

ClubRunner


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How do I download ICS calendar file?

Omar S. - 2021-03-22 - Events & Calendar

For any Event displayed in ClubRunner, you can download an ICS file. An ICS file is small file relating only to the particular event, which once imported automatically adds all pertinent event details into most major common calendar applications (such as Gmail, Outlook, etc).

Any user can download an ICS file. First, go to the **event details** page for any event on your public website. Then, click on the **calendar icon** or **date**:



The screenshot shows the ClubRunner Demo Site interface. At the top right is a 'Member Login' link. Below the header is a navigation bar with links: HOME, INTERNATIONAL SERVICE, ABOUT OUR CLUB, YOUTH AND COMMUNITY SERVICE, VOCATIONAL SERVICE, and CONTACT US. The main content area is titled 'CLUB ASSEMBLY'. On the left, it says 'Contact: ClubRunner User' and 'ONLINE REGISTRATION'. Below this, it states 'Registration for this event is now closed.' and provides two buttons: 'EMAIL TEST SIGNUP' and 'TEST'. On the right, there is a calendar icon and a date '01 Jan 2015'. A red arrow points to a date 'Sep 22, 2016 9:00 AM - 11:00 AM' which is highlighted with a red box. Below the date, it says 'Sunnytown', 'CA', and 'United States'. A paragraph of text follows: 'A club assembly has been scheduled to go over our strategy and brainstorm membership ideas. Please register online by July 26 so we can given numbers to our caterer.' At the bottom, there is a 'Like' button and a row of social media icons: Facebook, Twitter, LinkedIn, Google+, Email, Pinterest, and a generic share icon.

The ICS file is also available through the Bulletin and as an attachment to volunteer registration and cancellation emails.

Once downloaded, import this small ICS file into the popular calendar application of your choice, such as Apple Mail or Hotmail.

Related Content

- [How do I add a Calendar Item?](#)