

Exporting Events

You can export all events in a date range or a single event.

To export multiple events within a date range:

1. Access the calendar from which you wish to export. The calendar will display in the monthly view like the one shown in Figure 56.

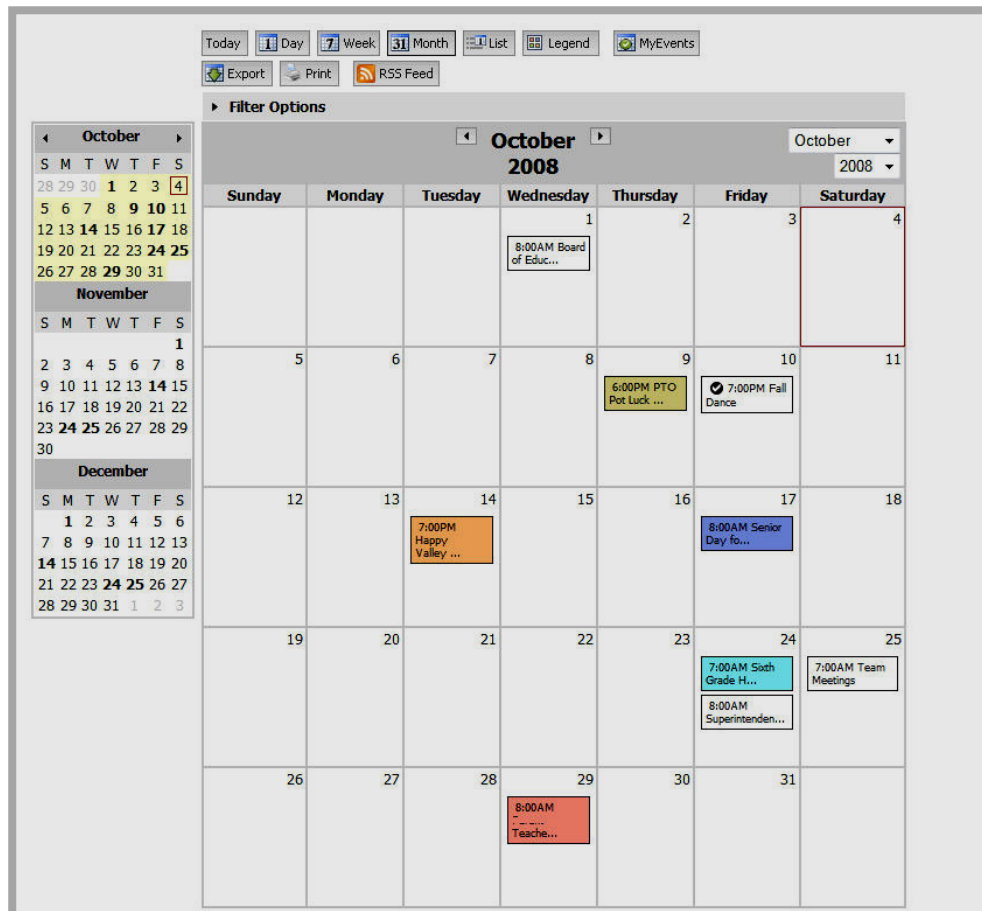
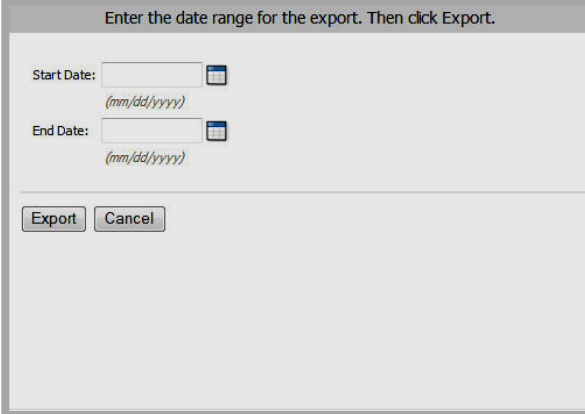



Figure 56: Calendar on end-user website

2. Click on the *Export* button. A *Date Range* window like the one shown in Figure 57 will display.



Enter the date range for the export. Then click Export.

Start Date: 
(mm/dd/yyyy)


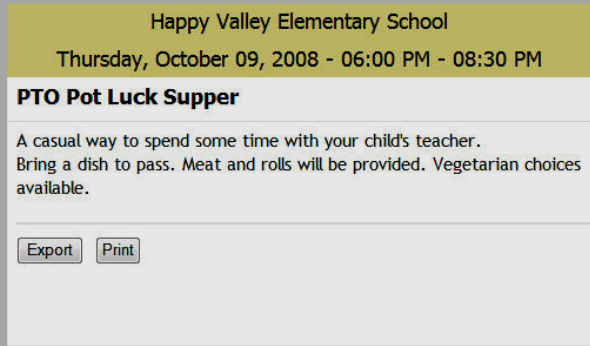
End Date: 
(mm/dd/yyyy)

Figure 57: Date Range window

3. Enter a date range for the export.
4. Click on the *Export* button. A *File Download* window will display.
5. Save the VCS file to your computer for import into your calendar program.

You export a single event in essentially the same way from the *Event Details* window as shown in Figure 58.



Happy Valley Elementary School
Thursday, October 09, 2008 - 06:00 PM - 08:30 PM

PTO Pot Luck Supper

A casual way to spend some time with your child's teacher.
Bring a dish to pass. Meat and rolls will be provided. Vegetarian choices available.

Figure 58: Event Detail window

To export a single event:

1. Click on the event title of the event. An *Event Details* window like the one shown in Figure 58 will display.
2. Click on the *Export* button. A *File Download* window will display.
3. Save the VCS file to your computer for import into your calendar program.