



Importing Events

This guide will assist you with importing events into your 5-Star Event Calendar.

- ✓ Importing using Google Calendar
- ✓ Importing using 8to18
- ✓ Importing using an excel, csv, or txt file

Importing using a Google Calendar

In order to import events from your Google Calendar, the only essential information that must be included is the name of the event and the date associated with it.


The first step is to export your Google Calendar.

You can export events from all your calendars, or just a single calendar.

Ways to export calendars

You can only export calendars listed under "My calendars" on the left side of Google Calendar. To export a calendar, you also need to have the "Make changes and manage sharing" setting. Learn more about [sharing settings](#).

Export events from all calendars

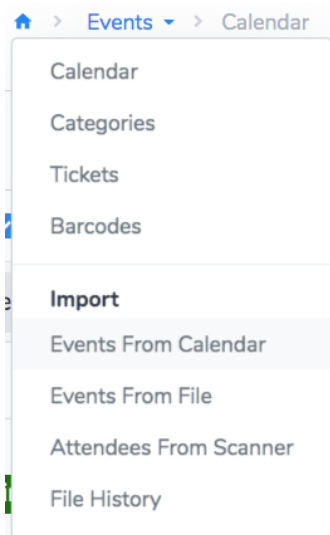
1. On your computer, open [Google Calendar](#). You can't export your calendar from the Google Calendar app.
2. In the top right, click Settings  > Settings.
3. To download your events, click on Import & export.
4. Under the "Export" section, click Export. A ZIP file will be downloaded to your computer. If you open the ZIP file, you'll see individual ICS files for each of your calendars.

To import the files back into Google Calendar, take the individual ICS files out of the ZIP file and import them one by one. Learn more about [importing files](#).

Export events from one calendar

1. On your computer, open [Google Calendar](#). You can't export events from the Google Calendar app.
2. On the left side of the page, find the "My calendars" section. You might need to click to expand it. Hover over the calendar you want to export, click More > Settings and sharing.
3. Under "Calendar settings," click Export calendar.
4. An ICS file of your events will start downloading.

After you have exported the calendar navigate to the Event area in 5-Star Students.





Select the **Import Events From Calendar** option from the Events menu. You will be directed to a page where you can select your calendar file. 5-Star Students supports .ics file types for this purpose.

Next, you will need to choose the events you want to import into 5-Star Students. Check the box next to your events.

Import From Calendar

CHOOSE EVENTS

| Select the events to import using the checkboxes. Click the edit icon to update additional properties for the event, such as point value, etc. When finished, click Add Events | | | | | |
|---|---|-------------------------|----------|----------|---|
| <input type="checkbox"/> | Event | Calendar Start Date/... | End Time | Repeats? | |
| <input type="checkbox"/> | CHEERLEADERS-V - VS (Practice) | 8/8/2019 12:30 AM | 02:30 AM | - |  |
| <input type="checkbox"/> | MARCHING BAND PRACTICE- - VS (Practice) | 8/8/2019 1:00 AM | 05:00 AM | - |  |

Click the pencil icon next to the event to edit the event options. A window will pop up and will allow you to enter in other information about the event that will be included during the import.

Name

Category Related Activity

Description

Contact Contact Email Contact Phone

Date Start Time End Time

Points Guest Points Gray points Gray guest Points

Allow unlimited check ins? Include in metrics?

Is private? Require permissions?

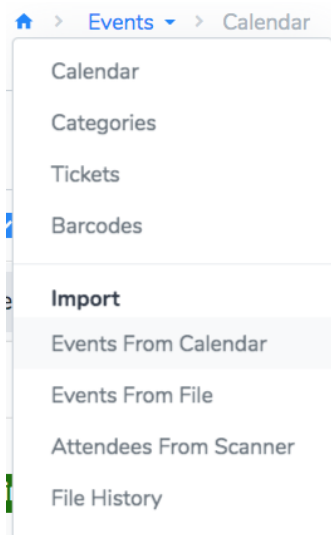
After you have selected and edited the events, click Add Events.

Importing using 8to18

In order to import events from 8to18, the only essential information that must be included is the name of the event and the date associated with it.

To export your calendar, go to <http://ical.8to18.com/>. Select your school, season and/or sport, and time zone. Click the Download Calendar button. This will download your calendar into a .ics file.

Next, navigate to the Events area in 5-Star Students.



Select the **Import Events From Calendar** option from the Events menu. You will be directed to a page where you can select your calendar file. 5-Star Students supports .ics file types for this purpose.

Next, you will need to choose the events you want to import into 5-Star Students. Check the box next to your events.

📅 Import From Calendar

☑️ CHOOSE EVENTS

Select the events to import using the checkboxes. Click the edit icon to update additional properties for the event, such as point value, etc. When finished, click **Add Events**

| <input type="checkbox"/> | Event ▼ | Calendar Start Date/... ▼ | End Time ▼ | Repeats? ▼ | |
|--------------------------|---|---------------------------|------------|------------|--|
| <input type="checkbox"/> | CHEERLEADERS-V - VS (Practice) | 8/8/2019 12:30 AM | 02:30 AM | - | |
| <input type="checkbox"/> | MARCHING BAND PRACTICE- - VS (Practice) | 8/8/2019 1:00 AM | 05:00 AM | - | |

Click the pencil icon next to the event to edit the event options. A window will pop up and will allow you to enter in other information about the event that will be included during the import.

| | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------|
| Name | | | |
| <input type="text" value="CHEERLEADERS-J - VS (Practice)"/> | | | |
| Category | Related Activity | | |
| <input type="text" value="Other"/> | <input type="text" value="None"/> | | |
| Description | | | |
| <input type="text" value="CHEERLEADERS-J Get more event information at - http://il.8to18.com/Trojans/scorerresultdetail?eventid=173007"/> | | | |
| Contact | Contact Email | Contact Phone | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Date | Start Time | End Time | |
| 8/1/2019 | <input type="text" value="2:30 AM"/> | <input type="text" value="4:30 AM"/> | |
| Points | Guest Points | Gray points | Gray guest Points |
| <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Allow unlimited check ins? | Include in metrics? | | |
| <input type="text" value="No"/> | <input type="text" value="Yes"/> | | |
| Is private? | Require permissions? | | |
| <input type="text" value="No"/> | <input type="text" value="No"/> | | |

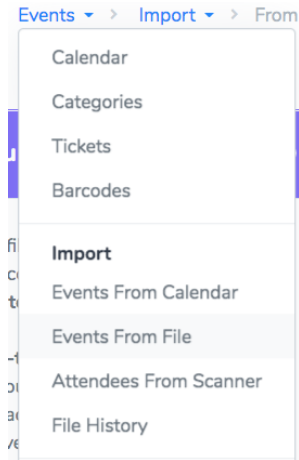
After you have selected and edited the events, click Add Events.

Importing Events using a File

If you do not have the option to export your calendar, you can import a file containing all of your school's event information. Supported file types: Microsoft Excel (.xls/.xlsx), text (.txt), comma-delimited (.csv).

Your file can contain all data points offered for a 5-Star Event. Please see the [File Specification for an Event Upload article](#) in the Help Center for more details.

Next, navigate to the Events area in 5-Star. Using the events menu, select the Import Events from File option.



Select the file from your computer. Match the columns accordingly and hit Process File when you're ready to complete the import.

Import Events From File

CHOOSE OPTIONS

Does first row have column descriptions?
 [?](#)

| Match Columns | | | | | |
|---------------|----------|------------|---------------|---------------|---------------|
| 4 records | | | | | |
| Event Name | Category | Event Date | (skip column) | (skip column) | (skip colu |
| Event Name | Category | Date | Start Time | End Time | Related Activ |
| Senior Mixer | Spirit | 8/16/2019 | 7:00:00 PM | 10:00:00 PM | |
| NHS Meeting | Clubs | 9/9/2019 | 2:00:00 PM | 3:00:00 PM | National Hon |