

# Haas MBA CampusGroups Calendar Documentation

## How to Set Club Calendars from Campus Groups

University of California, Haas School of Business – March 14, 2010  
April 26, 2010 (revised)  
July 14, 2010 (revised)

### Campus Groups Club Calendars

**This guide aims to give you a good representation of “How-TO” import and export Campus Groups application calendar feeds.**

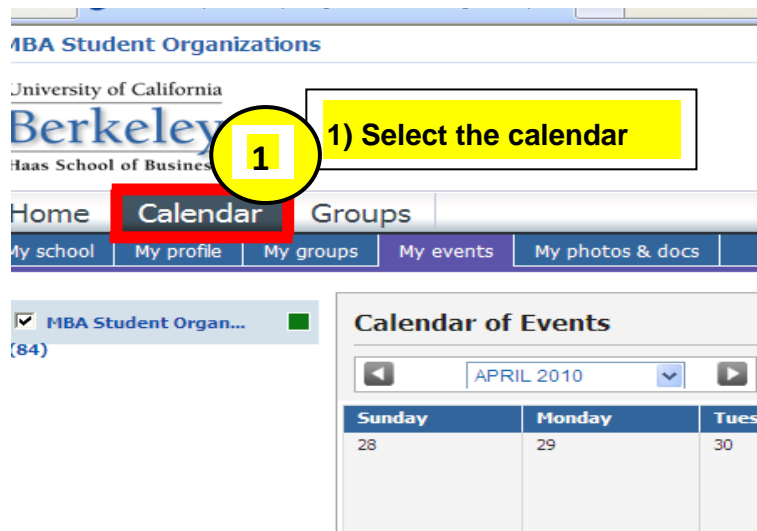
This document will be regularly updated to keep you up to date with improvements on this applicaton. We are working closely with the developers to make both small amendments and large scale changes to improve the usability of this system. We welcome your feedback.

If you have any ideas, questions, comments or complaints, please forward them to us at: [helpdesk@haas.berkeley.edu](mailto:helpdesk@haas.berkeley.edu).

# Locate URL's in Campus Groups

**How to locate URL's in Campus Groups for calendaring?**

1. Go to the CampusGroups **Calendar** tab.
2. Click **Calendar export**.
3. Locate the URL (https...ics) and copy it.



1) Select the calendar

2) To export your event to your Outlook or Google calendar select the **Calendar export** feature, or this link  
<https://haas.campusgroups.com/calendar.aspx#export>

3

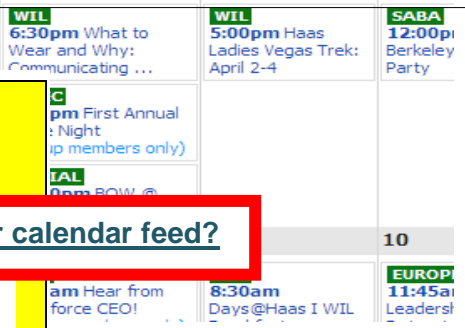
3) Select **"Calendar export"** from Campus Groups 'Calendar' tab to get links.  
**HINT: URL's are 'ICS' files calendar links**

The types of campusgroups.com calendar are 'ICS' Files.

The "All Club Events" calendar (all events from all clubs): [https://haas.campusgroups.com/ical/ical\\_haas.ics](https://haas.campusgroups.com/ical/ical_haas.ics)  
 The clubs calendar (for each individual club):

- o BEREC@Haas: [https://haas.campusgroups.com/ical/ical\\_club\\_9763.ics](https://haas.campusgroups.com/ical/ical_club_9763.ics)
- o Black Business Student Association: [https://haas.campusgroups.com/ical/ical\\_club\\_9739.ics](https://haas.campusgroups.com/ical/ical_club_9739.ics)
- o BREC (Berkeley Real Estate Club): [https://haas.campusgroups.com/ical/ical\\_club\\_9764.ics](https://haas.campusgroups.com/ical/ical_club_9764.ics)
- o Business Plan Competition: [https://haas.campusgroups.com/ical/ical\\_club\\_9740.ics](https://haas.campusgroups.com/ical/ical_club_9740.ics)
- o (all club calendars are listed on the CampusGroups site).

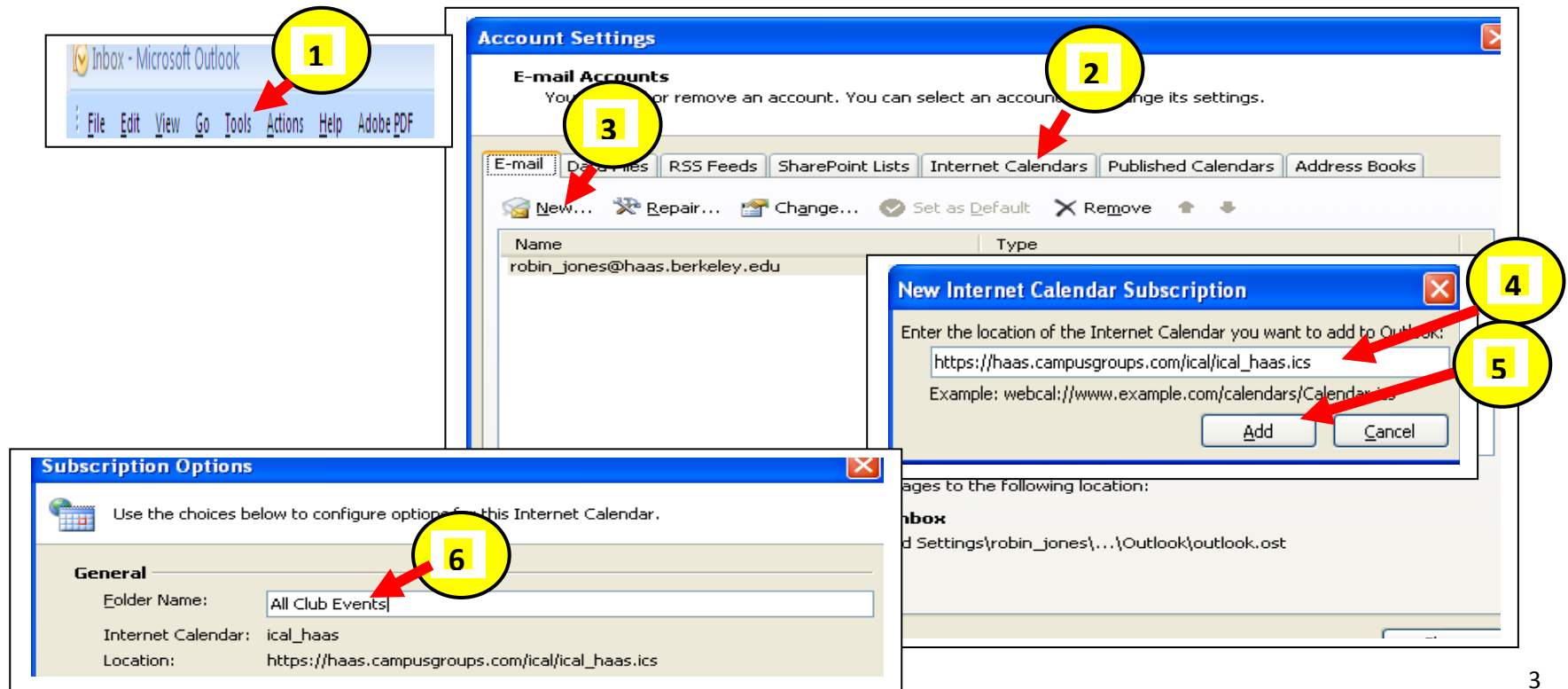
**How to get your calendar feed?**



# 1) Outlook Calendar

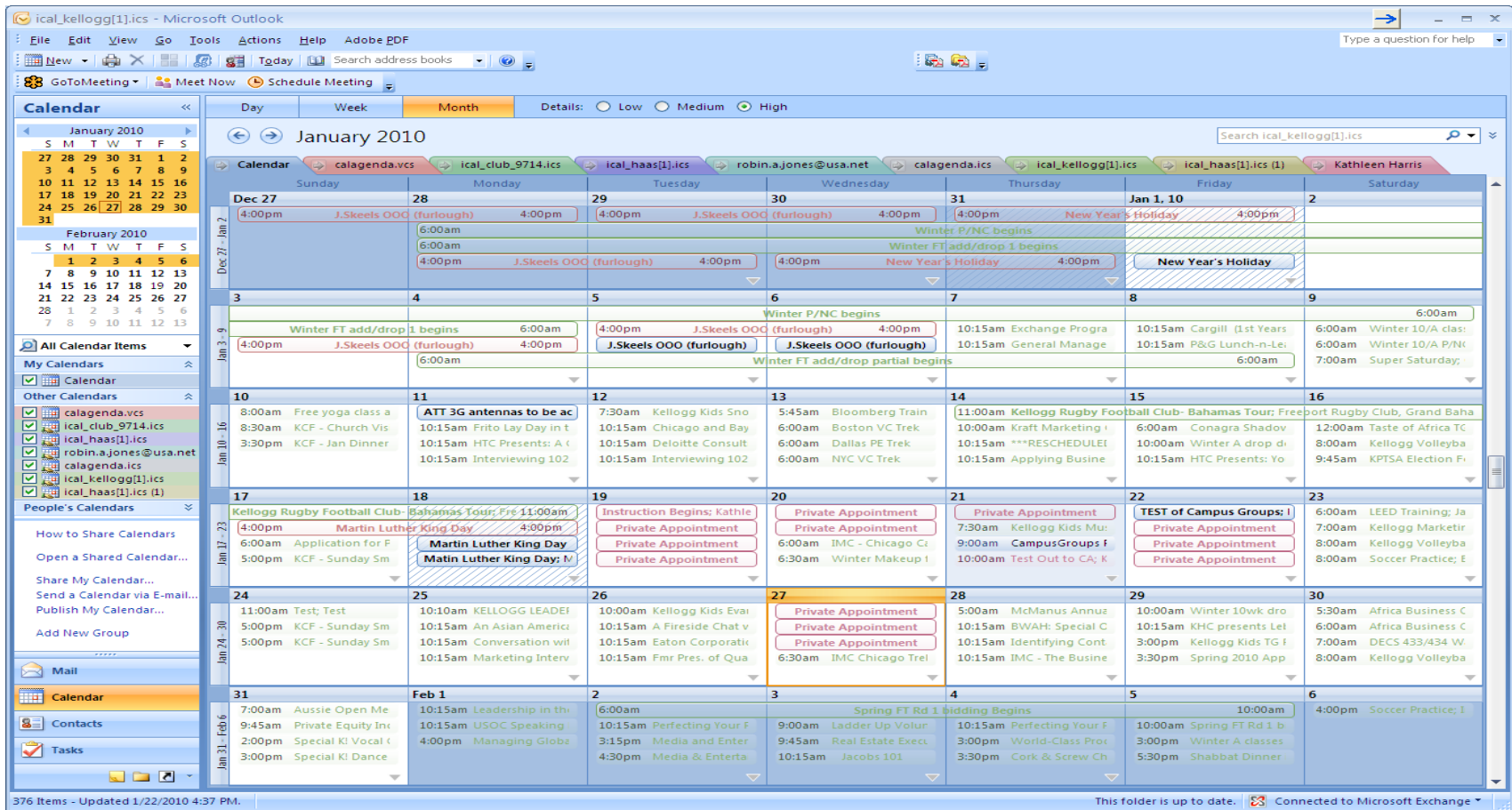
After you have selected the “Calendar Export” feature from Campus Groups, open your Outlook Calendar.

1. In Outlook, on the **Tools** menu, click **Account Settings**.
2. On the **Internet Calendars** tab,
3. Click **New**.
4. Paste the URL you copied in step 3 (press “Ctrl V”).
5. Click **Add**.
6. In the **Folder Name** box, type the name of the calendar as you want it to appear in Outlook, and then click **OK**.



## Outlook (cont'd) Calendar publishing & Invites

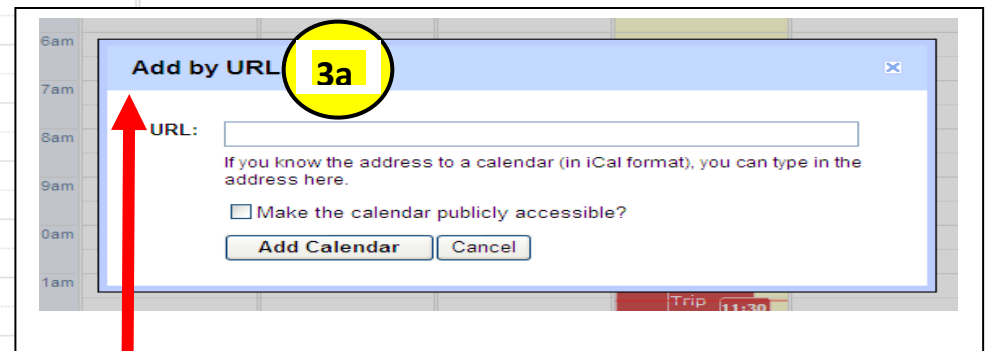
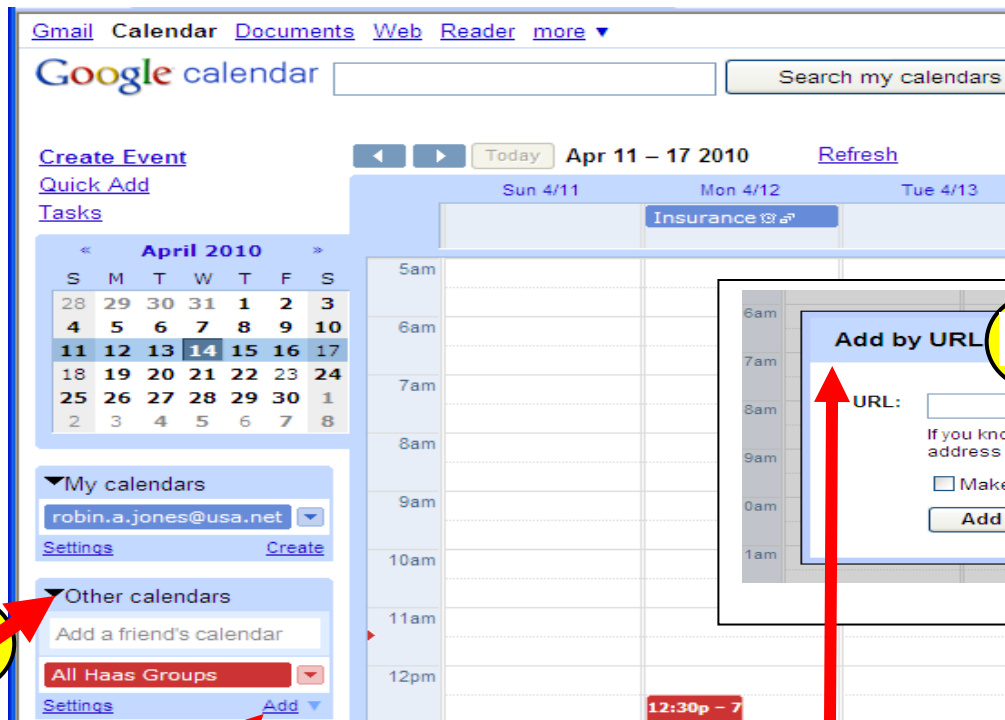
After you have exported your calendar to Outlook and/or Google, you should have a calendar that looks something like this one. Each tab will represent a calendar that has been dynamically linked. If you want to get adventurous, you can also share with others. You can change the tab names to reflect your personal preference.



## 2) Google Calendar



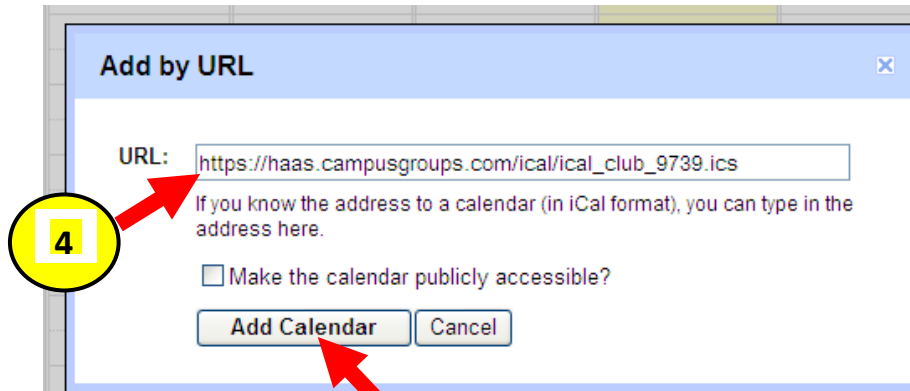
- 1) Log onto Google and select 'Calendar' link.
- 2) Select 'Other calendars'



- 3) Click on "Add", and 3.a.) Select "Add by URL"

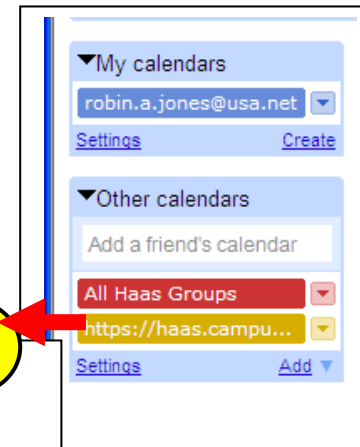
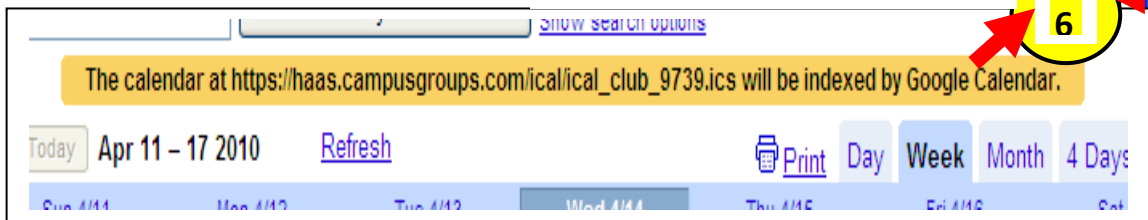
## Google (cont'd) Calendar Publishing

4) Insert/paste (CTRL V) 'ics' link into URL: Enter the URL given to you on the CampusGroups calendar page for this club



5) Select 'Add Calendar'

6) The calendar link will display



## Google (cont'd) Calendar Publishing

The screenshot shows the Google Calendar interface. On the left, there is a calendar grid for April 2010. Below the grid, there are sections for 'My calendars' and 'Other calendars'. In the 'Other calendars' section, the calendar 'All Haas Groups' is listed with a URL and a 'Settings' link. A red arrow points to a small down arrow button next to the calendar name, which is circled with a yellow box and labeled '7'. A second red arrow points to the 'Calendar settings' option in a yellow pop-up menu that appears over the calendar name, which is also circled with a yellow box and labeled '8'. The pop-up menu contains options: 'Display only this Calendar', 'Hide this calendar from the list', 'Calendar settings', 'Notifications', and 'Send to a friend', followed by a grid of color swatches.

7) Select the down arrow button with the calendar name

8) From pop-up window, select 'Calendar settings'

## Google (cont'd) Calendar Publishing

- 9) From this screen you can customize your calendar, by name, addressee, etc.
- 10) Select 'Save'

[Create Event](#)  
[Quick Add](#)  
[Tasks](#)

« April 2010 »

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

▼ My calendars  
robin.a.jones@usa.net  
[Settings](#) [Create](#)

▼ Other calendars  
Add a friend's calendar

All Haas Groups  
<https://haas.campu...>  
[Settings](#) [Add](#)

### https://haas.campusgroups.com/ical/ical\_club\_9739.ics Details

Calendar Details [Notifications](#)

« [Back to Calendar](#) [Save](#) [Cancel](#)

Calendar Name:


Description:

Location:

Calendar Time Zone: (GMT+00:00) GMT (no daylight saving)

URL: [https://haas.campusgroups.com/ical/ical\\_club\\_9739.ics](https://haas.campusgroups.com/ical/ical_club_9739.ics)

**Embed This Calendar**  
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website.  
[Customize the color, size, and other options](#)

```
<iframe src="http://www.google.com/calendar/embed?src=ts0u8u57gwk8i4s75b0rm1mdgrg0g2f%40import.calendar.google.com&ctz=America/Los_Angeles" style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

Calendar Address: [XML](#) [ICAL](#) [HTML](#) (Calendar ID: ts0u8u57gwk8i4s75b0rm1mdgrg0g2f@import.calendar.google.com)

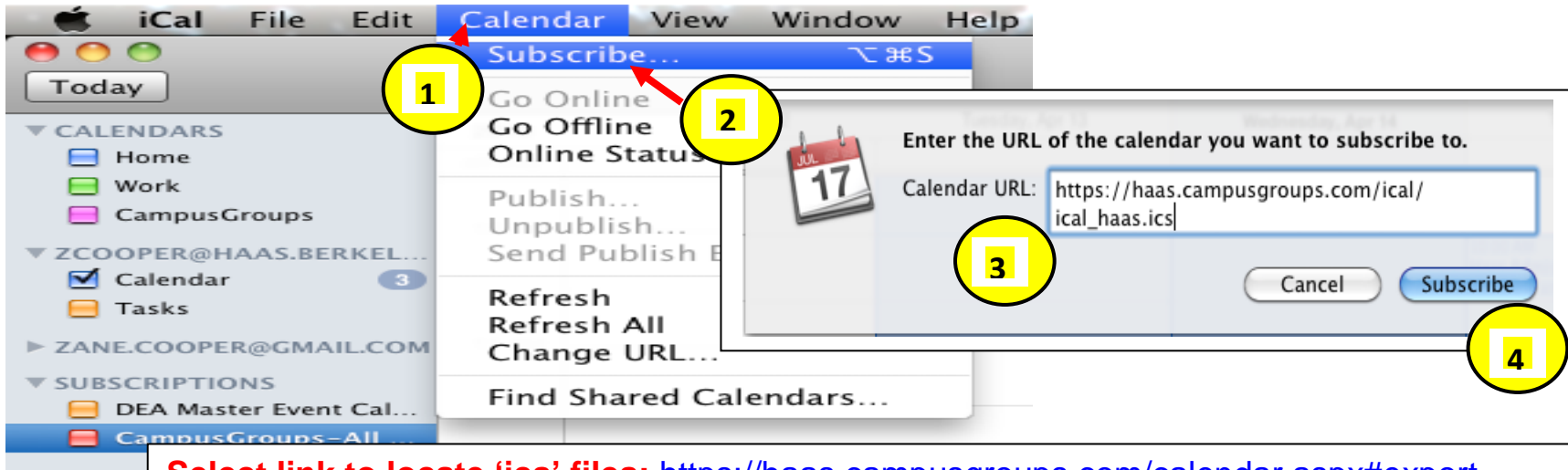
Anyone can: See all event details

You can: See all event details

« [Back to Calendar](#) [Save](#) [Cancel](#)

### 3) iCal Calendar

- 1) Select the Groups calendar “ics” file link from Campus Groups, see below.
- 2) When dialogue box opens, select subscribe
- 3) Paste “ics” link into ‘Calendar URL’ (CTRL V)
- 4) Click Subscribe



Select link to locate 'ics' files: <https://haas.campusgroups.com/calendar.aspx#export>

#### Exporting calendars:

You can export the campusgroups.com calendars to a number of "iCal" supported calendars including Google Calendar, Outlook Calendar, Zimbra, iCal, etc. To export the campusgroups.com calendars, you need to copy one or several of the URLs below (http://...) into your preferred calendar. campusgroups.com calendars feeds are updated every time an event is added or updated.

Tutorials: [Outlook](#) | [Google Calendar](#) | [Zimbra](#)

There are three types of campusgroups.com calendar:

- ◆ The "All Club Events" calendar (all events from all clubs): [https://haas.campusgroups.com/ical/ical\\_haas.ics](https://haas.campusgroups.com/ical/ical_haas.ics)
- ◆ The clubs calendar (for each individual club):
  - ◆ BERC (Berkeley Energy & Resources Collaborative): [https://haas.campusgroups.com/ical/ical\\_club\\_9763.ics](https://haas.campusgroups.com/ical/ical_club_9763.ics)
  - ◆ Black Business Student Association: [https://haas.campusgroups.com/ical/ical\\_club\\_9739.ics](https://haas.campusgroups.com/ical/ical_club_9739.ics)

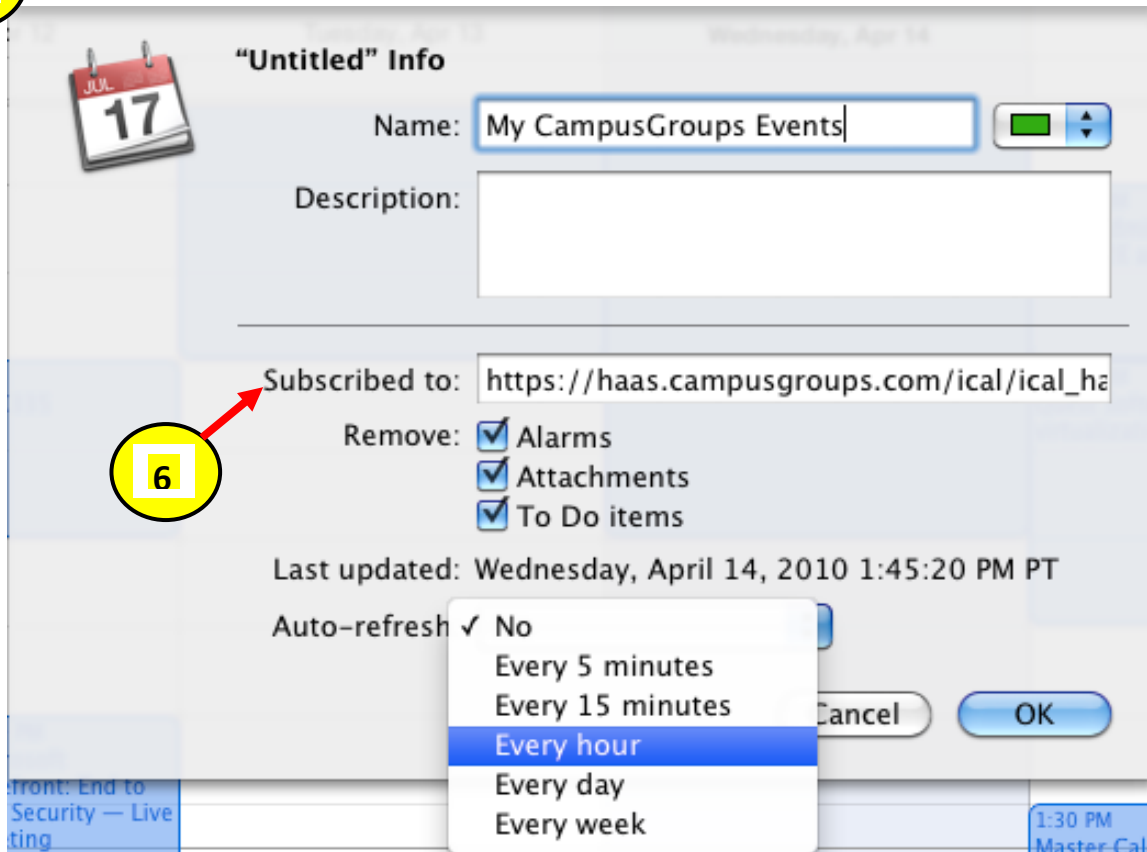
'ICS' files are here!

HINT: ICS files are the calendar files

## iCal (cont'd) Calendar Publishing

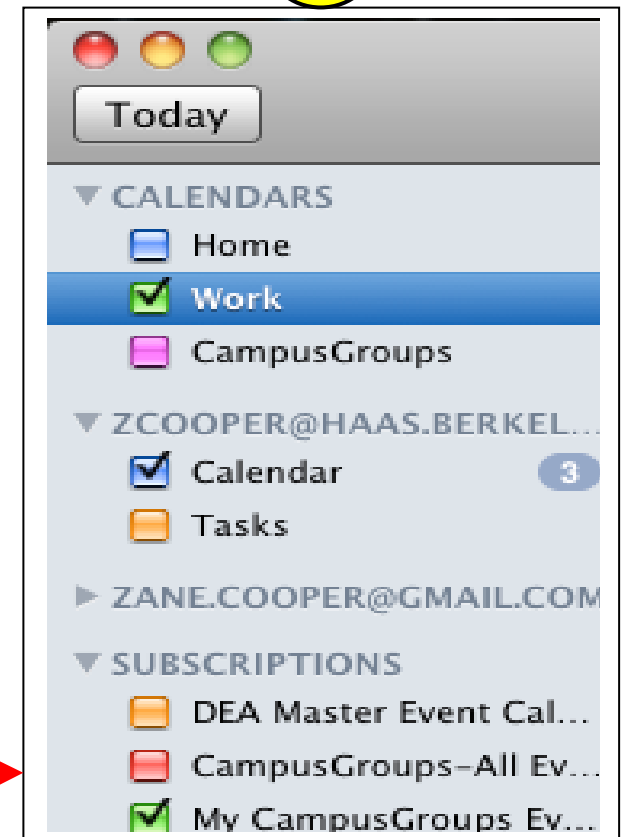
- 5) After you select subscribe you will see a 'dialogue' box that is executing. That will open the following window below.
- 6) Select the update occurrence that best meets your needs. You will see your selected 'ics' file in the "Subscribed to" window.

5



6

7



- 7) Select 'OK' and you will see the window on the far right!

# FAQ's and Tutorials

- a. Online tutorial: <http://www.campusgroups.com/assistant/theater/ecg.html> (In process of updating)
- b. Tutorial and FAQs: [https://haas.campusgroups.com/student\\_community?club\\_id=549](https://haas.campusgroups.com/student_community?club_id=549)
- c. Feedback/bugs/questions: <http://tinyurl.com/haascq2>

**BLOG POSTS**

**How to create a basic event?**  
Jan 26, 2010 | 0 Comments

**How to Add/Invite members**  
Jan 25, 2010 | 0 Comments

**Member tags**  
Jan 21, 2010 | 0 Comments

**How to export CampusGroups calendars to Zimbra**  
Jan 21, 2010 | 0 Comments

**How to use Privacy Settings in CampusGroups?**  
Jan 21, 2010 | 0 Comments

**Categories**

- FAQs (0)
- General information & news (2)
- Tutorials (12)

**USEFUL LINKS**

**Users Support**  
Tutorials, FAQs and Discussion Board for existing users of CampusGroups.

**RoomReservations Module (RR)**  
Self-service Room Reservations Module

**AlumniAffairs Module (AA)**  
Administration Module for Alumni Affairs departments

**StudentLife Module (SL)**  
Administration Module for Student Life

**BLOG POST**

## How to create a basic event?

by **Almudena Ruiz** on Jan 26, 2010 | Category: Tutorials

- 1) Log on to CampusGroups
- 2) Log as an officer (see: "How to log on as an officer")
- 3) Select "Organize Events" in the top menu
- 4) Select "Create an event".

**Events**

0 upcoming events in total [Create](#)

You have 0 events.

- 5) In the "What" box:
  - Choose the officer in charge of the event
  - Give the event a name.

**1 What**

\* **Event coordinator:** Almudena Ruiz

**Event type:** - Select -

\* **Event Name:**

**BLOG POST**

## How to Add/Invite members

by **Almudena Ruiz** on Jan 25, 2010 | Category: Tutorials

- 1) Log on to CampusGroups
- 2) Log on as an officer. (see: How to log on as an officer)
- 3) Select "members" in the top menu.
- 4) To add one member:
  - Click on "Add one member", in the text box enter the name and click "Search".

**Members**

[Add one member](#) [Add several members](#) [Import](#)

- 5) To add several members:
  - Click on "Add several members", fill the text boxes with the

**STEP 2: Select your new member**

1

?

**David**, 2009

Full-Time david

[Send her her password](#)

[Add selected member...](#)

**BLOG POST**

## How to use Privacy Settings in CampusGroups?

by **Almudena Ruiz** on Jan 21, 2010 | Category: Tutorials

### 1. Introduction

In this tutorial we describe how to use new privacy options for contents in CampusGroups. Until now, we were allowing groups to restrict access to events, now we have added this new piece of content that groups post on CampusGroups (emails, surveys/forms, photos, doc Web pages, etc)

In the figure, we can see the different kind of contents where we can add privacy options

Content tag	Description	Privacy	Preview	RSS Feeds
[CONTENT OFFICERS]	The list of you officers (display photos) (display email addresses)	Privacy settings	Preview	RSS Feeds
[CONTENT CALENDAR]	Your event calendar	Privacy settings	Preview	Upcoming events
[CONTENT MAIN CALENDAR]	Your main event calendar	Privacy settings	Preview	Upcoming events
[CONTENT EVENT LIST]	Your list of upcoming events	Privacy settings (all members)	Preview	
[CONTENT SURVEYS]	Your surveys	Privacy settings (group members only)	Preview	Responses
[CONTENT ABOUT]	Your about us page (edit)	Privacy settings	Preview	
[CONTENT NEWSLETTERS]	Your list of newsletters	Privacy settings	Preview	RSS Feeds
[CONTENT CONTACT]	Your contact information (edit)	Privacy settings	Preview	
[CONTENT BLOG]	Your blog	Privacy settings	Preview	RSS Feeds
[CONTENT MAIN BLOG]	Your blog summary	Privacy settings	Preview	
[CONTENT PHOTOS]	Your uploaded photos (edit)	Privacy settings	Preview	
[CONTENT MAIN PHOTOS]	A gallery of photo thumbnails with your latest photos (edit)	Privacy settings	Preview	
[CONTENT FILES]	Your files uploaded into folders	Privacy settings	Preview	
[CONTENT MAIN FILES]	A quick list of files	Privacy settings	Preview	
[CONTENT DISCUSSION]	Your discussion board (requires user site visitors to log on to your web site)	Privacy settings	Preview	
[CONTENT LINKS]	Your useful links (edit)	Privacy settings	Preview	

### 2. Privacy Settings