

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".



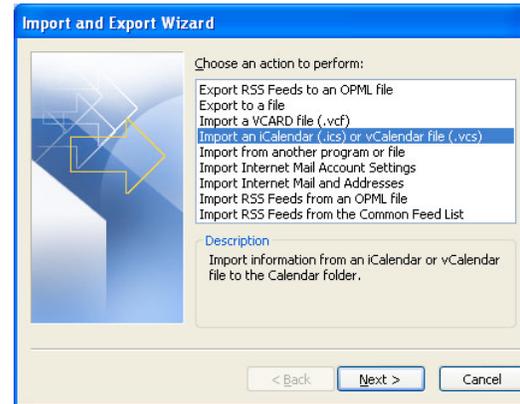
Microsoft Outlook 2007 and higher

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.

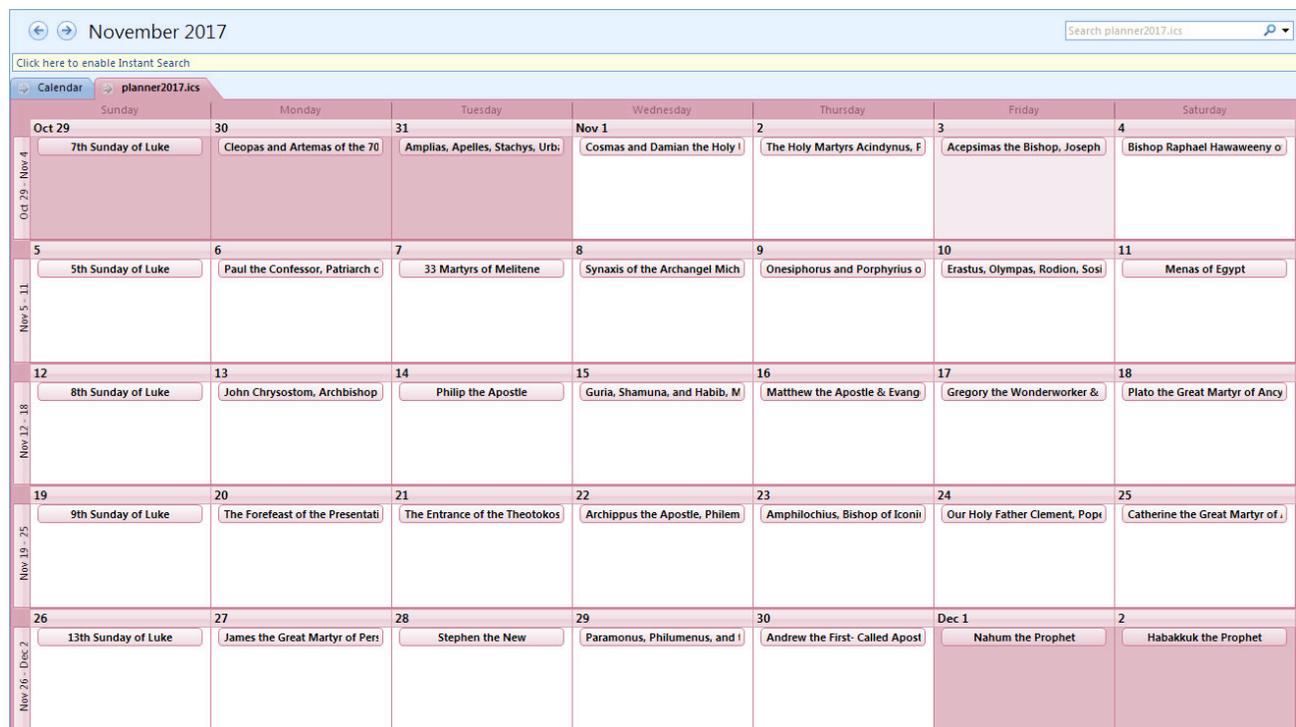
For **Microsoft Outlook 2007 and higher**, ICS is the preferred file type. The instructions that follow reflect the steps for Microsoft Outlook 2007. Later versions have similar instructions, but may vary slightly. Microsoft Outlook may have problems displaying certain characters in the polytonic Greek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



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".





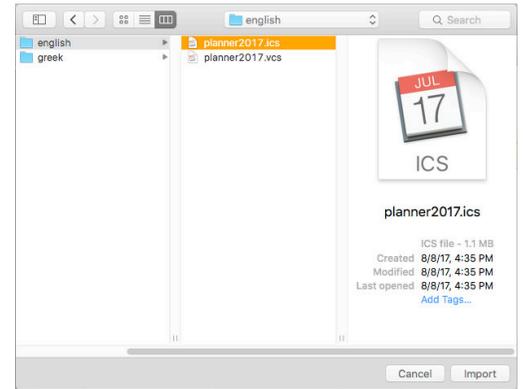
Mac OS Calendar / iPhone

Information:

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

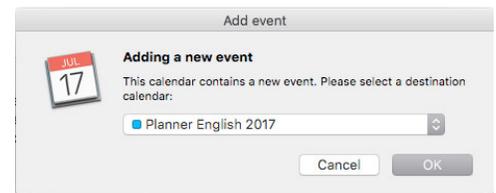
Installation Instructions:

- 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.



February 2018							Today
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28 Sunday of the Publica... ΙΣΤ' Λουκᾶ (Τελώνου...	29 Removal of the Relics... Ἀνακομιδὴ Λειψάνων...	30 Synaxis of The Three... Οἱ Ἅγιοι Τρεῖς Ἱεράρ...	31 Cyrus & John the Un... Κύρος καὶ Ἰωάννης Ἀ...	Feb 1 Trypho the Martyr Τρύφιων Μάρτυς	2 The Presentation of... Ἡ Ἱγπαπαντὴ τοῦ Κυρ...	3 The Synaxis of the H... Συμεῶν ὁ Θεοδόχος...	
4 Sunday of the Prodig... ΙΖ' Λουκᾶ (τοῦ Ἀσώτ...	5 Meatfare Monday Δευτέρα τῆς Ἀποκρέω...	6 Photius the Great, Pa... Φώτιος Πατριάρχης Κ...	7 Meatfare Wednesday Τετάρτη τῆς Ἀποκρέω...	8 First & Second Finding of the Venerable Head of John the Baptist Add Location Feb 24, 2018 Alert 1 day before at 9 AM (default) Add invitees Saints, Feasts, and Readings for 2/24/2018 Saints and Feasts: First & Second Finding of the Venerable Head of John the Baptist, Romanos, Prince of Uglich, Boswell, Abbot of Meirose Abbey, Cumine the White, Abbot of Iona Fast Day (Wine and Oil Allowed)	9 Hieromartyr Haralam... Χαραλάμπος Ἱερομάρ...	10 Theodore the Tyro, G... Θεόδωρος Μεγαλομά...	
11 Judgment Sunday (M... Κυριακὴ τῆς Ἀποκρέω...	12 Cheesefare Monday Δευτέρα τῆς Τυροφάγ...	13 Cheesefare Tuesday Τρίτη τῆς Τυροφάγου...	14 Cheesefare Wednesd... Τετάρτη τῆς Τυροφάγ...	15 Cheesefare Thursday Πέμπτη τῆς Τυροφάγ...	16 The Holy Apostles of... Ἅγιοι Πέτρος καὶ Παύλος...	17 Theodore the Tyro, G... Θεόδωρος Μεγαλομά...	
18 Forgiveness Sunday Κυριακὴ τῆς Τυροφάγ...	19 The Holy Apostles of... Δευτέρα Ἀ' τῶν Νηστ...	20 Leo, Bishop of Catania Λέων Ἐπίσκοπος Κατ...	21 Timothy the Righteous "Ὅσιος Τιμόθεος	22 The Holy Apostles of... Ἅγιοι Πέτρος καὶ Παύλος...	23 The Holy Apostles of... Ἅγιοι Πέτρος καὶ Παύλος...	24 First & Second Findin... Εὔρεση Τιμίας Κεφ...	
25 Sunday of Orthodoxy Κυριακὴ Ἀ' τῶν Νηστ...	26 Porphyrius, Bishop of... Πορφύριος, Ἐπίσκοπ...	27 Procopius the Confes... Προκόπιος Ὁμολογητ...	28 Righteous John Cassi... "Ὅσιος Κασσιανὸς Ὁ Ρ...	29 The Holy Apostles of... Ἅγιοι Πέτρος καὶ Παύλος...	30 The Holy Apostles of... Ἅγιοι Πέτρος καὶ Παύλος...	3 The Holy Martyrs Eut... Εὐτρόπιος, Κλεόνικος...	

Google™ 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.

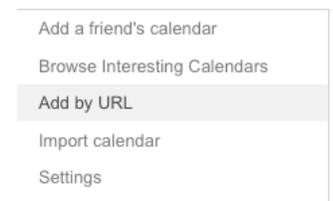
There are two methods to import the Planner into Google Calendar. The first option allows you to connect to an already existing version of the planner that is in the Google Calendar system. The second option allows you to import the data directly into your calendar yourself.

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.

A screenshot of the "Create New Calendar" form in Google Calendar. The form has a "Calendar Details" section with buttons for "« Back to calendar", "Create Calendar", and "Cancel". It includes input fields for "Calendar Name:", "Organization:", "Description:", and "Location:". Below these is a "Calendar Time Zone:" section with a "Country:" dropdown menu set to "United States". A note says "Please first select a country to select the right set of".A screenshot of the "Import calendar" dialog box in Google Calendar. It shows a "File:" field with "planner2017.ics" selected. Below it is a "Calendar:" dropdown menu set to "2017-2018 Orthodox Feasts - English". There are "Import" and "Cancel" buttons. Text below the dropdown says "Choose the calendar where these events should be saved."A screenshot of the "Import calendar" dialog box in Google Calendar showing a success message. It says "Processed 365 events." and "Successfully imported 365 events." There is a "Close" button at the bottom.

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.

←
SAVE
Discard changes
Delete
More Actions ▾

Agape, Chionia, and Irene, the Holy Martyrs

4/16/2018 to 4/16/2018

All day Repeat...

Event details Find a time

Where

Video call [Add video call](#)

Calendar 2017-2018 Orthodox Feasts - English ▾

Created by goarchdiakonia@gmail.com

Description

Saints and Feasts: Agape, Chionia, and Irene, the Holy Martyrs, Leonidas and Charissa, Nike, Calixtus, Kallistos, Neophytos, Mesochites, and Theodoros the Martyr...

Guests

Guests can

modify event

invite others

see guest list

Calendar							
Today < > April 2018							
Day Week Month 4 Days Agenda More ▾ ⚙							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Apr 1 Palm Sunday Κυριακή τῶν Βαΐων	2 Holy Monday Μεγάλη Δευτέρα	3 Holy Tuesday Μεγάλη Τρίτη	4 Holy Wednesday Μεγάλη Τετάρτη	5 Holy Thursday Μεγάλη Πέμπτη	6 Holy Friday Μεγάλη Παρασκευή	7 Holy Saturday Μέγα Σάββατο	
8 Great and Holy Pascha Κυριακή Α' τοῦ Ἁγίου Πάσχα	9 Renewal Monday Δευτέρα Διακαινήσιμου	10 Renewal Tuesday: The Cor Τρίτη Διακαινήσιμου	11 Renewal Wednesday Τετάρτη Διακαινήσιμου	12 Renewal Thursday Πέμπτη Διακαινήσιμου	13 Renewal Friday: Theotokos Ζωοδόχου Πηγῆς	14 Renewal Saturday Σάββατο Διακαινήσιμου	
15 Thomas Sunday Κυριακή Β' τοῦ Θωμά	16 Agape, Chionia, and Irene, Μάρτυρες Ἀγάπης, Εἰρήνης κ	17 Symeon the Holy Martyr an Συμεὼν Ἱερομάρτυς ; Μακά	18 Holy Father John the Righte Ἵσος Ἰωάννης ; Ευθυμίου	19 The Holy Hieromartyr Paph Παφνούσιος, Ἱερομάρτυς	20 Theodore the Trichinas Ἵσιος Θεόδωρος ὁ Τριχινῶ	21 The Holy Hieromartyr Janu Ἱερομάρτυς Ἰανουάριος καὶ	
22 Sunday of the Myrrh-Bearin Κυριακή Γ' τῶν Μυροφόρων	23 George the Great Martyr ar Γεώργιος Μεγαλομάρτυρας	24 Elizabeth the Wonderworke Ἐλισάβετ ἡ Θαυματουργή	25 Mark the Apostle and Evan Ἀποστόλος Μάρκος	26 Basil the Holy Martyr Bisho Βασίλειος, Ἐπίσκοπος Ἀμα	27 The Holy Hieromartyr Syme Ἱερομάρτυς Συμεὼν	28 The Holy Nine Martyrs of C 9 Μάρτυρες ἐν Κυζίκῳ	
29 Sunday of the Paralytic Κυριακή Δ' τοῦ Παραλύτου	30 James the Apostle and broi Ἰάκωβος ὁ Ἀπόστολος	May 1 Jeremias the Prophet Ἱερεμίας Προφήτης	2 4th Wednesday after Pasch Τη Τετάρτη τῆς Μεσοπενητη	3 The Holy Martyrs Timothy a Τιμόθεος καὶ Μαύρα, Μάρτυ	4 Pelagia the Nun-martyr of T Πελαγία, Μάρτυς	5 Irene the Great Martyr Εἰρήνη Μεγαλομάρτυς	