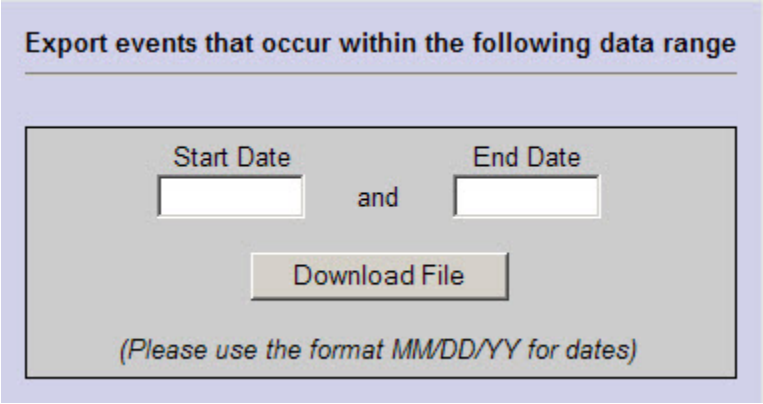
Exporting localendar to a CSV file

Subscription Required
This feature requires a Premium subscription

Step 1: Navigate to the Export page

Click Export on the Premium tab of the localendar menu
Then click the link in the text, "Looking for a CSV export? You can find it here"

Step 2: Choose a date range



Enter a Start Date and End Date (in MM/DD/YY format) for the range of events to export and click the "Download File" button

The field structure of the exported CSV is below:

Field Name	Notes
Subject	The title of the event, limited to 400 characters
Start Date	A valid date in the format MM/DD/YY or MM/DD/YYYY
Start Time	A valid time in the format H:MM AM/PM
End Date	A valid date in the format MM/DD/YY or MM/DD/YYYY
End Time	A valid time in the format H:MM AM/PM
All day event	True (or Y) if the event is an All Day Event. Otherwise False (or N)
Description	The description of the event, limited to 2000 characters.
Private	True (or Y) if the event is Private, False (or N) if the event if Public