

# The Planner

## Orthodox Feasts and Daily Readings Calendar

### 2023-2024



## User Guide

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# Introduction

Welcome to "The Planner" 2023-2024 Digital Calendar, a complete listing of feast days of saints, daily service readings, and fasting information for the Liturgical year. After installation, "The Planner" events will appear between Sept 1, 2023 and Aug 31, 2024, the Ecclesiastical year. "The Planner" is a product of the Greek Orthodox Archdiocese of America Department of Internet Ministries.

## Languages Available

The Digital Planner is available in both Polytonic Greek and English. You may install English, Greek, or both. Instructions for installing the Greek version are similar to the English version. The file names will include either "-en" for English or "-el" for Greek (Ελληνικά). In the "other versions" folder is a file that has been simplified for Monotonic Greek for calendars that cannot read Polytonic Greek.

## Fasting Information

There is a variant available which uses emojis to designate that day's particular fasting rules in the title for each day in both English and Greek. Strict Fast (✝️), Fish Allowed (🐟), Wine Allowed (🍷), and Dairy Allowed (🧀). This version can be found in the "other versions" folder. Please note that these emojis may not display properly on every device and program. Be sure to test for compatibility before importing into your calendar.

## Install Notes

This release of "The Planner" contains ICS files only, which is the file formats used by most modern calendar systems today. The VCS file format provided in past years is now no longer offered.

The Planner should work with any software or mobile device that can read and import files using the ICS file format. Though there are many calendar applications able to read ICS files, we have tested "The Planner" with Microsoft Outlook, Mac OS Calendar, Google Calendar, iOS and Android OS.

Certain mail applications have a file limitation size, which is why split versions of both English and Greek are available in the "other versions" folder, each less than 1 MB in size.

"The Planner" is offered as-is, though the staff of the Department of Internet Ministries will do what it can to provide support where possible.

We strongly recommend importing the planner into a separate sub-calendar instead of merging with an existing calendar. Once imported, each event must be removed one at a time from most applications if you wish to remove the Planner from your calendar.

The instructions offered are correct at the time of the document's creation (7/20/2023).

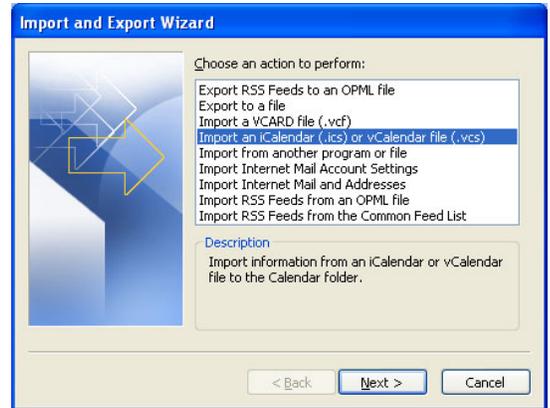




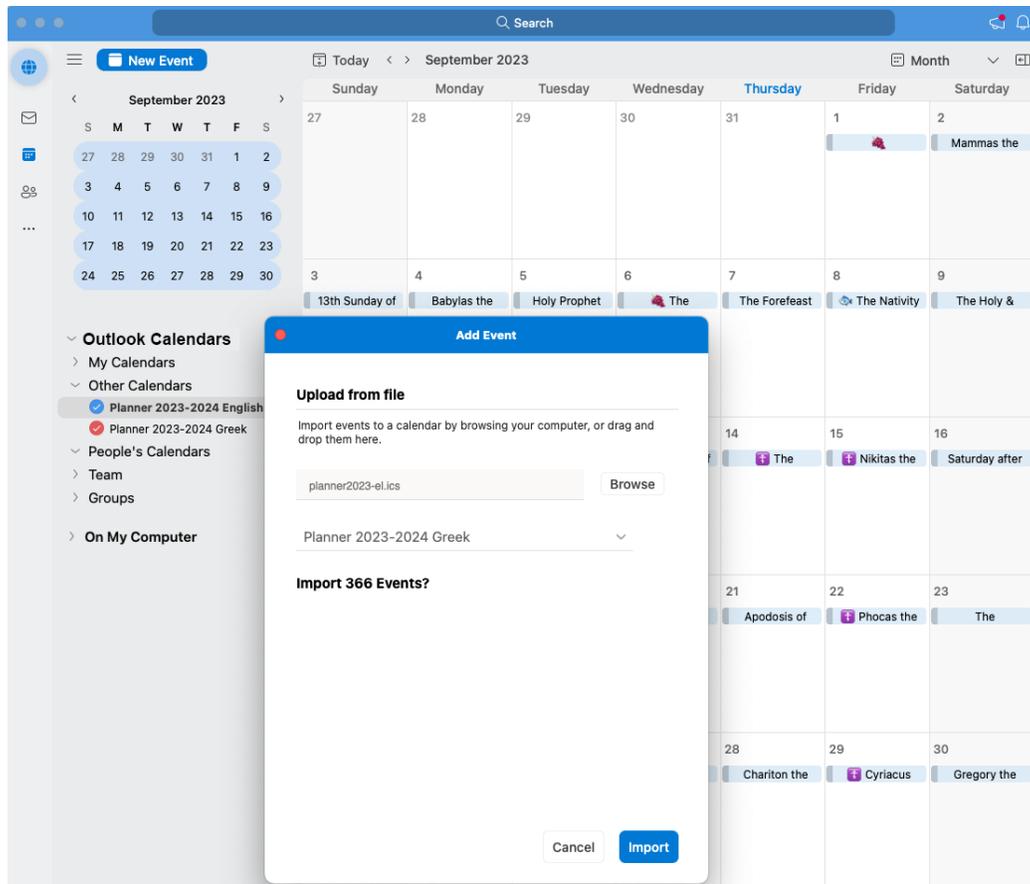
# Microsoft Outlook

The specific instructions will vary depending on the version and platform you are using. While some versions will allow you to import the ICS file via the File → “Import ...” menu, other versions will allow you to drag and drop the file into the app.

Please consult the documentation specific to your Outlook version and operating system for the correct instructions. The screenshot to the right shows the Import wizard in Outlook 2010 for Windows, while the screenshot below shows Outlook v16 for Mac which allows the user to drag the ICS file directly into the application for an easier import process.



**Some versions of Outlook** may have trouble if the file is imported and then the system clock is set to a different time zone. You may need to set the time zone appropriately and then install the file to ensure that the events remain as all day events. You may also encounter problems displaying certain characters in the polytonic Greek version of the readings.





# Mac OS Calendar / iPhone

## Installation Instructions:

1) In the Calendar app, go to File → New Calendar which is where you will add the Planner in Step 3.

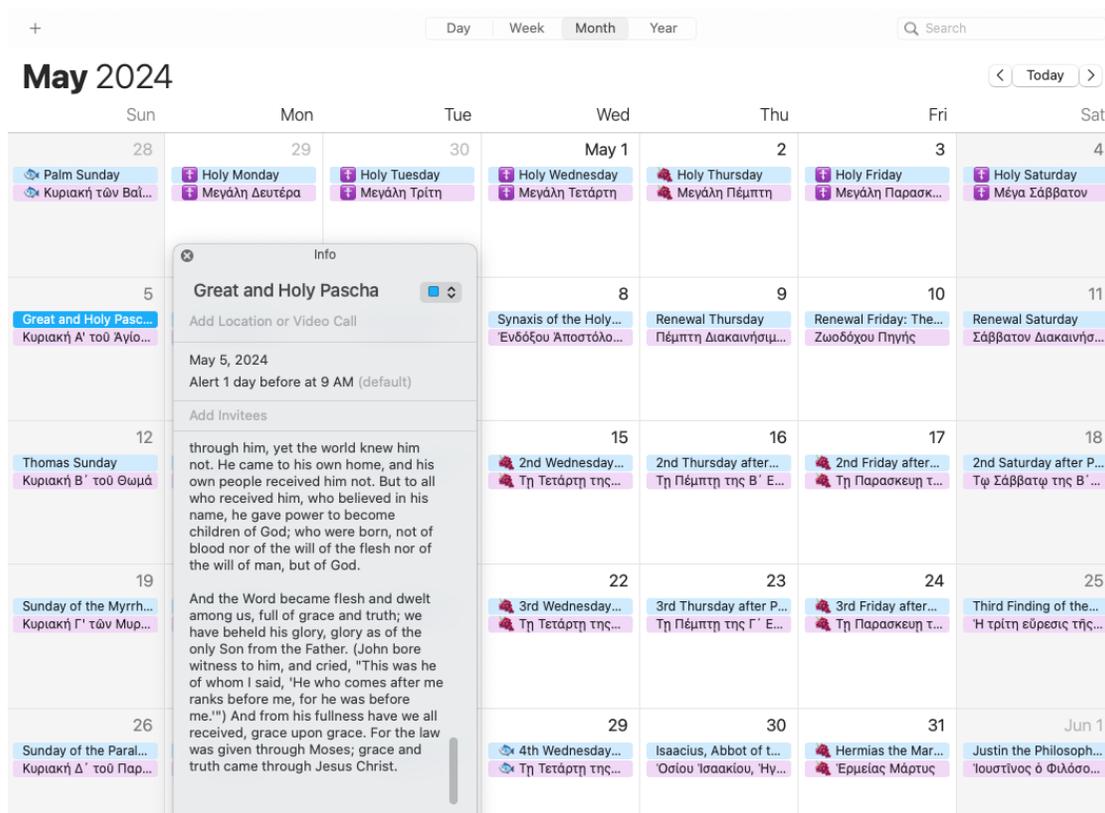
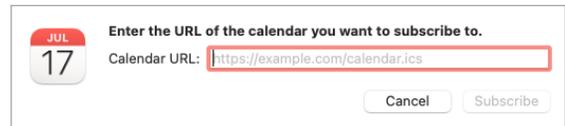
2) Go to File → Import ... and select your preferred ICS file from the downloaded Planner directory and click "Import".

3) At the next screen, choose your preferred calendar from the pull down menu and click "OK". Your events will be imported to your selected calendar.



## Alternate Instructions (subscribe to online, read-only version):

To subscribe to an online, read-only version of the Planner, go to File → New Calendar Subscription. Visit the Planner page at <http://www.goarch.org/chapel/planner> for a URL and paste it into the Calendar URL box. Note: If you have used this method in the past, the 2023-2024 readings will appear automatically for you!





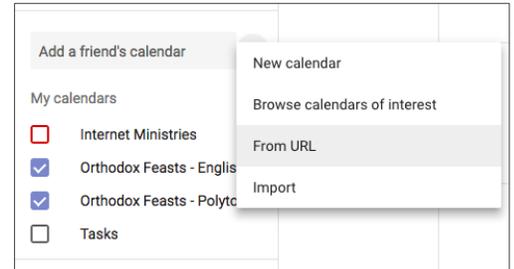
# Google Calendar

There are two methods to import the Planner into Google Calendar. The first option allows you to connect to an already existing version of the planner that is in the Google Calendar system. The second option allows you to import the data directly into your calendar yourself.

For both, navigate to [google.com/calendar](https://google.com/calendar) and sign into your Google Calendar account. If you do not have a Google Calendar account, you will need to register for one.

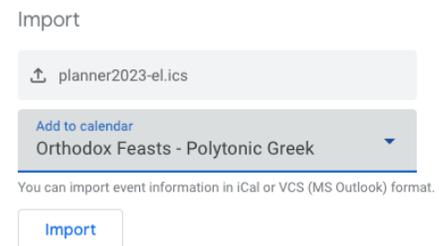
## Method 1 (subscribe to online, read-only version):

Once logged in, in the left column, click the plus button and choose "From URL". To get one of the available URLs, visit the Planner page at <http://www.goarch.org/chapel/planner>. Note: If you have used this method in the past, the 2023-2024 readings will appear automatically for you, and you don't have to do anything!



## Method 2 (download and import files):

- 1) Unzip and open the "Planner" folder that you downloaded to your computer's hard drive.
- 2) Once logged in, in the left column, click the plus button and choose "New calendar." Give your calendar a name, such as "Orthodox Feasts 2023-2024" and click "Create Calendar."
- 3) Once your calendar is created, you'll remain within the Settings section. If you happen to be on the main screen, when you click the plus button in the left column, and choose "Import," you'll be taken to the Settings page. From here, click "Import & export" and then "Import" in the left column.
- 4) Click "Select file from your computer." Open the Planner folder and choose either *planner2023-en.ics* or *planner2023-el.ics*.
- 5) Click "Add to Calendar" and choose one of your Calendars.
- 6) Click "Import." Once finished, click the back arrow (top left corner) to return to the main calendar.



# Mobile Devices

The following instructions provide general guidance for both iOS and Android OS devices. Specific instructions may vary depending on the particular model and operating system version you are using.



iOS (iPhone and iPad)



Android OS (iPhone and iPad)

## Synchronize from Desktop Computer or Third-Party System

If you have your calendar account synchronized to your phone from either your desktop computer or from a third-party service (such as Google Calendar), we highly recommend you use one of the aforementioned options and then synchronize your new calendar with your mobile device.

We strongly recommend using this method to limit any potential issues that may arise from working directly on your mobile device.

