The Planner
Orthodox Feasts and Daily Readings Calendar
2022-2023

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" 2022-2023 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, 2022 and August 31, 2023, 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 (8/2/2022).
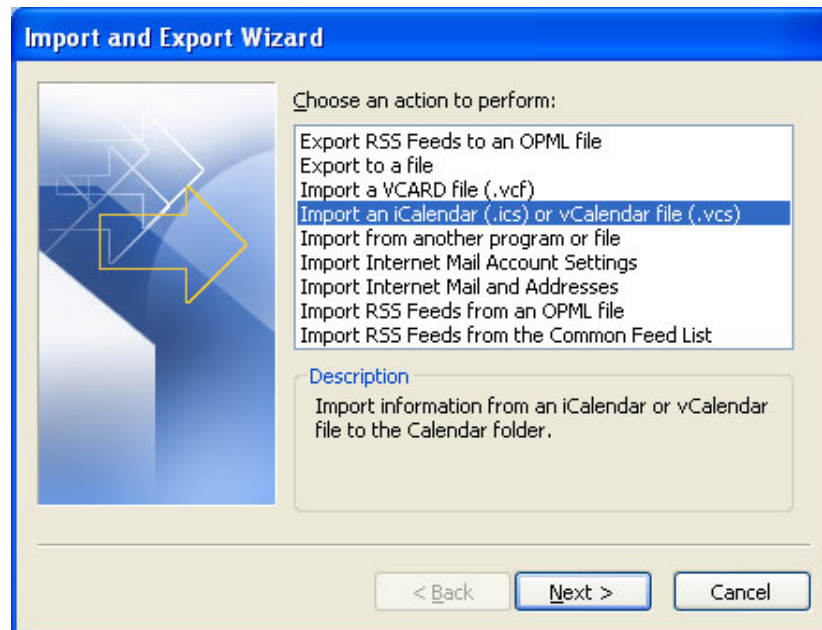
![Microsoft Outlook logo] **Microsoft Outlook**

ICS is the preferred file type for most versions of Microsoft Outlook on both Mac and Windows computers. 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.

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.
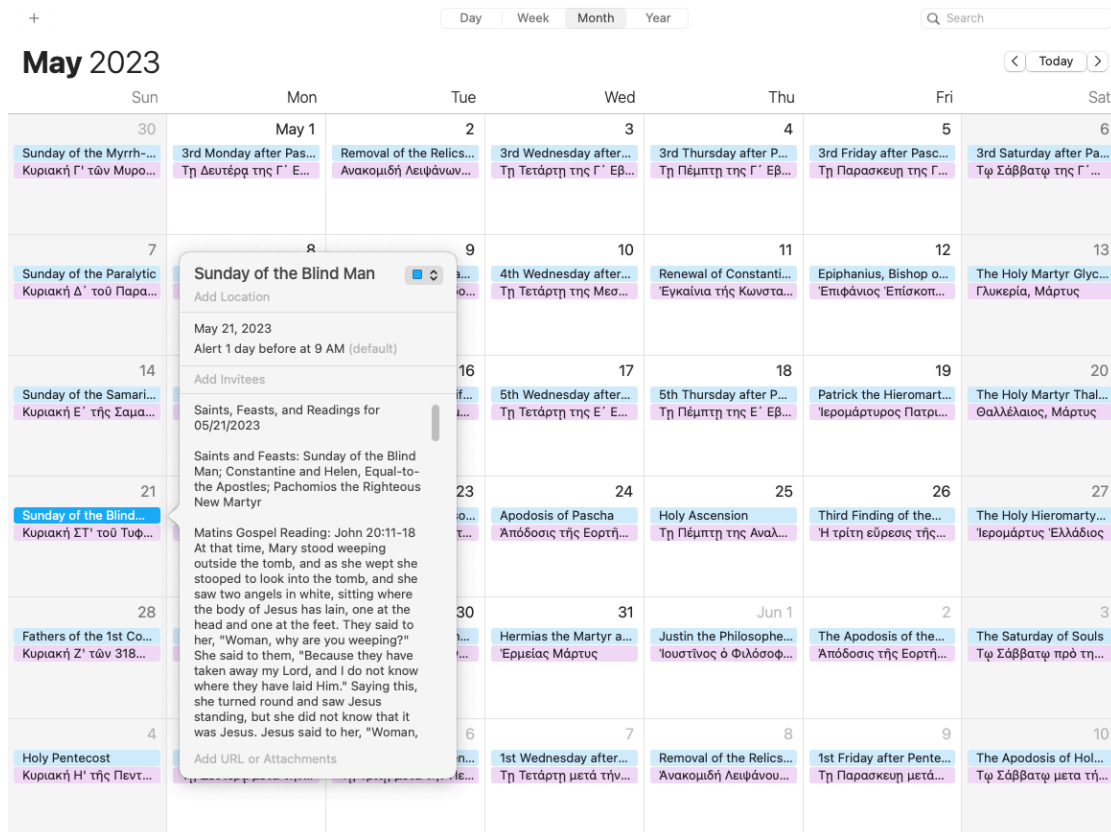
Mac OS Calendar / iPhone

Information:

For Calendar on Mac OS, use one of the ICS versions - *planner2022-en.ics* or *planner2022-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.
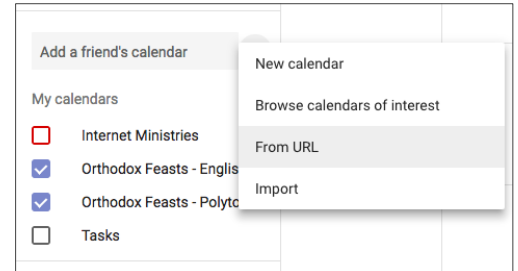
Google Calendar

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, navigate 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 (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 2022-2023 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 2022-2023" 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 *planner2022-en.ics* or *planner2022-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.