iCal Event Maker - User Guide

Document Version 1.4

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About

iCal Event Maker (https://ical.marudot.com) is an online application where events can be created and downloaded as iCalendar (.ics) file. Multiple events can be downloaded as one iCalendar file.

Generated iCalendar file (.ics) can be imported into Calendar application which includes most of business calendar applications (Microsoft Outlook, Google G Suite, Lotus Notes etc.) and mobile phones (iPhone, Android).

Typical use case will be to generate the iCalendar file, then send it in an email so others can add the events directly from email. Another use case is to host the file on a web server, so others can import or subscribe the events from their calendar application.

The iCalendar file can be download with alert (reminder) options. When importing the downloaded file, it will show as a default alert. Users can override this if they want to. This is

possibly the only online iCalendar generation tool where you can specify the alert (reminder) to appear "After the event".

Downloaded iCalendar file, can later be loaded back into the workplace. This is useful if you want to create a similar iCalendar file with different dates, for instance.

From the workspace, you can download all the events as one file, or use the check boxes to download partial list of events.

Event Creation Page

Page Layout

iCal Event Maker - create iCalendar (.ics) to share your events

+ New	✓ Generate iCal	♪ Load	☼ Clear	▣ Options

Hide Detail Hour Format: [12H] [24H] Date **Controls** Date/Year ▾

Title: [   ] Timezone: -08:00 Pacific Time (DST) ▾ Count: 0

All	Date	Date End	Title

Workspace

Feedback
User Guide
eventolist.com

Instructions:

New
Add calendar event(s) to the workspace.

Generate iCal
Go to iCal (.ics) download page. Use ✔ for partial download.

Load
Load existing iCal file to workspace.

Clear
Clear events from the workspace.

Options
Events save option.

Hide Detail
Show/Hide the event details section.

Hour Format
Control hour format.

Date Format
Control date format.

▣ - Edit.

▣ - Duplicate.

▣ - Delete.

Controls

1. New
   a. Opens a dialog where you can enter event data.
   b. Multiple events can be added to the workspace.
2. Generate iCal
   a. Opens a page where you can download the result as iCalendar (.ics) file.
   b. Use the check box next to the events if you want to download only the selected events as one iCalendar file.
   c. All events will be downloaded when none of the checkboxes are checked.
   d. Download page shows some additional option.
3. Load
   a. Opens a dialog where you can load an existing iCalendar file (.ics) to the workspace.
   b. Loading an existing iCalendar file will replace what is currently in the workspace.
   c. iCalendar generated by this application should load without issue.
   d. iCalendar generated by other tools might encounter some compatibility issue.
   e. There is size limit to the file.
4. Clear
   a. Opens a dialog to clear all the events in the workspace.
5. Optins
   a. Opens a dialog to choose browser storage options.
      i. Option 1 - Events disappear when you close the page or tab.
      ii. Option 2 - Events stays as long as you use the same browser.
   b. You can also open a dialog to configure your cookie preferences.
      i. You can Opt-in or Opt-out from Google Analytics to collect data related to ad personalization.
      ii. You can Opt-in or Opt-out from Google AdSense to display personalized ads.
6. Hide Detail
   a. This hides the detail section of the events in the workspace.
   b. When the detail is hidden, this button will be highlighted in blue.
   c. It is useful when you just want to view the dates and the titles of the events.
7. Hour Format
   a. Controls how the hour is displayed in the workspace.

b. The switch highlighted in blue is the current selection.
c. It only affects how event hours are displayed on the workspace, and not the generated iCalendar.
8. Date Format
a. Controls how the date is formatted in the workspace.
b. It only affects how event dates are displayed on the workspace, and not the generated iCalendar.
9. Timezone
a. Choose the time zone where the events are held.
b. If your city is not listed, choose the one which are in the same timezone.
c. DST stands for Daylight Savings Time. If your timezone observes DST, choose the one with DST even if today's date is not during DST.
10. Count
a. Displays the count of events in the workspace.

Dialog

Cookie Consent

This web site uses cookies for functional purpose. This site also uses third-party cookis to track usage and to display personalized ads. By clicking 'OK' or by continuing to use this site, you agree with the use of cookies and will Opt-in for all cookie usage. Configure Cookie

OK

1. When you visit this site for the first time, this cookie consent dialog is displayed at the top of your browser.
2. You must agree to the use of cookie technology to use this site.
3. Clicking "OK" will agree to the use of cookies and will Opt-in for all cookie usage.
4. Clicking "Configure Cookie" will open a dialog where you have an option to Opt-in or Opt-out for some of the cookie usage.

New Event (Edit Event)

1. Event Title
   a. Enter the title of the event.
   b. This is required
2. All Day
   a. Yes - Choose when the event is an all day event.
   b. No - Choose when the event occurs on a specific time of a date.
3. Date
   a. Start date of the event.
   b. Time is selectable only when "All Day" is set to "No"
4. Date End
   a. End date of the event.
   b. For one day (all day) event , use the same data as "Date".
5. Repeats
   a. It opens a dialog to set repeating/recurring information.
6. Description

a. Description of the event.
7. Location
    a. Enter location information.
8. URL
    a. If an event has a related URL put it here.
    b. Note, most do, but not all calendar supports this information. If the URL is critical information, you might want to also put it in the Description.
9. Save
    a. This will save the event and add the event to the workspace, however the dialog will stay opened to let you enter the next event.
    b. The date information will remain the same.
10. Save & Close
    a. This will save the event and add the event to the workspace, then closes the dialog.
11. Cancel
    a. Closes the dialog without saving the event.

Repeat (Recurring events)
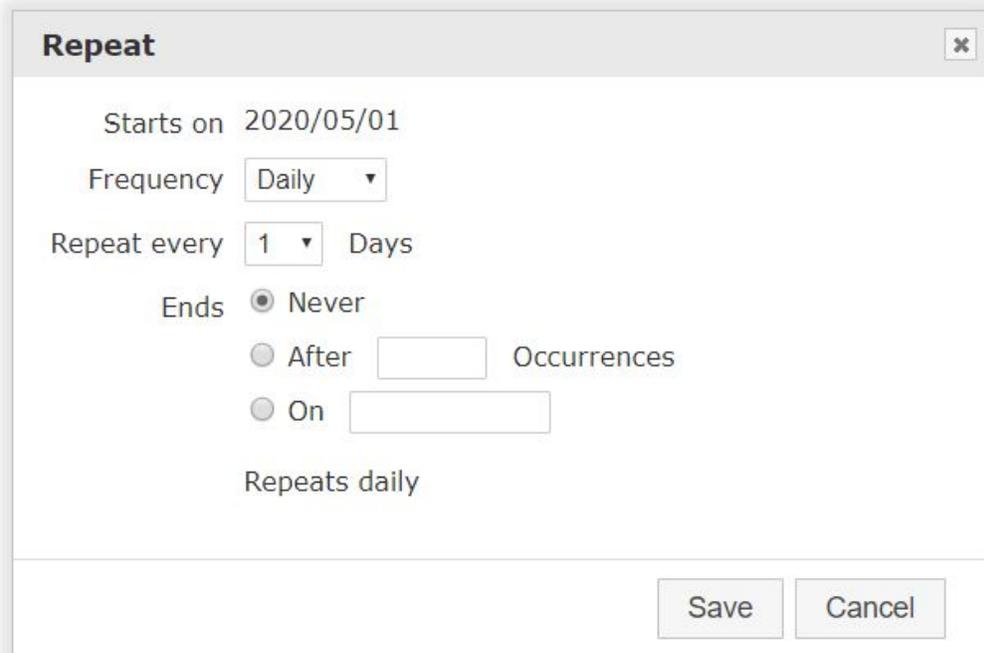
Repeat

Starts on 2020/05/01

Frequency | Daily ▾

Repeat every | 1 ▾ | Days

Ends ◉ Never

○ After [   ] Occurrences

○ On [   ]

Repeats daily

Save | Cancel

1. Starts on
    a. Start date of the event.
2. Frequency
    a. Select from Daily, Weekly, Monthly, Yearly.
3. Repeat every

a. Select how often the event repeats. Different frequency selection shows different option.

4. Ends
   a. Choose when this event stops repeating.

Workspace (Event List)
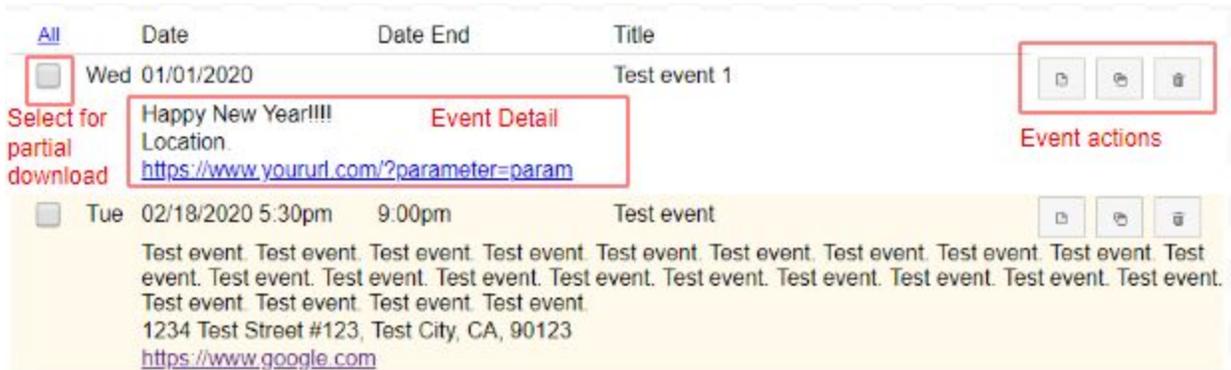
1. Checkbox
   a. Use this checkbox to download only part of the events in the workspace.
   b. After checking the events to download, click "Generate iCal" to generate the file.
2. Event Detail
   a. When "Hide Detail" is on, this section will be hidden.
3. Event Actions

   a. [icon] - Edit. Shows dialog to edit the event.

   b. [icon] - Duplicate event. Duplicated event will be added to the workspace.

   c. [icon] - Delete event.

iCalendar Download Page

Controls and Options

1. Add Alert (Reminder) to your event(s)
   a. You can choose one of the predefined alerts, or choose "Custom" to specify the alert.

   b. Custom option:
      i. Alert amount
      ii. Units to apply the amount (minute(s), hour(s), day(s), week(s))
      iii. Before or after the events.
2. Available / Busy
   a. About - opens a dialog with description of this option
3. Microsoft Busy Status
   a. About - opens a dialog with description of this option.

b. This option will most likely work ONLY in Microsoft products (Outlook, Office 365, etc.)
4. Feed Title
   a. When a Calendar subscribes to the generated iCalendar (via URL), some calendar might use the Feed Title as the description of the feed. This makes it user friendly.
   b. When importing the iCalendar to Outlook, it might always create a new calendar when "Feed Title" is set. If you want to import the events into an existing Calendar in Outlook, leave this field blank.
5. Refresh Interval
   a. When you subscribe to a iCalendar feed from a Calendar client, the client periodically checks the feed source for an update. This interval value tells the client how often to check the feed.
   b. However, there is no guarantee that the Calendar client program will honor this interval.
6. I agree to Terms of this site.
   a. You must agree to the Terms and Conditions of this site to download your iCalendar file.
7. Close
   a. Closes the page
8. Download iCal File
   a. Click this button to download the events as iCalendar (.ics) file.
   b. 'myevents.ics' will be used as the file name.
   c. Download options are available above.