The Planner
Orthodox Feasts and Daily Readings Calendar
2019-2020

User Guide

Table of Contents

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" 2019-2020 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, 2019 and August 31, 2020, 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 calendar applications able to read VCS and ICS files, these are applications that have been tested for use with "The Planner". This information is correct at the time of the document's creation (8/8/2019).
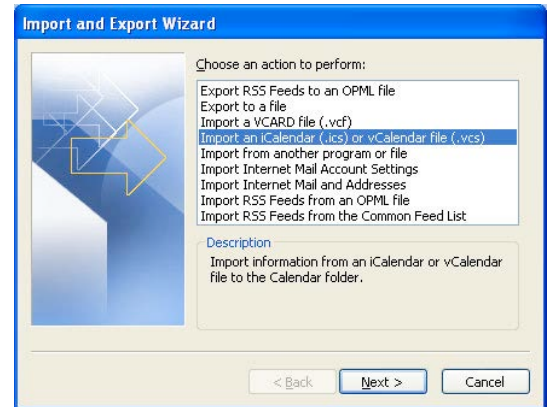
Microsoft Outlook 2007 and higher

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.
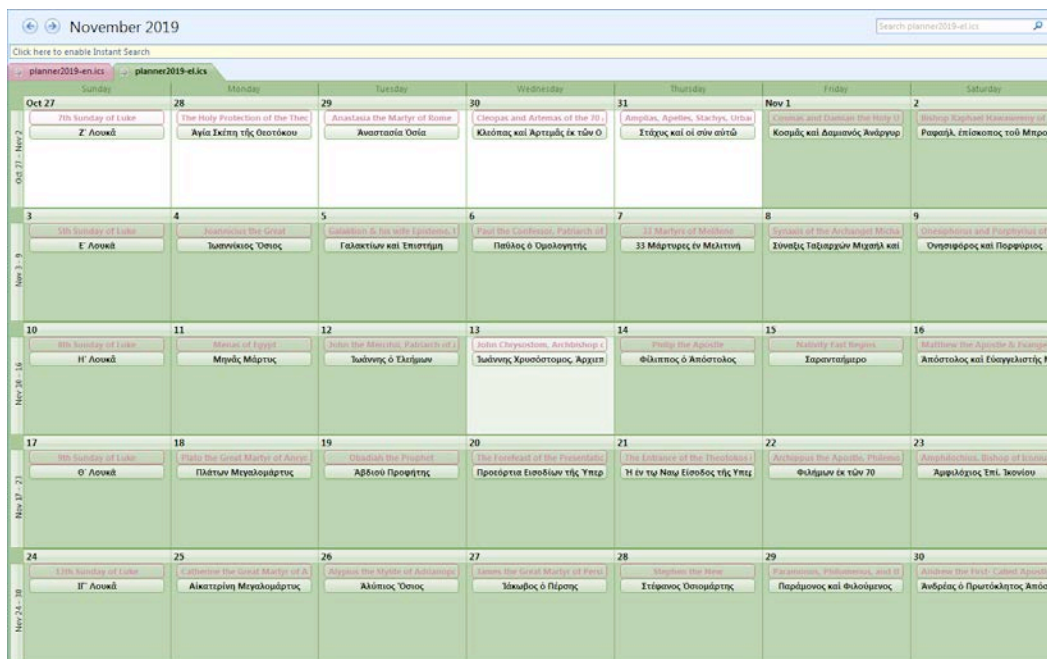
For **Microsoft Outlook 2007 and higher, ICS** is the preferred file type. The instructions that follow reflect the steps for Microsoft Outlook 2007. Later versions have similar instructions, but may vary slightly. Microsoft Outlook may have problems displaying certain characters in the polytonic Greek 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 Planner folder, choose either *planner2019-en.ics* or *planner2019-el.ics*, and click "OK:
7) You may be prompted to and can choose to import it into an existing calendar or as a new one.

![calendar icon] # Mac OS Calendar / iPhone

Information:

For Calendar on Mac OS, use one of the ICS versions - *planner2019-en.ics* or *planner2019-el.ics*.

Installation Instructions:

1) Download, unzip, and open the "Planner" folder.

2) Open the Calendar application

3) Create and name a New Calendar: File → New Calendar

4) Choose File → Import …

5) In the Planner folder, select the ICS file (Greek (el) or English (en)) and click "Import".

6) 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.
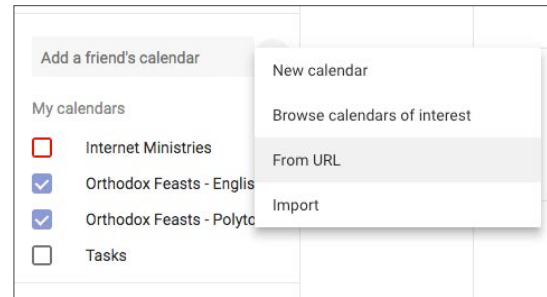
Google Calendar

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, start by navigating to 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.
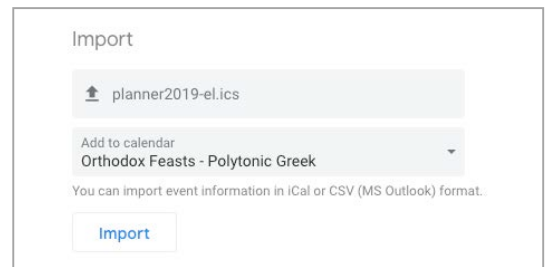
Method 1:

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 2019-2020 readings will appear automatically for you, and you don't have to do anything!

Method 2:

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 2019-2020" 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) In the center area, click "Select file from your computer." Open the Planner folder and choose either *planner2019-en.ics* or *planner2019-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.