EbConnect.ashx?key=publish&method=getiCal&id=61E.79FBE279>, which is highlighted with an orange box. Below the URL is the text '(Google calendar only re-syncs every 24 hours)'. Further down, there is text for Outlook: 'For Outlook (or local application) you can click this link to subscribe...' followed by a link 'Subscribe to calendar'. Below that is a section for date range offsets: 'Select the date range offset from the current day...' with two dropdown menus: 'Past 30 days' and 'Next 90 days'. At the bottom, there is a section 'Choose which calendars to show...' with a dropdown menu set to 'Arena'.

13. Paste the URL from step 10 into the **URL** field.

14. Click **Add Calendar**.

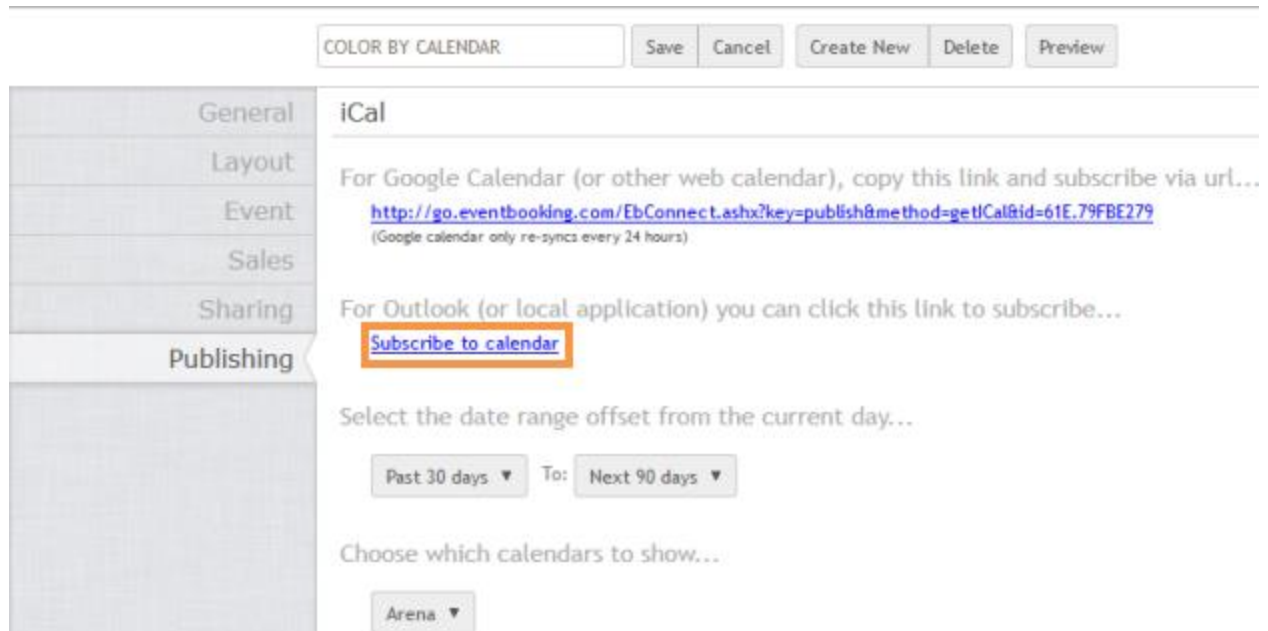


Your EB calendar is now synced to your Google Calendar. Please note, Google Calendar will re-sync your calendar once every 24 hours and will only import events from the date range selected in step 6.



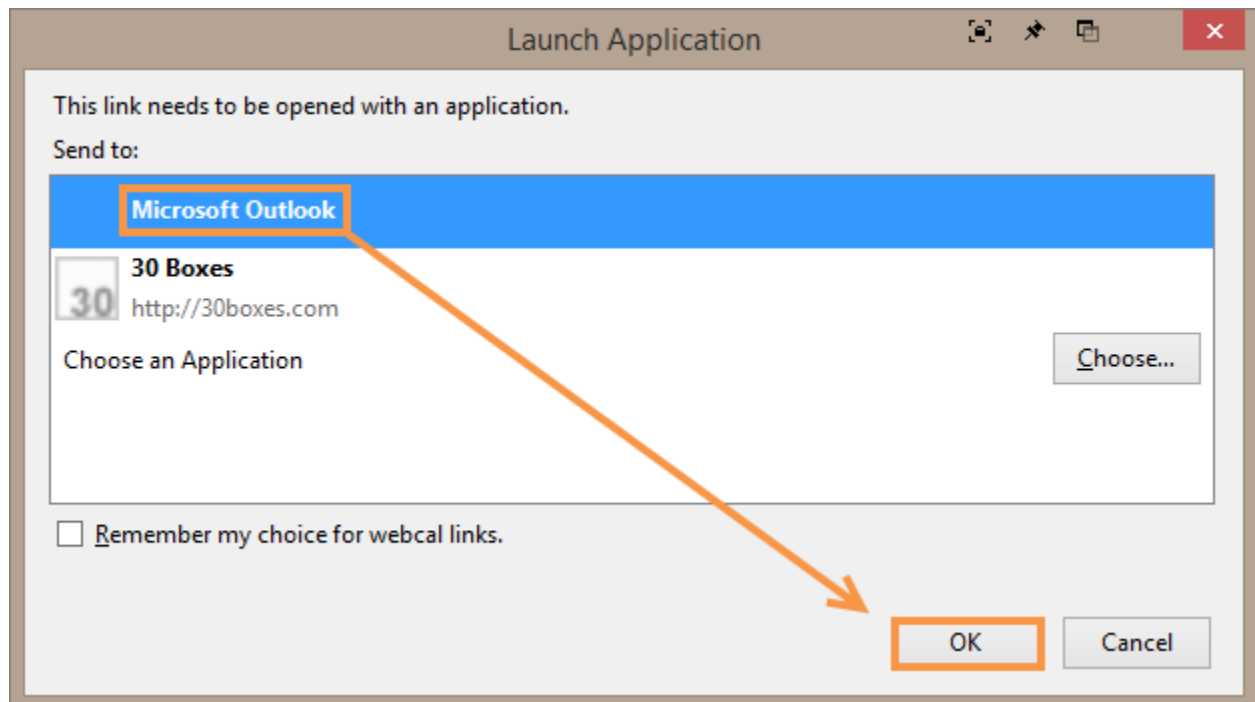
Outlook Calendar

10. Click **Subscribe to calendar**.



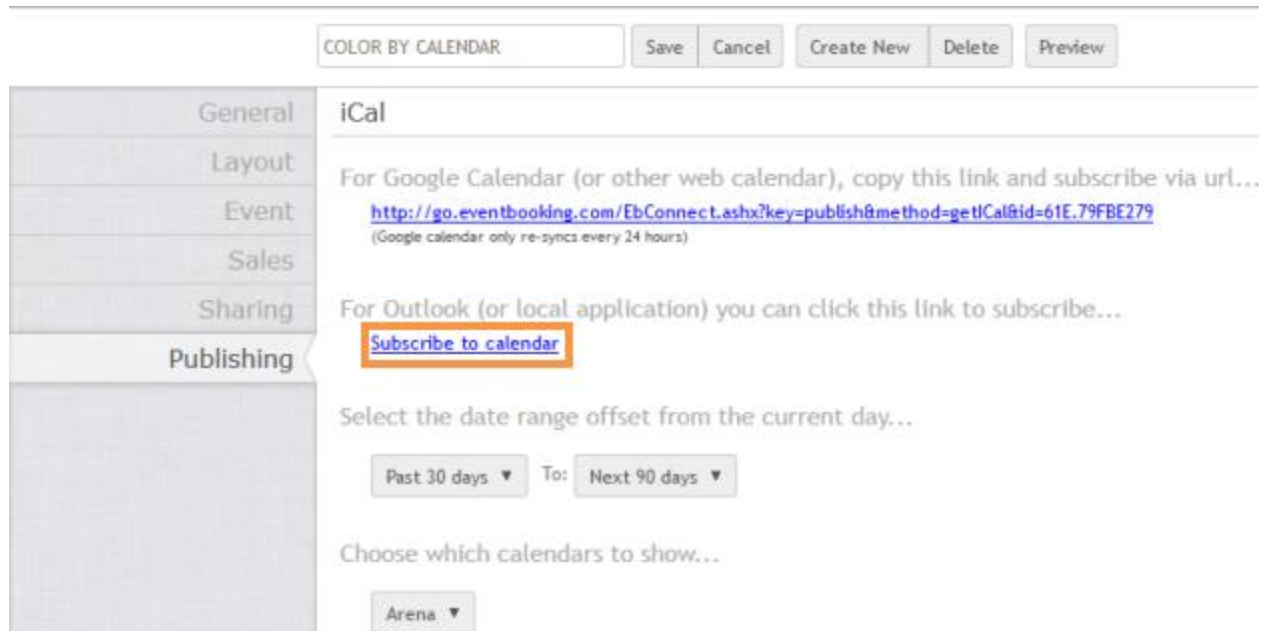
11. Make sure **Microsoft Outlook** is selected in the *Launch Application* window.

12. Click **OK**.



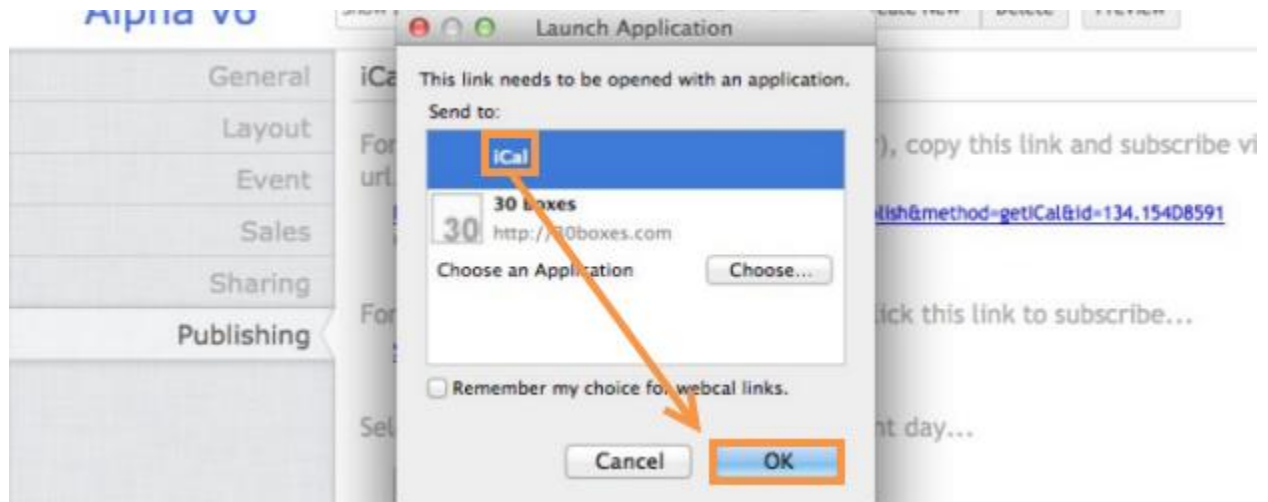
iCal

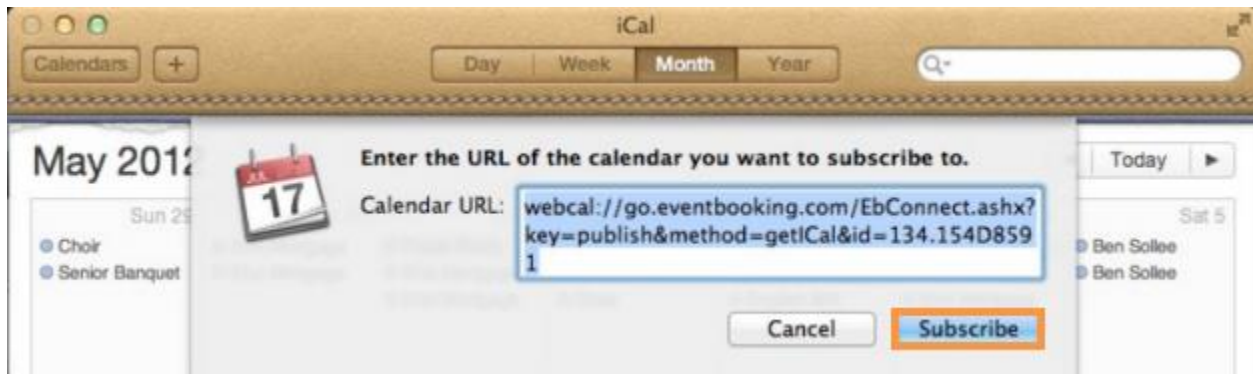
10. Click **Subscribe to calendar**.



11. Make sure **iCal** is selected in the *Launch Application* window.

12. Click **OK**.



13. Click **Subscribe**.

Your EB calendar is now synced to iCal. Please note, iCal will only import events from the date range selected.

