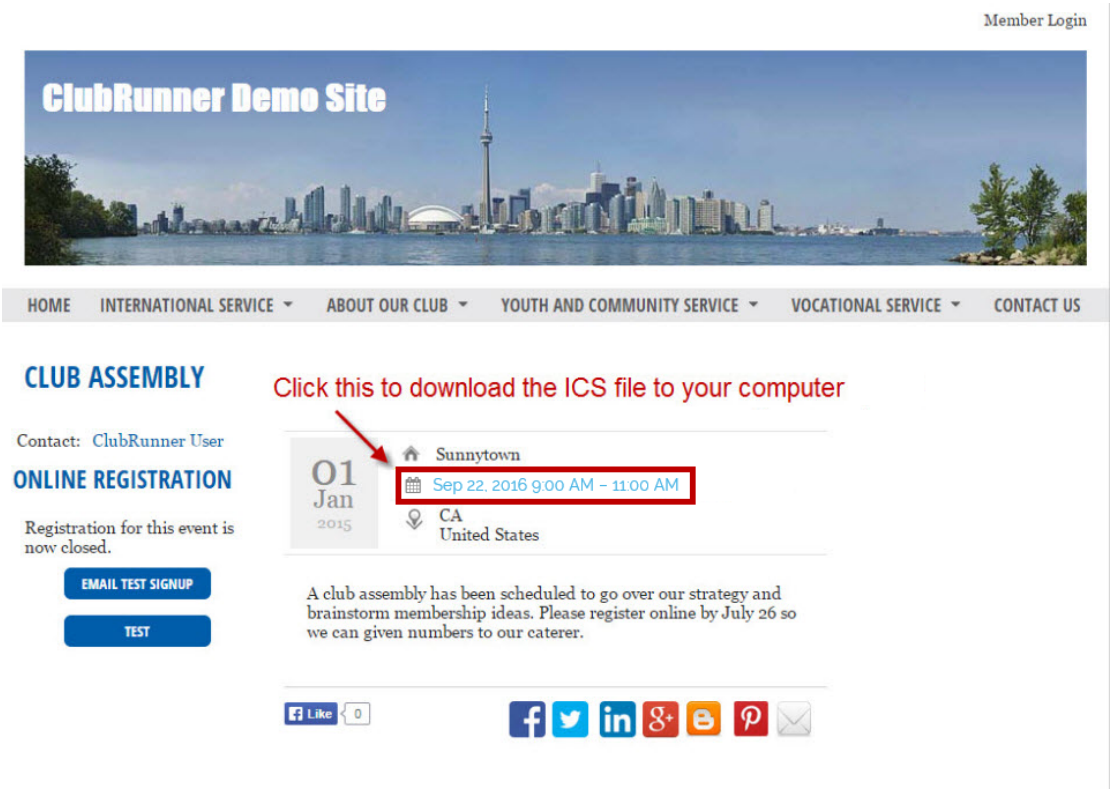
ClubRunner

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 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?