Importing a CSV into localendar

Subscription Required
This feature requires a Premium subscription

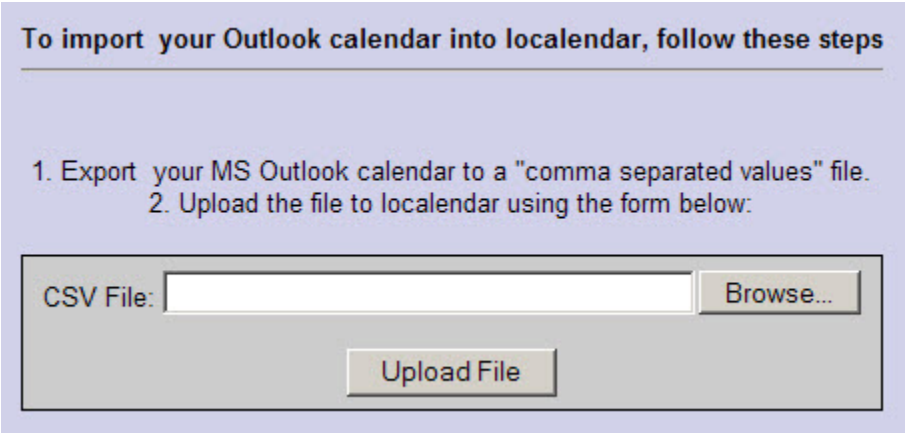
Step 1: Navigate to the Import page

- In the *Standard* tab of the localendar menu, click *Import*
- Click the *File Upload* tab at the bottom of the *Sync Calendar* page
- Click *Import a CSV file* at the bottom of the *File Upload* tab

The CSV must be in the following format:
Subject, Start Date, Start Time, End Date, End Time, All Day, Description, Private

Field Name	Notes
Subject	The title of your 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 your event, limited to 2000 characters.
Private	True (or Y) if the event is a Private. If the event should be included on your Public calendar view, this should be False (or N)

Step 2: Locate the file on your computer using the "Browse" button, then click "Upload File"



Hints

- You can import data from other calendar programs (or even programs like Microsoft Excel), as long as they follow the same format described above
- Imported events will never update or replace existing events on your calendar. Importing always adds a new entry for each event processed. If you need to clear a range of events, refer to this section of the documentation.