

Import your schedule into Google Calendar

Here are some quick and easy steps for importing your schedule into your Google Calendar.

Open the ICal / RSS tab on your Profile

Click the dropdown menu in the upper right and select [My Profile](#) to visit your profile page. From there, click the **ICal/RSS** tab:

My Profile

Recommend TimeForge to a friend or Access TimeForge on Facebook

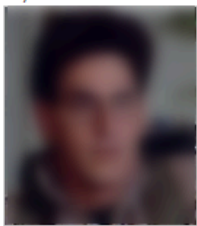
Personal

Alerts

ICal / RSS

My Scheduled Reports

My Picture



Upload

Remove

TimeForge Id: 89896890 ?

My Last Name *

Spengler ?

My First Name *

Eric ?

My Middle Name

James ?

My Email

?

My Cell Number

?

Test Text

Do you want your username to be your email address?

No ?

My Username *

?

Change my password

Choose a time zone in the ICal Information box

Choose a timezone, then click **Save my Settings** at the bottom of the page.

My Profile

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Personal

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My Scheduled Reports

ICal Information:

ICal Timezone

--Choose--

--Choose--

GMT-10:00) Hawaii Time

GMT-09:00) Alaska Time

GMT-08:00) Pacific Time

GMT-07:00) Mountain Time

GMT-07:00) Mountain Time - Arizona

GMT-06:00) Central Time

GMT-05:00) Eastern Time

- To get all of your TimeForge's future schedule in an ICal format, visit:
http://app.timeforge.com/Scheduler/ical/myschedule/V4iPEUmFa01_x3D
- To get all of your TimeForge's future requests in an ICal format, visit:
http://app.timeforge.com/Scheduler/ical/myavailability/V4iPEUmFa01_x3D

RSS Information:

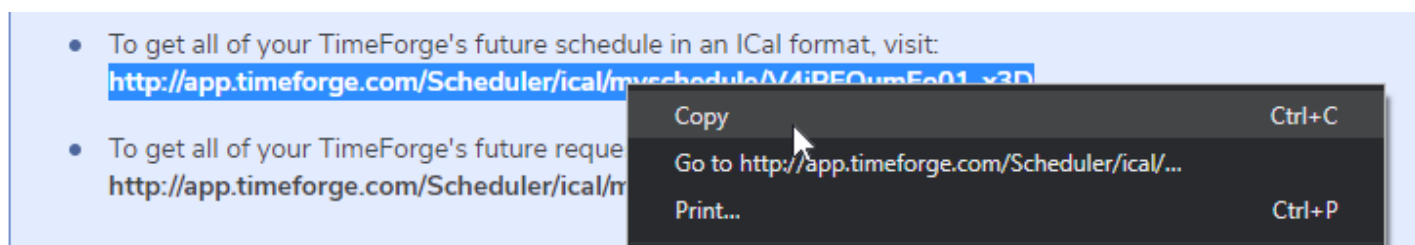
- To get all of TimeForge's RSS feeds in an OPML format, visit:
<https://app.timeforge.com/Scheduler/opml.html>
- To receive your personal information through the TimeForge RSS feed, visit:
<https://app.timeforge.com/Scheduler/rss.html>

Save My Settings

Cancel

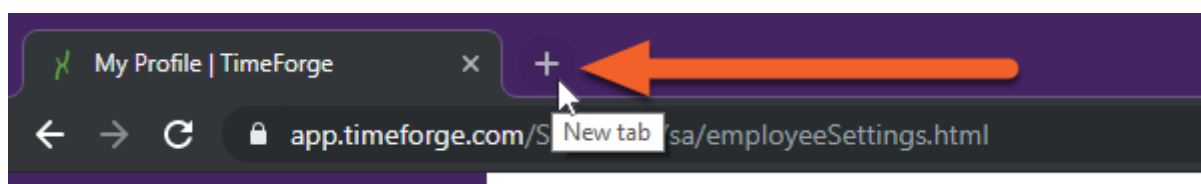
Copy the URL for the schedule you want to import

Next, highlight the URL for the schedule you want to import, then right-click and select **Copy**. This will copy the URL, which you will need for the next step.

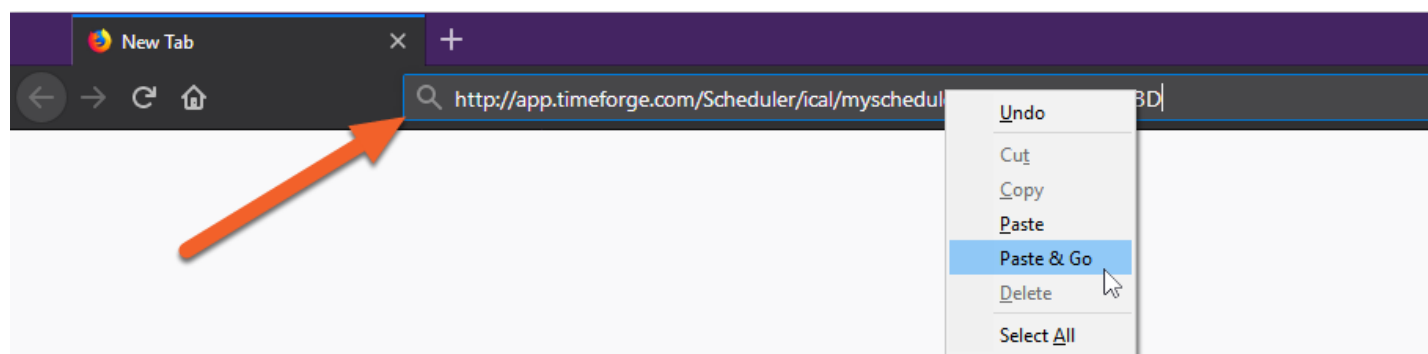


Open a new browser tab or window

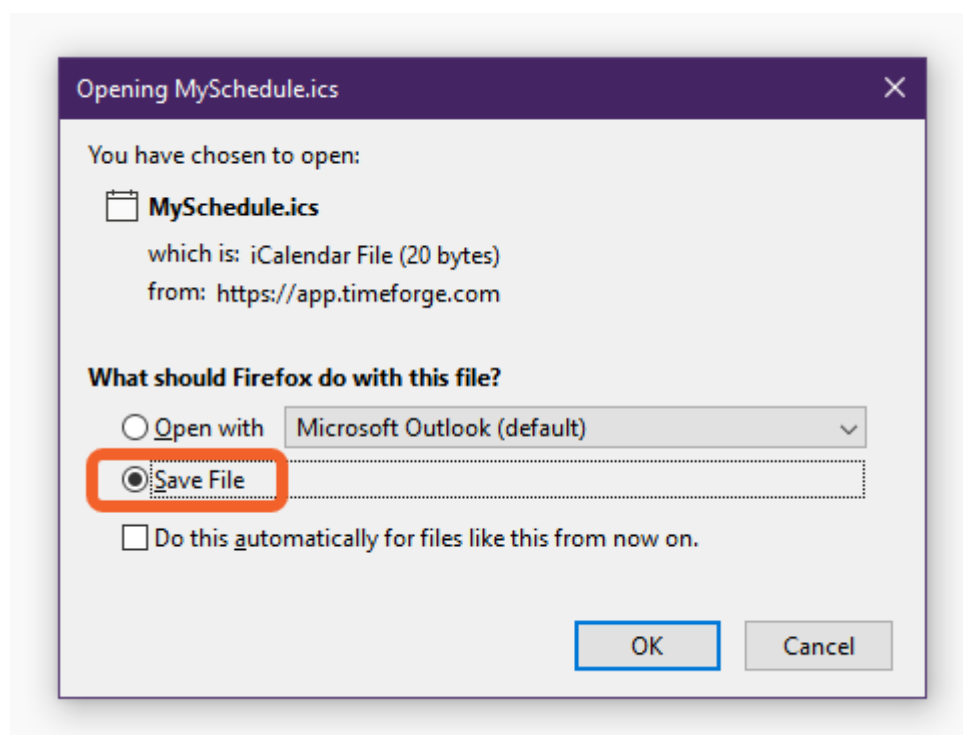
For most browsers, this can be done by clicking a plus sign at the top of the window.



Paste the copied URL and hit enter (or Paste & Go)



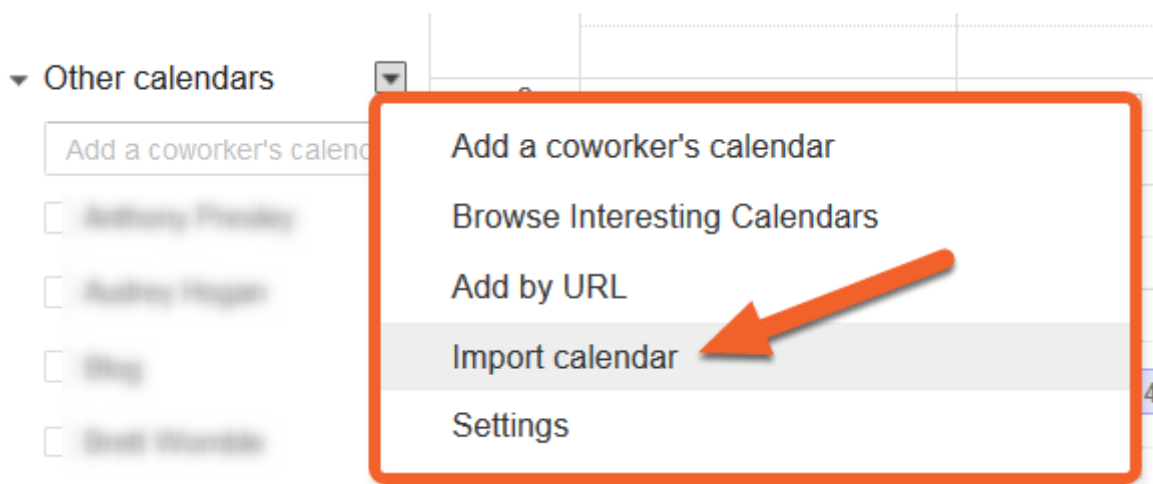
Depending on your browser's settings, the ICal file (.ics) may download automatically, or you may be prompted to choose where to save it. If prompted, save the file.



Import the file into Google Calendar

Now that you've exported the schedule from TimeForge, it's time to import it into Google Calendar!

To do this, open your Google Calendar, click the down arrow next to **Other Calendars** (on the left) and select **Import calendar** from the list.



Locate the file and click Import

Browse for the file you just saved, then click **Import**. Your schedule will then appear on your Google Calendar!

