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## Google calendar csv template

You can efficiently add multiple events to your Google Calendar by importing a properly formatted CSV file. This KB Article References: This Information is Intended for: Instructors, Staff, Students If you would like to enter multiple Google Calendar events without creating each one individually, create a CSV file of all your events, and then import that file into Google Calendar.Video DemonstrationI. Create CSV FileCreate a .csv file with the following columns: Subject, Start Date, All Day Event, Start Time, End Time, Location, Description (if you prefer, download the csv file template and enter your own event details there)Important Guidelines: zipys=%2Ccreate-or-edit-a-csv-fileEach event must be on a separate line of the spreadsheetAll-day events must be assigned the value "TRUE" in the "All Day Event" columnNon-All day events must be assigned the value "FALSE" in the "All Day Event" column and must have valid Start and End Time values (in 12-hour format, not military time)Dates must be in the format MM/DD/YYYYBe sure to save the file as a .csv file (not .xls)II. Import to Google CalendarTo import the events to a new calendar, create a new Calendar (optional)Click the gear icon in the top right and choose SettingsOn the left side, click Import & exportClick Select file from your computer, and then search your computer for and select the .csv file created aboveClick the Add to Calendar drop-down and select the calendar you'd like to import the events toClick IMPORTA message will display indicating how many events were successfully imported This Content Last Updated: How to Import Calendar Events to Google Calendar: Step-by-step tutorial Google Calendar provides a convenient way to manage your calendar online. But creating events in the calendar might seem to be a cumbersome process to many. The good news is that Google Calendar has the ability to import events from a CSV (Comma Separated Values) file. It is a very handy technique to bulk-create a large number of events at one go. This guide will show you how to do this. Total Time: 10 minutes In the very first step, you must prepare a CSV file, which will be imported into your Google calendar. The CSV file needs to be formatted in a specific way to reflect your calendar events in the Google calendar once imported. Each row of the file should contain the details of an individual event. The CSV headers should be as follows:- Event Title- Start Date- Start Time- End Date- End Time- All Day Event- Description- Location- Private At the end of this article, you will find a ready Google calendar import template. Click on the gear icon in the top right corner of the page and select "Settings" from the drop-down menu. In the left-hand menu, select the "Import & Export" tab. Click "Select File from Your Computer" and select the CSV file you prepared earlier from your computer. Once the file is uploaded, select the calendar where you want to import the events from the "Import events" window. Finally, click "Import" to import the events into your calendar. This should import and create the events in your Google calendar. Once the events have been imported, you can check them by clicking the "Calendar" tab on the left-hand menu. All the events should be visible on the calendar.Congratulations, you have successfully imported events to Google Calendar from an Excel template! If you are not a text guy, watch the short video below to learn how to import CSV files to Google Calendar. How to import events to Google Calendar from a CSV Template Here comes the exciting part! We will share a completely ready-to-import template to import events to Google Calendar in three different formats. Choose what works best for you from the below options: Google Calendar Events Import Template - Get from Google Sheet Google Calendar Import CSV Template Google Calendar Import Excel Template Importing events into Google Calendar from an Excel or CSV file is a straightforward process if you can use it correctly. It can help you to quickly and easily add multiple events to your calendar in one go, saving a lot of time in creating all the events one by one. You can try this technique to import the holidays of the year 2023. You can import a CSV file into your Google calendar following the 8 simple steps below:1. Prepare the import file in CSV format, with certain column headers and event details in the rows.2. Sign in to your Google Calendar.3. In the top right, click the gear icon and select "Settings."4. On the left side of the page, click the "Import & export" option.5. In the "Import" section, click the "Select file from your computer" button.6. Select the CSV file that you prepared to import and click "Open."7. In the "Import events" window, select the calendar where you want to import the events.8. Click the "Import" button to import the events. There are a few common reasons why you might not be able to import a CSV file to Google Calendar:1. The file is not in the correct format: Google Calendar requires that the CSV file follow a specific format to be imported successfully. The file should contain column headers for the event subject, start date and time, and end date and time. Additional location, private event, reminder, and description columns are also supported.2. Unsupported file type used: Google Calendar doesn't work with files that have fields separated by a semicolon (;) or a colon (:). Make sure that commas are used to separate each field.3. The file is too large: Google Calendar has a maximum file size limit of 1 MB for CSV imports. If your file is larger than this, you will need to reduce its size by reducing the number of events in one batch.4. Starting import twice at once: If you have clicked the import button multiple times, you will get an error message 'Processed zero events', and the import will fail. So, click 'import' once at a time. You can read the official Google Calendar help center guide to fix problems importing to learn more. No, Google Calendar doesn't support Excel file import to create events. You need to save it in comma-separated value (CSV) format first, and then you can import the file into Google Calendar. You cannot import an Excel spreadsheet directly into Google Calendar. You need to save it in comma-separated value (CSV) format first, and then you can import the file into Google Calendar. Yes, you can. You need to export all the calendar events in ics or CSV file first. Then you can import the file into Google calendar from the Settings > Import/Export window. But you must ensure the ics or csv file contains the mandatory column headers e.g., subject, start date and time, end date and time. First, you need to export all the calendar events in a CSV file. Ensure the file contains the mandatory column headers e.g., subject, start date and time, and end date and time. Then go to Settings > Import/Export window and import the CSV file. It will create the events in the Google Calendar. "Hey there, welcome to UplifeWay.com! I'm Rifat Hossain, a Microsoft 365 certified trainer with a background in Advanced Engineering Management. Currently, I'm navigating the tech landscape as the Digital Services Manager at Coats, providing a unique perspective on technology in the professional world. My journey, fueled by a passion for helping others, has led to the creation of this blog. UplifeWay.com is your go-to source for mastering Microsoft Office applications and elevating your digital literacy. Join me on the exciting journey of smart productivity at UplifeWay.com - let's explore the world of tech together!" Bottom line: You can batch import events from a spreadsheet to Cal or Google Calendar by formatting the headers correctly: exporting / import as .csv, then export / import as .ics. Update May 07, 2013: This post has been completely rewritten and updated here: . Feel free to reference this post as well, but the new post is much more thorough and has a few new tools that I wrote to facilitate the process of getting spreadsheet events into your calendar app of choice. NB: This process works for me using Numbers.app, Google Calendar, and iCal. I think it should also work with Excel or Google Docs spreadsheets, but I can't say for sure. I try to keep all of my appointments in a digital calendar that syncs across all my devices. It's a big deal for me - I really like to be able to look in one place to find out where I ought to be at any given moment. Getting a syncing, mobile-accessible calendar for the lecture-based years of medical school was actually a major objective leading to the creation of our medical student group, SMRT. I previously used Google Calendar but have recently converted to iCal / iCloud (mostly due to issues deleting events from Google Calendar with my iPhone - a bug that persisted for years and drove me nuts). Over the last year or so, I've been handed a new schedule every month or two on my rotations. Unfortunately, these have almost always been in some kind of spreadsheet format (or they're printed from a spreadsheet, which I request be emailed to me). Because calendaring software doesn't know how to interpret spreadsheet information directly, I've developed a workflow that is a bit circuitous but not terribly onerous and allows me to bulk convert and import my spreadsheet schedules. This process requires a Google Calendar account to process one of the files and spit out another format. You don't have to use it for calendaring, but you can. This whole process may take from 10 minutes to an hour depending on your skill with spreadsheets and a bit of luck. Main Idea Give the spreadsheet the appropriate headers and format it to make Google Calendar happy Export as comma separated values (csv) Import to Google Calendar (stop here if you're a GCal user, continue if Cal user) Use Google Calendar to export to iCalendar format (.ics, iCalendar is not the same as iCal) Import the .ics to iCal This is the hardest and most important step. In order for step 3 to work, you have to get the spreadsheet set up correctly. First, open up a copy of my spreadsheet template, which you can Please note that the Numbers app version also has some embedded instructions in rough draft format (nothing not posted here). I think these also show up in the Excel version, but not in the GDocs version. Basically, it's just a spreadsheet with the headers that Google Calendar will recognize (source). These are: Subject,Start Date,Start Time,End Date,End Time,All Day Event,Description,Location,Private You should take your spreadsheet schedule and copy and paste the information into the appropriate columns. Keep in mind that Numbers can convert date and time formats pretty well by selecting the column in question and opening up Inspector ("command option i" or view -> inspector) to "cells" (a box with "42" on my version). Makes converting a bunch of "Jan 5 2002" to "01/05/2002" a snap. Leave the columns in the order you found them. Other formatting info: Subject: The event title Dates: MM/DD/YYYY format seems to work for me. Times: both "7:00 PM" and "19:00" formats seem to work All day event: Will be true / false (checked or unchecked in Numbers) Description: The "notes" part, optional Location: Optional Private: Another true / false checkbox, will make events on a shared calendar private to everyone but "owners." I think this is also optional / no response required. 2. Export as .csv File -> export in Numbers, unicode seems to work fine. AFAIK, the equivalent functions in Excel and Google Docs should work just as well. If you have multiple sheets in Numbers, it will export to a folder with multiple .csv files. Figure out which one has the data you need with Quick Look or a text editor, you can delete the other .csv files. 3. Import to Google Calendar Head over to Google Calendar. If this is home base for you, you can import the events directly to your calendar. If this is just an intermediary step, I recommend creating a new temporary / junk calendar for this purpose. Optional: How to create a temporary calendar: Click the down arrow to the right of "My Calendars" in the left hand column to create a new calendar. Name it "Junk," or "osdij," or whatever you want, you can delete it later. Next, head to your main calendar settings by clicking the same right arrow mentioned above. Towards the middle of the screen, look for the import calendar button. Click it, make sure you have the right calendar selected in the bottom box, then navigate to the file and click "import." You will now either get an error message, which probably means you need to go back to Step 1 and make sure everything is formatted correctly (can you tell this has happened to me a few times?), or you will have imported your schedule. Look through GCal to make sure everything looks right. If so, congrats! Google Calendar users can end their journey here, thanks for reading. If you want to import to iCal, you're getting close. 4. Export to iCalendar Format A couple of options here. Either click the "export calendars" button immediately to the right of the "import calendar" button from above, downloading a .zip of all your Google Calendars in .ics format (haven't tried this but appears to work), or Still in Google Calendar settings, click the name of the calendar, then click the private "ICAL" button on the next screen, then click the link one more time to download the .ics file. If you have trouble, try option + click, which tries to download a link as a file (on a Mac). Once you have the .ics file, you can... 5. Import the .ics to iCal Easy as can be. In iCal's menu, File -> Import -> Import, and select the .ics file. Choose to import to whichever calendar you please. Should sync to iCloud just fine, assuming that you import to an iCloud synced calendar. Also, I recommend you go back to Google Calendar's settings and delete the temporary calendar you created in Step 3. Keeps everything cleaned up. Phew. Seems like a lot of work, but goes quickly once you've done it a few times. It's especially worthwhile when you have lots of events or lots of "description" info in your spreadsheet that you don't want to retype. On the other hand, if you don't have that many events, I highly recommend QuickCal for inputting events to iCal on the Mac. Not only is it a solid, user-friendly, lightweight app, but the devs just seem like good people. They have directly incorporated my feedback into their updates a few times now, their customer support is top notch. Let me know in the comments if this works out, if you run into issues, or most importantly if you find an easier way to get your spreadsheet schedule into iCal. Reddit and its partners use cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies to deliver and maintain our services and site, improve the quality of Reddit, personalize Reddit content and advertising, and measure the effectiveness of advertising. By rejecting non-essential cookies, Reddit may still use certain cookies to ensure the proper functionality of our platform. For more information, please see our Cookie Notice and our Privacy Policy. One of the easiest medium for importing and exporting is a CSV file. These files have each attribute value separated by comma and hence called Comma Separated Value File. Calendar, tasks and contacts applications commonly use these files. However, a small syntax mismatch can cause the error during importing and exporting. Google is very strict with the CSV format, especially the header. For successful import of the file, you must have at least two header labels: Subject & Start Date - Minimum amount of header information. With the above limited information, Calendar will mark all day long event for the start date on the said subject. Now to create a CSV file, open MS Excel or Google Spreadsheet and make Subject and Start Date as two column headers. More information can be added for convenience under the headers Start time, End date, End time, All day event, Description, Location and Private. Use this shown file as a sample. Some important points to note - #. Time should be entered in the 12 hour xx:yy AM/PM format. #. Date should be entered in mm/dd/yyyy format. #. All day event and Private can be blank, true or false. If you leave it blank, Google will assume the default values for the event. For Example: Dinner, 05/31/2011, 6:00 PM, 05/31/2011, 10:00 PM, False, Don't forget girl, La Tamaz, True Once all the entries are done in subsequent rows under following headers, click file -> Save as and select file format as CSV. You file is now read to import to Google Calendar. Let us know if you liked the post. That's the only way we can improve. If you've ever found yourself drowning in a sea of events, desperately wishing for a quicker way to populate your Google Calendar, you're in luck. Google Calendar supports both ICS files and CSV files to make things much faster. In this article, we're diving into the straightforward process of importing multiple events at once using a CSV file. Understanding the Basics of CSV Files There are many different file formats available, so before we explore how to import events to Google Calendar, it's important to know what exactly a CSV file does. What is a CSV file? Let's start with the basics. A CSV file, or Comma-Separated Values, is a simple way of organizing data. Think of it like a well-structured list that holds all your event details. Why import events from a CSV file to Google Calendar? Imagine having a list of events ready to roll, and manually adding them one by one to your primary calendar feels like a never-ending task. That's where importing events from a CSV file to Google Calendar becomes a real time-saver. It's perfect for those moments when you're craving efficiency. Manually adding events can be time-consuming, especially when dealing with a long list. Importing events from a CSV file allows you to bulk upload information, saving you from the tedious task of entering each event individually. Best Practices for Successful CSV File Imports While CSV files certainly make it easier to import large batches of events to Google Calendar, there's a little bit of prep work you'll need to do to get started. Organize your CSV file Within Google Sheets (or your chosen spreadsheet document), follow these best practices to keep your data clean and easy to work with: Create a header for events: Create a column header called "Subject." This is where you'll input the names of each event. Under the "Subject" column, list the names of your events, one in each row. Create a header for start dates: In the next column, create a header named "Start date." This column will contain the start dates for each event in the rows. Below the "Start date" header, type in the corresponding dates for each event in the rows. Optional: Add a header for start times: If you want to include specific start times for your events, create an additional column header called "Start time." Under the "Start time" header, add the respective times for each event in the rows. To export, click "File," select "Download," and then choose "Comma Separated Values" to create a CSV file. Backup your calendar Before you begin the Google Calendar import, it's wise to take precautions. Exporting your existing calendar acts as a safety net. Before initiating the import process, use Google Calendar's export feature to create a backup. This can be a lifesaver in case you need to revert to your original calendar setup. Step-by-Step Guide to Importing Events into Google Calendar Now let's jump into the process of importing these events. Here's how to do it: Accessing Google Calendar's import feature Step one: Open Google Calendar on your computer. Step two: In the top right corner, click on the gear icon called "Settings." Step three: On the left sidebar, click "Import & export." Step four: Then click "Select file from your computer" to select the CSV zip file from your computer. Step five: Click "Import" to begin importing the events. Once it's finished, check to make sure everything was imported accurately. How Can Indy Help? Having an import calendar like Google is nice for tracking your schedule, but it can be tricky keeping all of your to-dos, appointments, chat messages, and project files in one place. Thankfully, Indy makes it easy! Here's what you can do with Indy: Project Management: Break down projects into manageable tasks with simple to-do lists and Kanban boards. Client Portals: Collaborate with clients in a centralized communication hub where you can chat in real-time, share files, and keep everyone on the same page every step of the way. Files: Upload, store, and share documents with clients and get feedback and approval. Calendar: Schedule meetings and get a daily, weekly, and monthly view of everything that's due or overdue. Indy's Calendar integrates seamlessly with Google Calendar to keep everything in the same place. Plus, get proposals, contracts, invoicing, automatic time tracking, file storage, and more when you create an account with Indy. Get started today for free! A Quick Recap And there you have it - with CSV files, you can easily import events into Google Calendar, saving you time. To recap, we showed you how to structure your CSV file formats to match Google Calendar's expectations for imported events, as well as how to import repeat events. Plus, how to handle date and time formats like a pro, and navigate the import wizard with confidence. The potential for efficient event management is now at your fingertips. Ready to take your business to the next level? From proposals to project management to invoicing, Indy lets you do it all. Plus, you can integrate Indy directly with Google Calendar to keep it all in one place. Get started today for free!