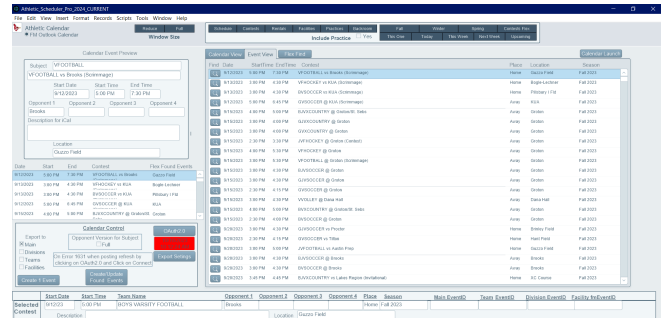




## Athletic Scheduler Pro 2024 Calendar Guide

- On the Contest layout, Calendar – takes you to Calendar layout for creating, updating, and deleting posts to your Google or Outlook Calendar.

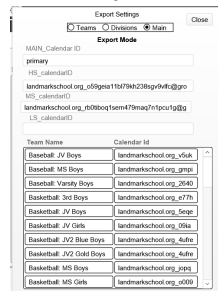


- Here you can find the events you want to post, update or delete in your calendar using the buttons in the header.
- Before authentication you must get your Client ID and Secret. Click on the A0th2.0 Credentials tab on the Backroom>School tab for instructions to get this done.

### Google Calendar

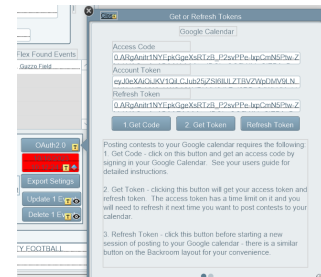
- You must enter your calendar id's for each calendar you want to have. In addition to the main calendar, you can have division, individual team and/or facility calendars. If you are tracking your facilities, you can also have facility calendars.

- For example, you might have a rink calendar. You will enter their id's by clicking on the Export Settings button in the left panel. For the main calendar, the id = "primary", but for the sub-calendars, you must obtain their id's from the Google calendar. Open the settings for each sub calendar and copy it's calendar id and paste it in it's corresponding id field in the Export Settings popover. Calendar id example:



[landmarkschool.org\\_2640fufm0a89jn24tde6vinhc4@group.calendar.google.com](mailto:landmarkschool.org_2640fufm0a89jn24tde6vinhc4@group.calendar.google.com)

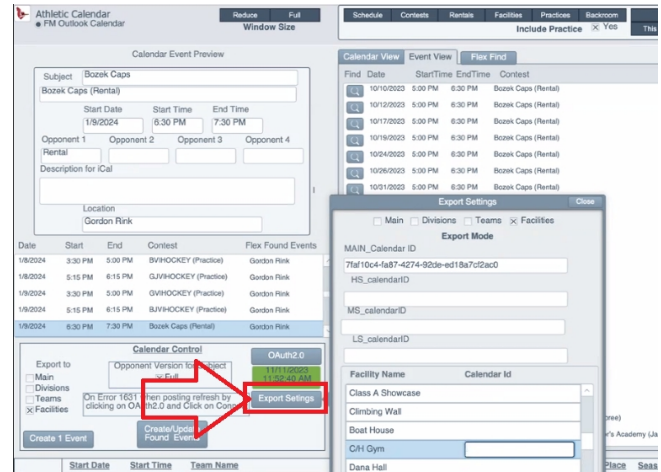
- You must get your access code and account token before you can post events to your calendar. Click on the A0uth2.0 button and click on the Get Code and then Get Token buttons.



### Outlook Calendar

- Here you must also enter the calendar id for the main calendar and any other calendars you want.
- You can obtain Calendar IDs by browsing Microsoft Graph at <https://developer.microsoft.com/en-us/graph/graph-explorer#>
- Simply sign in, scroll down to Outlook Calendar, and use the Get all my calendars option.
- Scroll down and copy the id from each calendar.

- Enter them by first clicking on the Export Settings button.
- Paste them in the appropriate field.
- Before posting you must get your access, token and refresh codes
  - Click on the “Connect” button to get your access code and token.
  - The access token expires after 60 minutes of use, so you will have to refresh it by clicking on the “Connect” button from time to time.



- You can now post your contests to your calendar. First, select the Export Mode: Main, Divisions, Teams or Facilities for Google. You can select one, two, three or all four and when you post an event the event will be posted on the corresponding calendar(s). You can only select Main for Outlook.
- Now, find the contests you want to post using the Flex Find. Here you can find teams, opponents, facilities, etc.



- Once you have your found set, click on the “Create/Update Found Events” button. Because you are posting to the internet this process takes a fair amount of time depending on the number of contests, maybe as much as 30 or more minutes. To help you monitor this there is a counter in the upper left-hand corner telling “Progress = # of Total #”.
- Three other buttons are available to you on this menu: Post 1 Event, Update 1 Event and Delete 1 Event. These buttons appear, or not, based on the condition that the current event has been posted. For instance, it wouldn’t make sense to Update 1 Event or Delete 1 Event if the current event has not been posted.
- Finally, there is a check box for which version of the opponent name you want, the full name or the abbreviation. Check it as you wish.