

# The Planner

## Orthodox Feasts and Daily Readings Calendar

### 2021-2022



## 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, and Google Calendar.

Optional: Any Smart Phone or PDA that integrates with any of the above software applications

## **Release Notes**

Welcome to "The Planner" 2021-2022 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 September 1, 2021 and August 31, 2022, 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 both VCS and ICS files, which are standard digital calendar formats. 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 (7/30/2021).



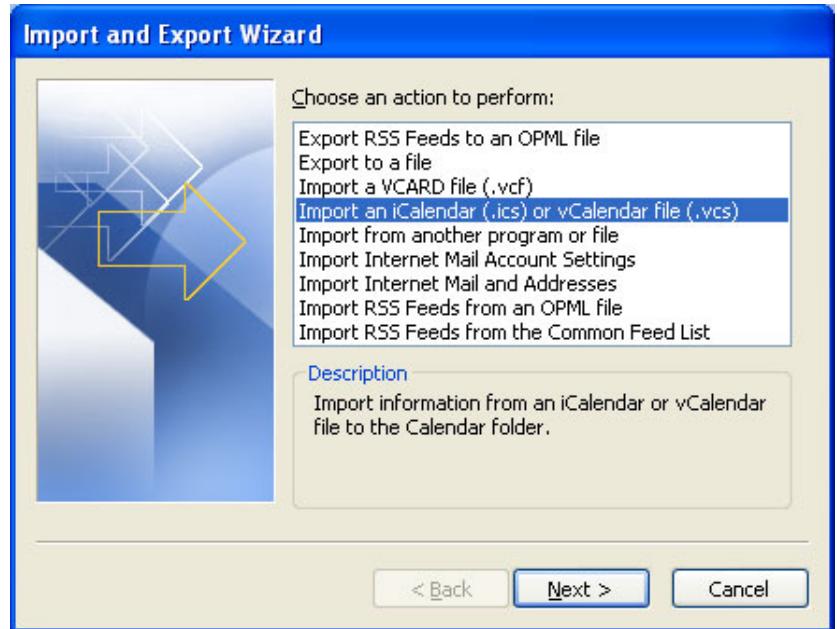
# Microsoft Outlook 2007 and higher

## 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 *planner2021-en.ics* or *planner2021-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.



# Mac OS Calendar / iPhone

## Information:

For Calendar on Mac OS, use one of the ICS versions - *planner2021-en.ics* or *planner2021-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.



## September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	<b>The Elevation of the Venerable and Life-Giving Cross</b> Add Location Sep 14, 2021 Alert 1 day before at 9 AM (default) Add Invitees Saints, Feasts, and Readings for 09/14/2021 Saints and Feasts: The Elevation of the Venerable and Life-Giving Cross; Commemoration of the 6th Ecumenical Council Strict Fast Matins Gospel Reading: John 12:28-36 The Lord said, "Father, glorify your name." Then a voice came from heaven, "I have glorified it, and I will glorify it again." The crowd standing by heard it and said that it had thundered. Others said, "An angel has spoken to him." Jesus answered, "This voice has come for your sake, not for mine. Now is the judgment of this world, now shall the ruler of this world be cast out: and I, when I am lifted up from the earth, will	2	3	4
5	6	7		Anthimus, Bishop of... Ιερομάρτυρος Ἀνθίμος...	Babylas the Holy Ma... Βαβύλας Ἱερομάρτυρς	
11th Sunday of Matt... ΙΑ' Ματθαίου	The Commemoratio... Θαῦμα ἐν Χώναις, πα...	The Forefeast of the... Προεόρτια τῆς Γεννή...		Menodora, Metrodor... Μηνοδώρα, Μητροδόρ...	Theodora of Alexand... Οσίας Θεοδώρας τῆ...	
Sunday before Holy... Κυριακή πρό τῆς Υ...	Forefeast of the Elev... Προεόρτια "Υψώσεως	The Elevation of the... Ἡ Ὑψώσις τοῦ Τύπο...		Sophia & her three d... Σοφία, Πίστις, Ἐλπίς...	Saturday after Holy... Σάββατον μετὰ τὴν...	
12	13	14		17	18	
Sunday after Holy Cr... Κυριακή μετά τῆς Υ...	Eustathius the Great... Μάρτυς Εὐστάθιος Κ...	Apodosis of the Elev... Ἀπόδοσις Ὑψώσεως...		3	24	25
19	20	21		The Commemoratio... Ἀνάμνησις τοῦ ἐν Κυ...	Euphrosyne of Alexa... Εὐφροσύνη Ἀλεξανδ...	
26	27	28		Oct 1	2	
The Falling Asleep of... Ἡ Μετάστασις τοῦ ᾿...	Callistratus the Mart... Καλλίστρατος Μάρτ...	Chariton the Confes... Χαρίτων ὁ Ὄμολογ...		The Holy Protection... Άγια Σκέπη τῆς Θεο...	The Holy Hieromartyr... Ἴερομάρτυρος Κυπρ...	



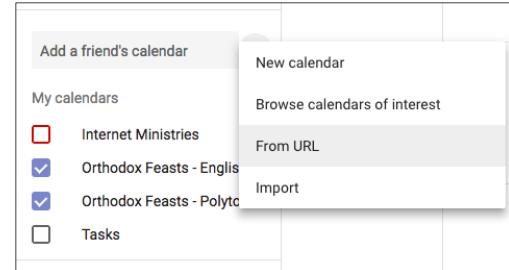
# Google Calendar

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](https://www.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.

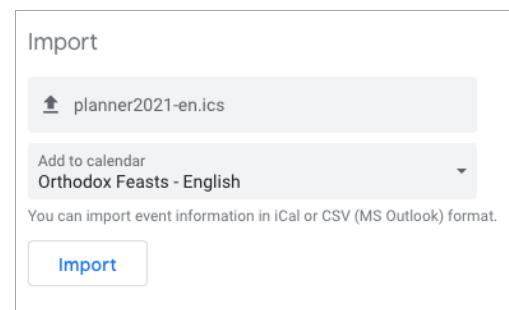
## Method 1 (subscribe to online version):

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 2021-2022 readings will appear automatically for you, and you don't have to do anything!



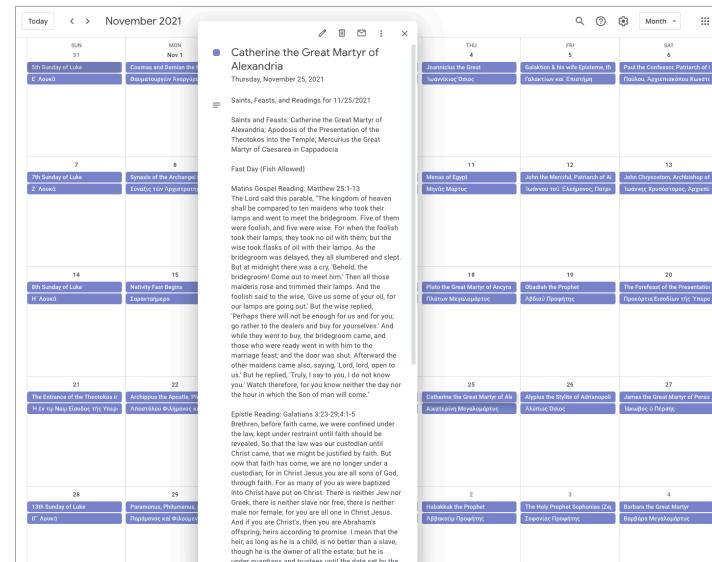
## Method 2 (download and import files):

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 2021-2022" 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 *planner2021-en.ics* or *planner2021-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.