

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Events & Calendar > How do I download ICS calendar file?

How do I download ICS calendar file?

Omar S. - 2021-03-22 - Events & Calendar

For any Event displayed in ClubRunner, you can download an ICS file. An ICS file is small file relating only to the particular event, which once imported automatically adds all pertinent event details into most major common calendar applications (such as Gmail, Outlook, etc).

Any user can download an ICS file. First, go to the **event details** page for any event on your public website. Then, click on the **calendar icon** or **date**:

Member Login

ClubRunner Demo Site

HOME INTERNATIONAL SERVICE ▾ ABOUT OUR CLUB ▾ YOUTH AND COMMUNITY SERVICE ▾ VOCATIONAL SERVICE ▾ CONTACT US

CLUB ASSEMBLY

Contact: ClubRunner User

ONLINE REGISTRATION

Registration for this event is now closed.

[EMAIL TEST SIGNUP](#)

[TEST](#)

Click this to download the ICS file to your computer

01 Jan 2015

Sunnytown

Sep 22, 2016 9:00 AM - 11:00 AM

CA United States

A club assembly has been scheduled to go over our strategy and brainstorm membership ideas. Please register online by July 26 so we can given numbers to our caterer.

Like 0

f t in g+ e p

The ICS file is also available through the Bulletin and as an attachment to volunteer registration and cancellation emails.

Once downloaded, import this small ICS file into the popular calendar application of your choice, such as Apple Mail or Hotmail.

Related Content

- [How do I add a Calendar Item?](#)