Downloading and Importing Schedule Data:

- [Downloading iCal Calendar Data](#)

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Downloading iCal Schedules

You can choose to download an iCal calendar file from the website directly to your iCal compatible calendaring program. The file contains all the data from your schedule. It can be directly brought into compatible programs such as Apple iCal, Mozilla Calendar & Sunbird, Korganizer, Ximian Evolution, Lotus Notes and Microsoft Outlook (when configured for open Internet Standards as noted below). If you're a regular calendar user, this feature can come in very handy. You'll be able to include games and practices in with your other appointments and have your program remind you of coming events. Many of these programs also allow you to download schedule data to most hand held computers such as a Palm Pilot so you have your schedule handy on the road.

Note: Outlook users will need to configure Outlook 2000 or above to use Open Internet Standards in order to make it work with iCal files. You can configure Outlook 2000 & 2002 as follows: Click - *Tools / Options / Calendar Options / Send meeting requests using iCalendar*. Note however that if you're working in a corporate environment, these options may not be available. In this case, you'll need to contact your network administrator to see whether or not you can use open calendaring methods. Outlook users will also need to first save the downloaded file and then import it from disk.

If you click the "iCal" link on any team's schedule or from the Multi-Schedule form, a "File Download" dialog box will appear. Choose "Open". This should launch your calendaring program if it isn't already running and import the schedule items from your schedule. This file format and method is much simpler than the MS Outlook .CSV import method outlined below. Unless you can't get Outlook to use iCal files, you should use this method exclusively.

CSV Files for MS Outlook

If you use Outlook in a corporate environment and can't configure it to use iCal files, you can use this method as an alternative. Here you download a coma separated value (or CSV) file containing all the data from your schedule which can be directly imported into Microsoft's Outlook program. If you click the "Outlook" link on any team's schedule or from the Multi-Schedule form, a "File Download" dialog box will appear. Choose "Save" and then choose the destination folder on your computer from the resulting "Save As" dialog box. You'll then have a file on your computer named "MySchedule.csv" (by default) located in the folder you chose above. This file contains all the data for all the events in your schedule.

To import the file's data into Outlook, use the File/Import and Export menu commands. The resulting dialog box allows you to choose what action to perform. Choose "Import from another program or file" and click "Next". The next screen prompts you for the type of file to import. Choose "Comma Separated Values (DOS)" and click "Next". On the next screen, enter the path and file name of the file you downloaded previously. You can also choose how duplicate events are handled. We recommend that you replace duplicates. After you press "Next" again, you'll be prompted for the folder to import into. Choose your "Calendar" from the list and press "Next" and then ""Finish" on the following screen. Your calendar should now contain all the game and practice events from your schedule.

Note that if the schedule changes in the future, and you want to re-import the data, you should first delete all the events you imported previously. You can do this by using the "Tools/Advanced Find" menu commands and then searching for the team's name. You can then delete all the events from the resulting list. Note that this step isn't necessary when using the alternative iCal files as they contain event IDs that allow your software to replace events found to already exist.