

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:

Check  
the  
**interfaith**  
Calendar

& Check out our  
7 Best Practices!

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](http://www.du.edu/ahss/cjs/interfaith)

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

## **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](mailto: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](mailto:cjs@du.edu) (ideally with screenshots so we can best improve this guide).

# Calendar

Today



Aug 20 – 26, 2017

Day

Week

Month

CREATE



August 2017

S	M	T	W	T	F	S
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	31	1	2
3	4	5	6	7	8	9

My calendars



Other calendars



GMT-06	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24
4am					
5am					
6am					
7am					
8am					
9am					
1pm					
2pm					

## Step 1:

Tap the drop-down arrow to the right of “Other calendars”

Add a friend's calendar

Browse Interesting Calendars

Add by URL

Import calendar

Settings

Select “Browse Interesting Calendars”

## Interesting Calendars [« Back to calendar](#)

Holidays Sports More

Christian Holidays

Jewish Holidays

Muslim Holidays

Orthodox Holidays

Holidays in Afghanistan

Holidays in Albania

Holidays in Algeria

Four calendars to incorporate for religious inclusivity

### Step 2:

Select “Subscribe” to download a religious holiday category to your personal calendar.

Preview **Subscribe**

## Interesting Calendars [« Back to calendar](#)

Holidays Sports More

Christian Holidays

Jewish Holidays

Muslim Holidays

Orthodox Holidays

Holidays in Afghanistan

Holidays in Albania

Holidays in Algeria

Once subscribed, these calendars will be incorporated into your personal calendar.

Preview **Unsubscribe**

Preview **Unsubscribe**

Preview **Unsubscribe**

Preview **Unsubscribe**

Preview **Subscribe**

Preview **Subscribe**

Preview **Subscribe**

# 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.

CALENDAR RELIGIOUS CALENDAR PHOTO CALENDAR WORLD CLOCK HOLIDAYS TODAY WIDGETS

» iCal Calendar » Religious

Calendar Categories

- 2017 Templates
- 2018 Templates
- Astrology Calendar
- Desktop Wallpaper
- Blank Calendar
- iCal Calendar**
- Custom Calendar
- Online Calendar
- Long Weekends

**LIST**

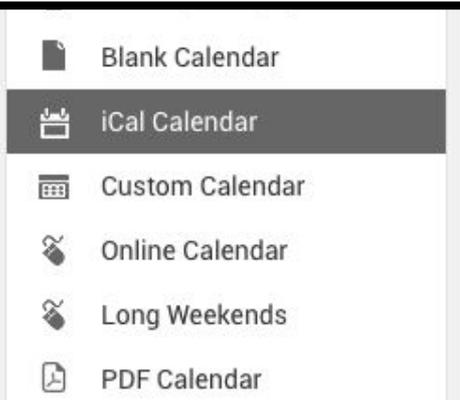
 Buddhist Holidays		
 Christian Holidays		
 Hindu Holidays	Religious	Holidays
 Islam Holidays	Religious	Holidays
 Jewish Holidays	Religious	Holidays
 Sikh Holidays	Religious	Holidays

**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!

Subscribe or download the Sikh Holidays web calendar into your ICS calendar supported applications. Works well with Outlook, Google Calendar, iOS, Android, Mac iCal etc.

# Calendar

Today



Aug 20 – 26, 2017

Day

Week

Month

CREATE ▾

▼ August 2017 < >

S	M	T	W	T	F	S
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	31	1	2
3	4	5	6	7	8	9

GMT-06	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					

**Step 5:**  
Tap the drop-down arrow to the right of “My calendars”

- ▶ My calendars
- ▶ Other calendars

- Create new calendar
- Settings

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.

### Create New Calendar

#### Calendar Details

[« Back to calendar](#) **Create Calendar** Cancel

Calendar Name:

Sikh Festivals

Description:

*(Description Optional)*

Location:

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone:

Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: United States (choose a different country to see other time zones)

Now select a time zone: (GMT-06:00) Mountain Time  Display all time zones

- Make this calendar public** [Learn more](#)  
This calendar will appear in public Google search results.
- Share only my free/busy information (Hide details)

#### Share with specific people

Person

Permission Settings [Learn more](#)

Remove

Enter email address

See all event details

Add Person

# Calendar

Today



Aug 20 – 26, 2017

Day

Week

Month

CREATE



▼ August 2017

S	M	T	W	T	F	S
30	31	1	2	3	4	5
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▶ My calendars



▶ Other calendars



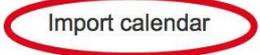
GMT-06	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24
12am					
1am					
2am					
3am					
4am					
5am					
9am					
10am					
11am					

## Step 7:

Tap the drop-down arrow to the right of “Other calendars”



- Add a friend's calendar
- Browse Interesting Calendars
- Add by URL
- Import calendar
- Settings



Select “Import calendar”

CREATE



GMT-06

Sun 8/20

Mon 8/21

Tue 8/22

Wed 8/23

Thu 8/24

## Step 8:

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).

### Import calendar

**File:**

Choose File no file selected

Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)

**Calendar:**

Sikh Festivals

Choose the calendar where these events should be saved.

**Import**

Cancel

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](mailto: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](mailto: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](http://www.du.edu/ahss/cjs/interfaith)