



only-apartments GLOBAL SHORT RENTALS



iCALENDAR

• HANDBOOK •



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1. Introduction to iCalendar

iCalendar, also known as iCal, is a standard calendar format that enables users to create, manage, and share events.

iCal can be a useful tool for specifying our property's availability across the various portals where our apartment is listed, and when it comes to keeping accurate track of incoming bookings.



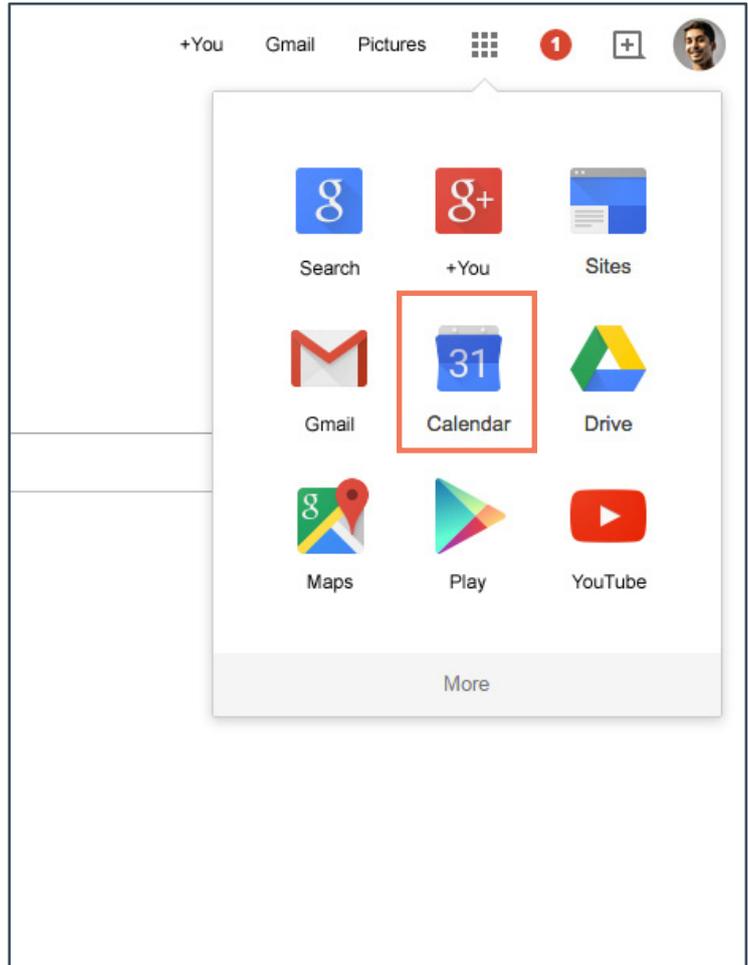
*If your apartment is posted on **several portals**, it is very possible that most of them provide a link to the apartment's calendar in iCal format. You are thus able to use this link to import/export the apartment's availability to other portals, as indicated below.*

Most email service providers enable you to **create a personal calendar in iCal format**, where you can record and share all your bookings. In this manual, and as an example, we use Google Calendar, which comes with your Gmail account.

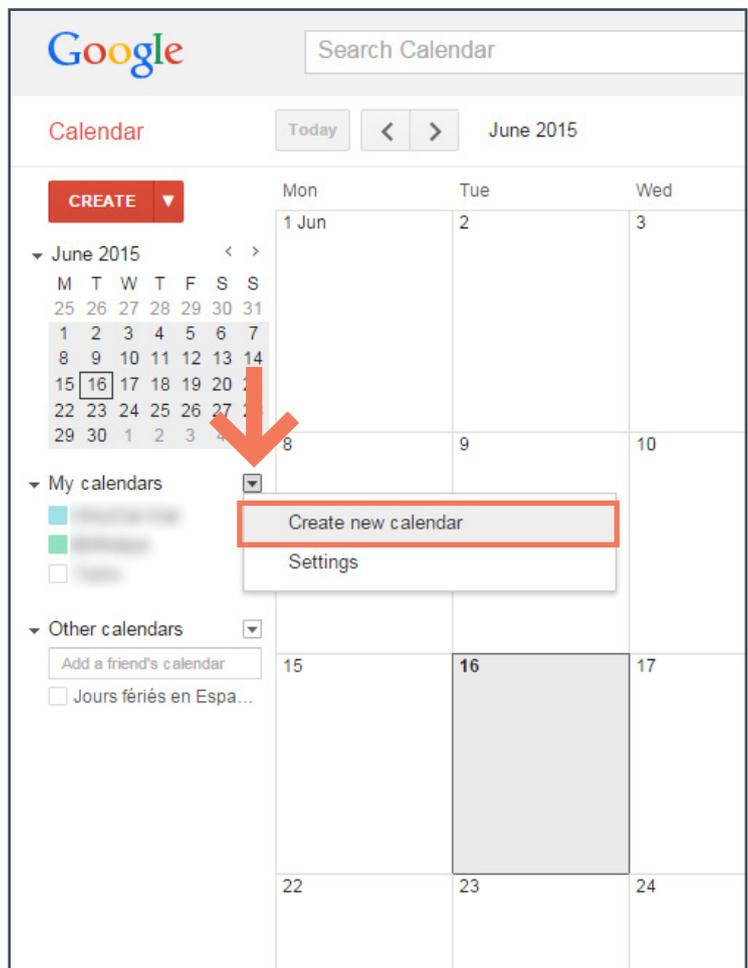
2. iCalendar through Google Calendar

2.1. Creating a Calendar on Google Calendar

1) Click on the Google Apps icon, and then on “Calendar”.



2) Click on the downward arrow icon on “My calendars” on the left, and then on “Create new calendar”.



3) Create new calendar

-1- Enter the name and basic information for that particular calendar.

-2- Check the box “Make this calendar public”.

-3- Click “Create Calendar” and “Yes” to confirm the warning message.

Google Search Calendar

Create New Calendar

Calendar Details

« Back to calendar Create Calendar Cancel

Calendar Name: My Bookings

Description:

Location: e.g. "San Francisco" or "London" or "UK". Specifying a gener

Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, tick the box instead. Country: Spain (España) Now select a time zone: (GMT+02:00) Madrid

Make this calendar public [Learn more](#)
This calendar will appear in public Google search results.
 Share only my free/busy information (Hide details)

Share with specific people

| Person | Permission Settings |
|---------------------------|-------------------------|
| Enter email address | See all event details |
| onlycaltutorial@gmail.com | Make changes AND manage |

Tip: Sharing with co-workers?
Companies can move to Google Calendar to make sharing easier. [Learn how](#)



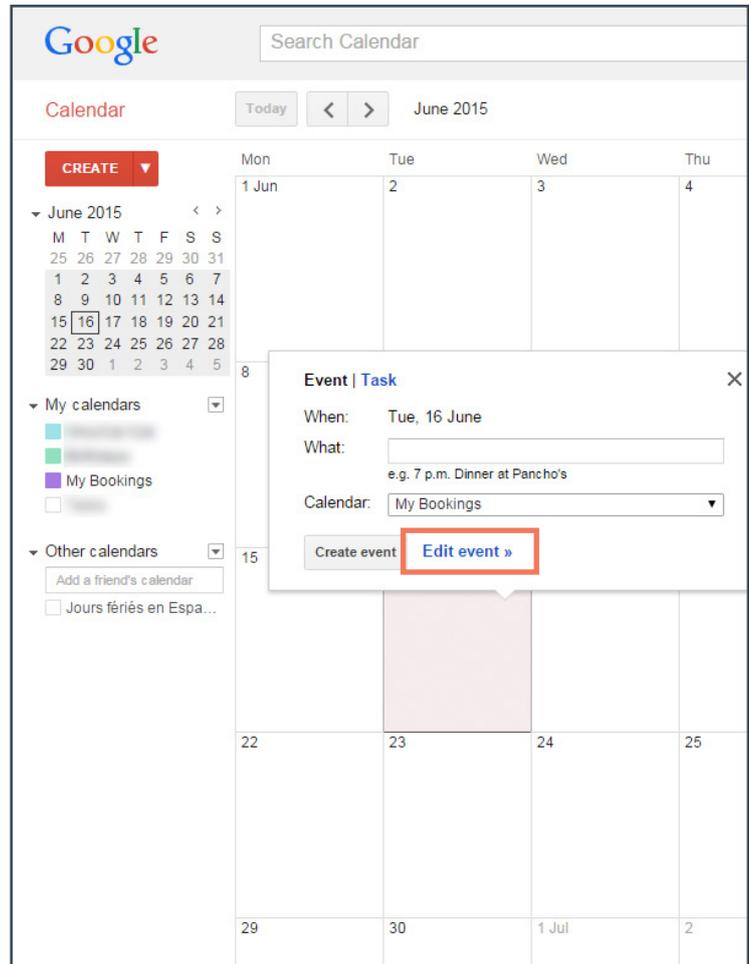
If necessary, the calendar's settings can be accessed and edited at any time (from the Calendars list, click on the downward arrow icon, and then on "Settings").

2.2. Logging Bookings on Google Calendar

1) Edit event

-1- Click on the calendar.

-2- In the new window, click on “Edit Event”.



If you have a number of calendars, it is important to make sure that you are saving the event to your bookings calendar (select the corresponding calendar from the Calendars list).

2) Event

-1- Select the dates relevant to that specific booking.

-2- Check the “All day” box.

-3- Assign the booking to the newly created calendar.

-4- Click on “Save”.

Google Search Calendar

← SAVE Discard

Guest guest@guest.com Only-apartments

16/6/2015 to 20/6/2015

All day Repeat...

Event details Find a time

Where Enter a location

Video call Add video call

Calendar My Bookings

Description Check-in: 2pm

Event colour

Notifications No notifications set [Add a notification](#)

Show me as Available Busy

Visibility Calendar default Public Private

By default, this event will follow the [sharing settings](#) of this calendar: event details will be visible to [can see details of other events in this calendar.](#) [Learn more](#)



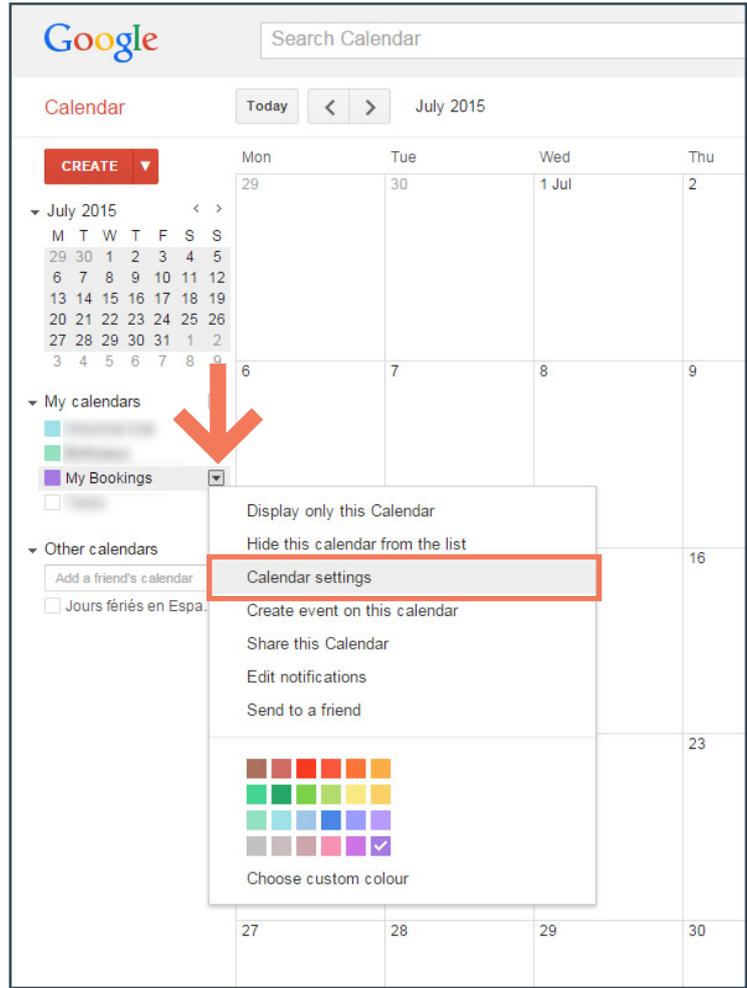
It is crucial that the event be marked as “Busy” on the calendar. This is how you indicate that all nights between your chosen dates are unavailable, and thus blocked off.



It is quite useful to note down any important details relevant to the booking directly under the name assigned to the booking. That way you can quickly get an overview of the main info (tenant’s name and last name, contact details, portal where the booking was made, time of arrival, etc.)

2.3. Exporting a Calendar from Google Calendar

1) From the *My Calendars* list, click on the downward arrow, and then on “Calendar settings”.



2) Then click on the **ICAL** button in the “Calendar Address” section.

Google Search Calendar

My Bookings Details

Calendar Details [Share this Calendar](#) [Edit notifications](#)

« Back to calendar [Save](#) [Cancel](#)

Calendar Name: My Bookings

Description:

Location: e.g. "San Francisco" or "London" or "UK". Specifying a general location is optional.

Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, tick the box instead. Country: Now select a time zone:

Auto-accept invitations
 Calendars for resources such as conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

Auto-accept invitations that do not conflict.
 Automatically add all invitations to this calendar.
 Do not show invitations.

Embed This Calendar
 Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click the Customise Link



Paste this code into your [Customise the colour, size and font](#)

```
<iframe src="https://www.google.com/calendar/embed?src=q40n88v0n14dtg5ti7group.calendar.google.com" />
```

Calendar Address: [Learn more](#) [Change sharing settings](#) **XML** **ICAL** **HTML** (Calendar ID: q40n88v0n14dtg5ti7911it) This is the address for your calendar. No one can use this link.

Private Address: [Learn more](#) **XML** **ICAL** [Reset Private URLs](#) This is the private address for this calendar. Do not share this calendar.

Delete calendar: [Permanently delete this calendar](#)



The right link to use is the one that pops up from “Calendar Address” (not from “Private Address”). If this option cannot be viewed, the calendar needs to be made public (Point 4).



On the “Edit notifications” page, you can adjust the settings for your notifications. This can come in handy if you wish to receive email reminders for each of your bookings, and you can set those up to be received within the advance notice of your choice.

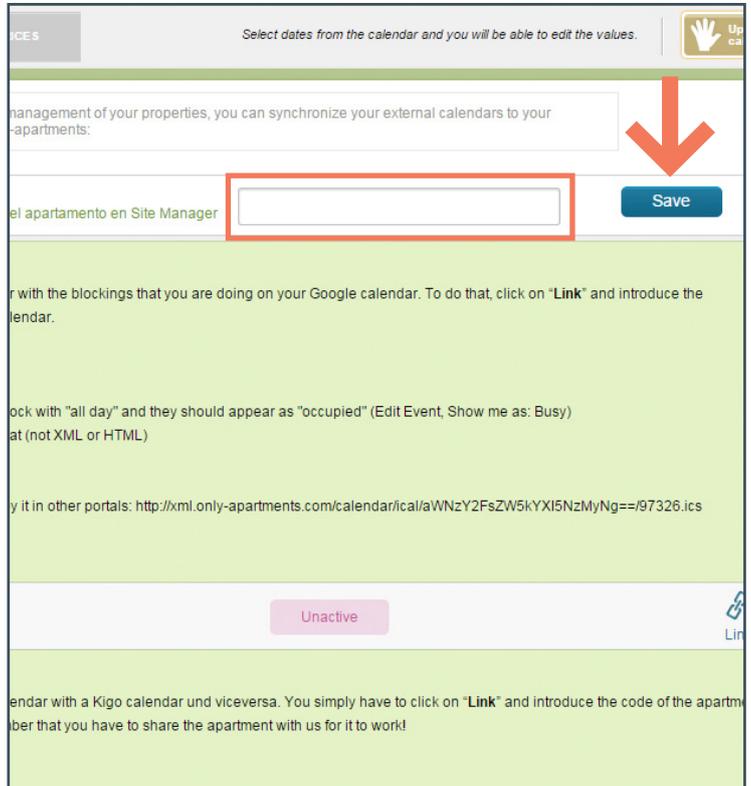
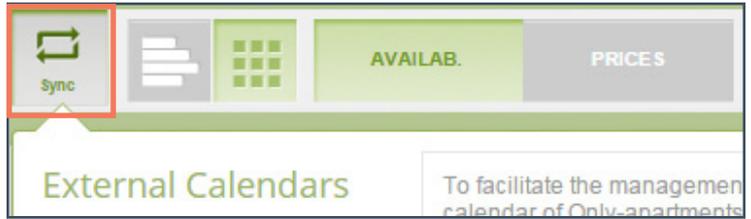
3) Copy the link and use it for syncing your Google calendar with that of Only-apartments and those of other portals.

The screenshot shows the 'My Bookings Details' page on Google. It includes fields for 'Calendar Name' (My Bookings), 'Description', 'Location', 'Calendar Time Zone', and 'Country' (Spain (España)). A red arrow points to the 'Calendar Address' section, which contains a public link: <https://www.google.com/calendar/ical/q40n88v0n14dtg5tl791litog%40group.calendar.google.com/public/>. Below this, there are sections for 'Embed This Calendar' with an embed code, and 'Calendar Address' with options for XML, ICAL, and HTML. The 'Private Address' section is also visible, along with a 'Delete calendar' option.

3. Synchronizing with Only-apartments

3.1. Importing the Calendar to the Only-apartments Extranet

- 1- From the owner’s Extranet, click on “Availability and Prices”.
- 2- Select your apartment.
- 3- Click on the “Sync” button.
- 4- Click on “Link”.
- 5- Paste our iCal link in the field and select “Save”.

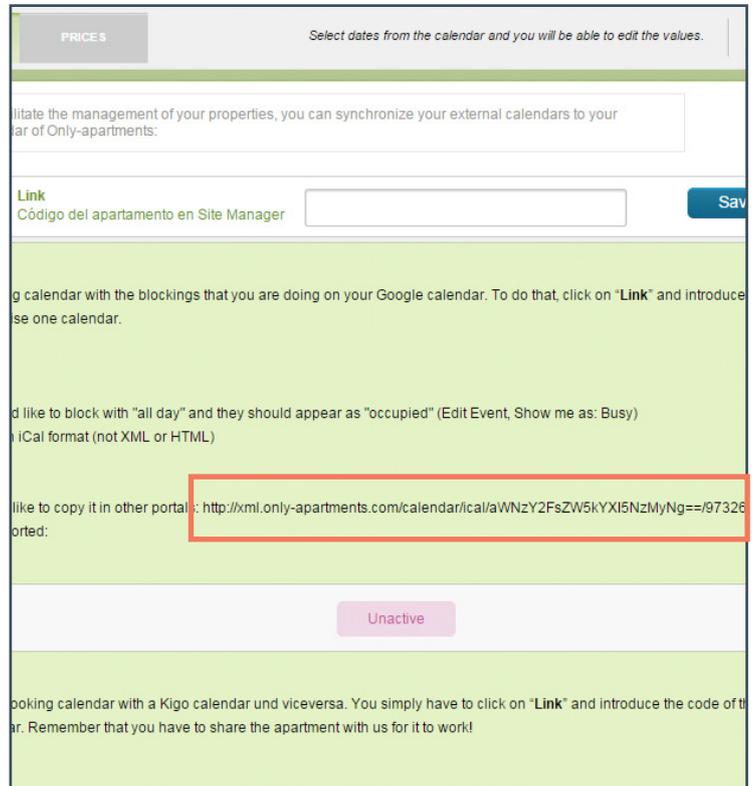
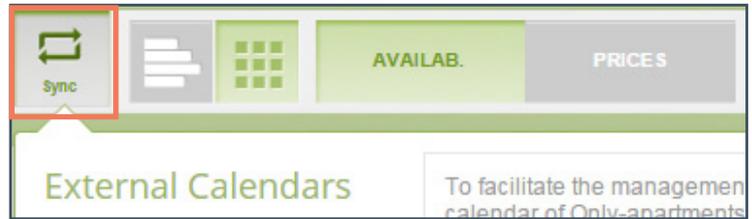




*It is important to keep in mind that the iCal format can only synchronize with the Only-apartments calendar **unidirectionally**. In other words, it enables you to export your availability to the Only-apartments calendar, but not the other way around: **it cannot implement your Only-apartments calendar’s availability on your Google calendar.***

3.2. Exporting the Only-apartments Calendar to Other Portals

- 1- Click on “Availability and Prices”.
- 2- Select your apartment.
- 3- Click on the “Sync” button.
- 4- Copy the link to your Only-apartments calendar and paste it on other apps or portals.





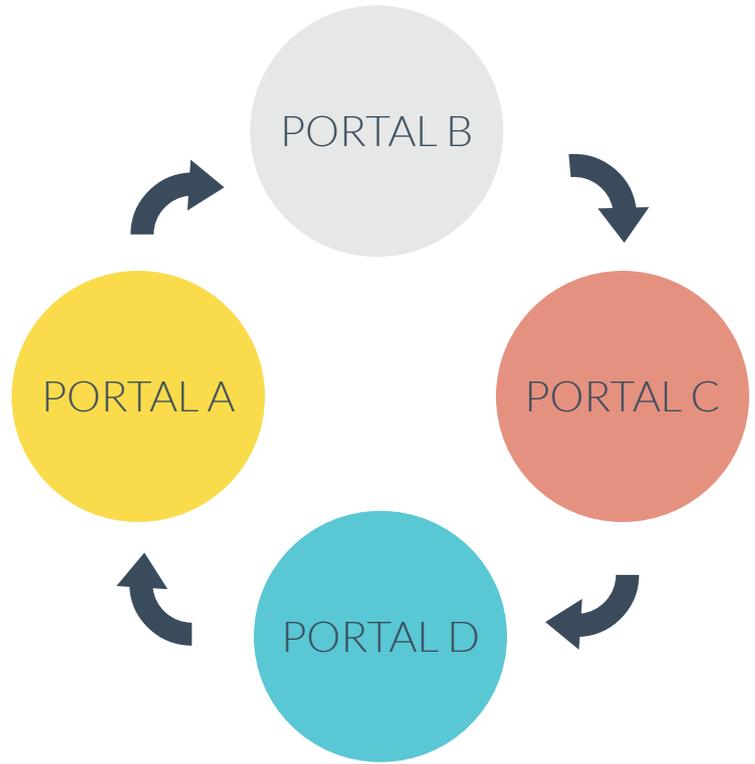
If you wanted to sync your OA calendar with those of other portals, the process would be as follows. On the one hand, export the OA calendar via the portal in question, and also import the calendar from that portal into the OA calendar. A bidirectional operation that will enable you to simultaneously update both calendars.

3.3. Synchronizing More than Two Portals

iCal only supports unidirectional synchronization, and the only way you could carry out bidirectional synchronization between **two** portals is if they were mutually synchronized between themselves.

When working with more portals, you simply have to “chain” synchronize the calendars, forming a closed loop among all the portals your apartment is published on.

For instance, if your apartment was listed on Portals A, B, C and D, you would simply have to link all of them together. You would export Portal A’s calendar to Portal B, B to C, and so on successively. Thus any incoming reservations from any portal would sync up with the next portal, and so on until the end of the chain.



Important: blocked off dates cannot be immediately viewed on the Only-apartments calendar (it takes an average of 3 hours for it to display them). But if the dates are closed off on the iCal calendar, no bookings will be accepted for those dates on the Only-apartments calendar.

only-apartments GLOBAL SHORT RENTALS



OWNERS