The Planner
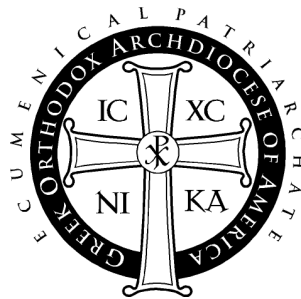## Orthodox Feasts and Daily Readings Calendar
2017-2018

User Guide

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Introduction

Minimum Requirements

Software: Any software that supports the vCal or iCal format, including Outlook 2007 or higher, Mac OS Calendar, Google Calendar, and Zimbra.
Optional: Any Smart Phone or PDA that integrates with any of the above software applications

Release Notes

Welcome to "The Planner" 2017-2018 Digital Calendar. After installing this calendar appointment database, you can use your own calendar system to keep yourself updated on the feast days of saints, daily service readings, and fasting information of the Liturgical year. After installation, "The Planner" events will appear between September 1, 2017 and August 31, 2018, the Ecclesiastical year.

The Digital Planner is a product of the Department of Internet Ministries of the Greek Orthodox Archdiocese of America.

Languages Available

The Digital Planner contains Polytonic Greek and English. You may install English, Greek, or both. Instructions for installing the Greek version are similar to the English version.

File Formats

This release of "The Planner" contains several formats and versions for installation with the user's various applications. Both VCS and ICS files are standard calendar formats that may be used by many applications. However, you may find that other native formats sometimes work better with particular applications. Please see the install notes for your application of choice to see which file is best to use.

Product Compatibility

While reasonable effort has been made to test the calendar events on platforms listed under minimum requirements, the Department of Internet Ministries is not able to provide customer service and support to other systems that claim to be either VCS or ICS compatible.

Install Notes

Following are installation notes for Microsoft Outlook, Mac OS Calendar, and Google Calendar. Though there are other applications that can read VCS and ICS files, these are applications that have been tested for use with "The Planner".
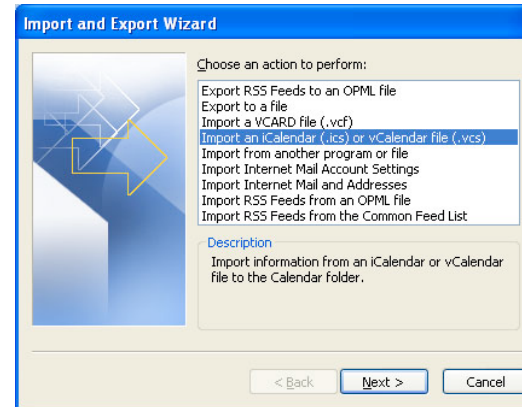
Microsoft Outlook 2007 and higher

Notes:

These files should work in all time zones as all day events, though problems may occur if the file is installed 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.

For **Microsoft Outlook 2007 and higher, ICS** is the preferred file type. The instructions that follow reflect the steps for Microsoft Outlook 2007. Later versions have similar instructions, but may vary slightly. Microsoft Outlook may have problems displaying certain characters in the polytonic Greek version of the readings.

Microsoft Outlook 2000 can import VCS files, but it has trouble with all day events. It is currently not a supported version. Microsoft Outlook 2002 and 2003 can also import VCS files but they have not been tested with this year's Planner.

Import and Export Wizard

Choose an action to perform:

Export RSS Feeds to an OPML file
Export to a file
Import a VCARD file (.vcf)
Import an iCalendar (.ics) or vCalendar file (.vcs)
Import from another program or file
Import Internet Mail Account Settings
Import Internet Mail and Addresses
Import RSS Feeds from an OPML file
Import RSS Feeds from the Common Feed List

Description
Import information from an iCalendar or vCalendar file to the Calendar folder.

< Back   Next >   Cancel

Installation Instructions:

1) Unzip and open the "Planner" folder that you downloaded to your computer's hard drive.
2) Open the "Microsoft Outlook" application on your computer
3) On the main menu bar, go to File → "Import and Export..."(For Outlook 2011 in MacOS drag and drop files into the calendar.)
4) From the list, select "Import an iCalendar (.ics) or vCalendar file (.vcs)" and click "Next."
5) From the pull down menu, choose Files of Type: "iCalendar Format File" (*.ics)
6) Open the unzipped Planner folder, and then either the Greek or English folder. Then, choose the file named *planner2017.ics*. Once the file is highlighted, click "OK".
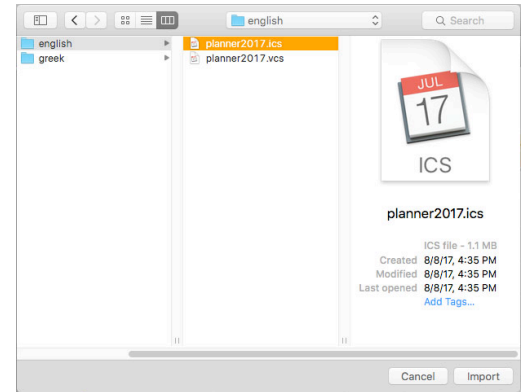
Mac OS Calendar / iPhone

Information:

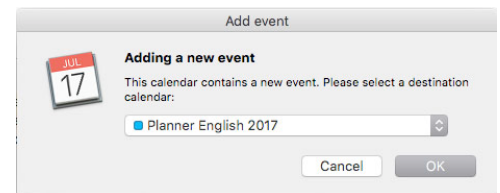You will want to use the ICS version - *planner2017.ics* - when importing into Calendar on Mac OS.

Installation Instructions:

1) Unzip and open the "Planner" folder.

2) Open the Calendar application

3) Create a New Calendar File → New Calendar

4) Choose File → Import … → Import…

4) Open the unzipped Planner folder, and then either the Greek or English folder.
Locate the *planner2017.ics* file, click on it, and then click "Import".

5) 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.

Google Calendar

Notes: This information is correct at the time of the document's creation (8/8/2017). The instructions to import the Planner may change as Google continues to improve its Calendar application.

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, the first step is to open your web browser and sign into your Google Calendar at
http://www.google.com/calendar/
If you do not have a Google Calendar account, you will need to register for one.

Method 1:

Once logged in, at the bottom of the left column, click the arrow next to "Other Calendars" and choose "Add by URL". To get one of the available URLs, visit the Planner page at http://www.goarch.org/chapel/planner
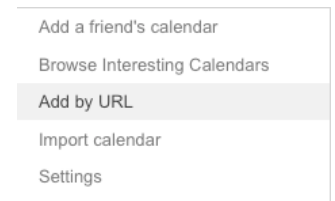
Method 2:

1) Unzip and open the "Planner" folder that you downloaded to your computer's hard drive.

2) Once logged in, in the middle of the left column, click the arrow next to "My Calendars" and choose "Create new Calendar".

3) Give your calendar a name, such as "Orthodox Feasts 2017-2018" and click "Create Calendar".

4) Once your calendar is created, click on the arrow next to "Other Calendars" and choose "Import Calendar".

5) Step 1: From here, click Browse (on Windows) or Choose File (on Mac). Open the Planner folder, then either the Greek or English folder. Then, choose the file named *planner2017.ics* and click open.

6) Step 2: Choose your newly created calendar from the pulldown menu.

7) Step 3: Click the Import button. Give your computer some time (30 - 60 seconds) to allow for it to process the file. If the import is successful, you will receive a confirmation message on the screen.

8) Click Close and you will be brought back to your main calendar view.   Below is a sample screenshot of what the imported calendar will look like. If you click on "edit event details", you will see the Epistle and Gospel readings and the Saints for the day.