

ICal (iCalendar) - Res/Fac

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Overview

Users can subscribe to 'My Schedule' so that they can view scheduled events in other calendar applications, such as Google Calendar™, Microsoft® Outlook®, and smartphone calendars. Data is refreshed daily and when changes are made to a New Innovations calendar event.

Administrators need to configure some setup in Administration to enable subscribing to iCalendars. Once this is done, follow the instructions below.

User Setup

Residents, fellows and faculty will need to set up their individual devices to sync the calendars.

Block Schedules

1. Go to *Schedules > Block Scheduling > My Rotations*
2. Click "Subscribe to My Schedule"
3. Read and Agree to the use clause
4. Copy the link in the grey box
5. Follow the steps for your personnel calendar. We have listed help instructions for the most common calendars.
6. Click **Save**

Block Scheduling Views

[Subscribe to My Schedule](#)

My Rotations

Person: Brooks, Sharon Academic Year: 2012-2013

Department	Division	Start Date	End Date	Rotation	Primary	Curriculum	Status	PGY	Program	Notes
JGB Internal Medicine		7/1/2012	7/31/2012	IRAMICU	●	None	PRG 3	3	JGB Internal Med	
JGB Internal Medicine		8/1/2012	8/31/2012	IRAWARD - 2	●	None	PRG 3	3	JGB Internal Med	
Pediatrics		9/1/2012	9/30/2012	PED:FAM VIOLENCE	●	None	PRG 3	3	JGB Internal Med	

<https://help.new-innov.com/w/gme/images/thumb/4/48/Calendar - Block.jpg/700px-Calendar - Block.jpg>

Assignment Schedules

1. Go to *Schedules > Assignment Scheduling > My Schedule*
2. Click **Subscribe to My Schedule**
3. In the pop-up, check **Enable Calendar Subscription**
4. Read and Agree to the use clause
5. Copy the link in the grey box
6. Follow the steps for your personnel calendar. We have listed help instructions for the most common calendars.
7. Click **Save**

My Schedule

Sharon Brooks View: Brooks, Sharon

in the date range: 4/1/2013 4/30/2013 [Change](#)

Visible Event Types: Templated Assignments Other Assignments Rotations Conferences Reviews [Subscribe to My Schedule](#)

[< Previous](#) [Month](#) | [Week](#) | [Day](#) | [Year](#) [Next >](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	Apr 1	2	3	4	5	6
	DM:CARO:CCU					
	CONFERENCE: 12:00 PM-1:00 PM Journal Club at Aultman Hospital		CONFERENCE: 8:00 AM-9:00 AM Wednesday Morning Meetings Room 101 at Aultman Hospital CONFERENCE: 12:00 PM-1:00 PM Didactics at Aultman Hospital	CONFERENCE: 8:00 AM-10:00 AM Grand Rounds at Aultman Hospital	CONFERENCE: 7:00 AM-8:00 AM Morbidity and Mortality at Aultman Hospital CONFERENCE: 9:00 AM-12:00 PM Didactics at Aultman Hospital	

(<https://help.new-innov.com/w/gme/images/thumb/4/42/Calendar - Assign.jpg/700px-Calendar - Assign.jpg>)

In the Help section, click the link that applies to your device for further assistance.

New Innovations

iCalendar Configuration

iCalendar Subscription Link

Your iCalendar link is currently active. To disable sharing, click *Disable Calendar Sharing* below.

Subscribing to your calendar
Copy the link below, access your other calendar, and paste the link when requested by the other iCalendar application.

<http://www.new-innov.com/ical/trainnew/b0916196-15df-4deb-a6ee-9a41972bcbff.ics>

New Innovations updates your schedule subscription daily and as changes are made. We publish calendar events from last week through the end of the next month.

Help

Setting up iCalendars varies across products. Please access your iCalendar's help documentation for further instructions. We have provided links to help for some commonly used calendar programs below:

- [Google Calendar™](#)
- [Microsoft® Windows Live® \(Hotmail®\) Calendar](#)
- [Yahoo® Calendar](#)
- [Microsoft® Outlook®](#)
- [Microsoft® Outlook® via Windows Live®](#)
- [Apple® iCal® for Macintosh®](#)

[Disable Calendar Sharing](#) [Return to Schedule](#)

(https://help.new-innov.com/w/gme/images/thumb/d/da/ICal_1.jpg/700px-ICal_1.jpg).