The University of Denver’s Center for Judaic Studies (CJS)
In partnership with the Office of Diversity and Inclusion (ODI), Office of Teaching and Learning (OTL), Religious and Spiritual Life, DULCCES & Fritz Knoebel School of Hospitality Management presents:

Google Calendar: A Step-by-Step Guide to Transforming your Online Calendar into an Interfaith Calendar in 12 minutes!

For our 7 Best Practices, full specs for the DU Interfaith Challenge, and links to this guide and guides for other Office & Google Platforms visit: www.du.edu/ahss/cjs/interfaith
Why does this guide only accommodate 7 religious/cultural traditions?

Our instructions connect your Google calendar to the dates from only 7 religious/cultural calendars because currently these are the only up-loadable religious/cultural calendars available for the Google platform.

Do you know of other religious calendars that can be uploaded to Google? Please let us know at cjs@du.edu

Note: This guide is prepared and maintained by Prof. Sarah Pessin, the Interfaith Chair at the Center for Judaic Studies (CJS) with help from the CJS office team as a service to DU. Please note that screenshots and details may differ from what you see on your screen based on your operating system and whether you are on a PC or a Mac. If you have recommendations for improved screenshots or language, please email us at cjs@du.edu (ideally with screenshots so we can best improve this guide).
**Step 1:**
Tap the drop-down arrow to the right of “Other calendars”

Select “Browse Interesting Calendars”
**Step 2:**
Select “Subscribe” to download a religious holiday category to your personal calendar.

Four calendars to incorporate for religious inclusivity.

Once subscribed, these calendars will be incorporated into your personal calendar.
We’re Halfway Done Transforming your Google Calendar!

You should now see Google’s 4 “built in” religious calendars in your Google Calendar (listed under “Other calendars”). You may color-code them as you wish using the dropdown arrow to the right of each calendar.

* Note: Please be advised that for many Muslims, the Islamic Calendar dates that you now have in your calendar are only estimates that are generally within a day or two of the final dates which are determined by real time observations of the moon’s cycle in a given month based on weather, and other factors.
We’re Halfway Done Transforming your Google Calendar!

Now that we’ve added the 4 Google calendars, let’s upload 3 external calendars.*

*Full Disclosure: While many have reported success with the instructions so far, some did not succeed with what comes next; give it a try, and if you don’t succeed, at least you now have 4 religious traditions in your online calendar.
Please visit the last page of this PDF before you go!
Step 3: Go to https://www.calendarlabs.com/ical-calendar/religious/ to download the three external calendars highlighted in red below.

The circled calendars are the 3 calendars we’ll be working with.

Start by clicking on “Sikh Holidays” & turn to the next page for details on what to do next!
Step 4: Once you click on “Sikh Holidays,” a green “Download” button will appear (circled in red below). Click Download. Depending on your computer/browser details, one of 2 things happens next:

1) You might have the option to ‘Save’ the file; if you have that option, take it (i.e. if you can, just ‘Save’ the file and do not ‘Open’ it);

2) You might find that your computer’s default calendar opens automatically, e.g. iCal- with a dialogue window, ‘Add event’; if this happens, click cancel (for the ‘add event’) and close the calendar program.

- In short: Do whatever you need to do to save the file! (And depending on your computer/browser, the file might get saved to your Desktop or Downloads Folder)

- Turn the page to learn how to upload this file into your Google Calendar!...

*Note: There have sometimes been Mac issues with this download; if you are having trouble, please try a few different browsers and it will hopefully work!
Step 5: Tap the drop-down arrow to the right of “My calendars”
Select “Create new calendar”
Step 6:
Let’s create a new calendar where Sikh celebrations can be uploaded; let’s name the calendar “Sikh Festivals.” Once complete, tap “Create Calendar” (highlighted in red) located in the top left corner.
Step 7: Tap the drop-down arrow to the right of “Other calendars”
Select “Import calendar”
Choose the “Sikh-Holidays.ics” from your desktop or downloads folder as the file to upload.

Make sure to select the new calendar “Sikh Festivals” you created as the file destination.

Tap “Import” (highlighted in red).

Repeat Steps 5 - 8 for the Hindu and Buddhist calendars on your desktop (or in your downloads folder).
You’ve completed the calendarlabs.com external calendar-upload!

Note: the calendarlabs calendars are for this coming year and need to be redownloaded each year.

Email cjs@du.edu to be added to the “DU Checks the Interfaith Calendar” listserv for annual reminders to update your external calendar files each January!

Just one more page of information to go!...
Congratulations!
Your Google Calendar has been Transformed!
Just a few more key steps to SUCCESS....

- Your 1st next step is to incorporate your new Interfaith Calendar into your office flow and scheduling routines; click here for 7 Best Practices to help you get started!

- Your 2nd next step is to email us at cjs@du.edu so we can add your name to our online list of 'DU Interfaith Calendar Checkers!'

- And: For full "DU Interfaith Challenge" details (including how to participate in our fun photo challenge!) visit www.du.edu/ahss/cjs/interfaith