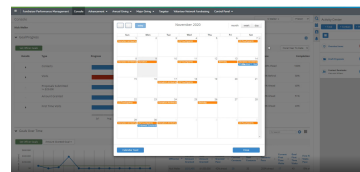


Activity Center Calendar Feed

Video: How to add the FPM calendar to outlook (~1 minute)

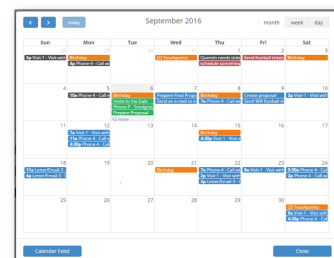


Setting up your Fundraiser Performance Management (FPM) Activity Center Calendar Feed

With the FPM Activity Center Calendar Feed feature, users can sync the Contacts, Tasks, and Touch Points from their Activity Center calendar to a user's Outlook, Google Calendar, Apple's iCal calendar or other iCalendar compatible reader.

Below are a set of general instructions for Outlook, Google Calendar, and Apple's iCal. The steps may vary based on the version of the calendar application you are syncing to. For more detailed steps or other clients, please review the help for the iCalendar supported client.

Calendar View (NOTE: Calendar Feed in lower left hand corner)



Adding FPM's Activity Center Calendar Feed to Outlook*

1. Log into FPM and go to the Activity Center drawer.
2. Click on the Calendar ICON.
3. Click on the Calendar Feed button in the lower left hand section of My Calendar.
4. Copy the URL.
5. Go to the Calendars section of Outlook.
6. Right click on "My Calendars" - a menu will appear. Select "Add Calendar" and the option "From Internet".
7. A box will appear Paste the URL into the text box and select the OK button. Outlook will then connect to your FPM Activity Center feed.
8. Click Yes on the following prompt to subscribe to updates for the Activity Center calendar.

You will now see a calendar called Fundraiser Performance Management Activity Center. Updates you make to activities in FPM will now be synced back to your Outlook Calendar.

**Please note that Outlook for Mac does not support the calendar feed feature*

Adding FPM's Activity Center Calendar Feed to Google Calendar

1. Log into FPM and go to the Activity Center drawer.
2. Click on the Calendar ICON.
3. Click on the Calendar Feed button in the lower left hand section of My Calendar.
4. Copy the URL.
5. Go to Google Calendar and click on the arrow next to Other calendars. Then select Add by URL.
6. Paste URL in text box and click on Add Calendar button.

You will now see a calendar called Fundraiser Performance Management Activity Center. Updates you make to activities within the Activity Center Calendar within FPM will now sync with the new calendar in Google Calendar.

Adding FPM's Activity Center Calendar Feed to Apple's iCal

1. Log into FPM and go to the Activity Center drawer.
2. Click on the Calendar ICON.
3. Click on the Calendar Feed button in the lower left hand section of My Calendar.
4. Copy the URL.
5. Open Apple's iCal and select File from the top navigation menu. Then select New Calendar Subscription.
6. Paste URL in text box and click on the Subscribe button.

You will now see a calendar called FPM Activity Center. Updates you make to activities within the Activity Center calendar within the FPM Platform will now sync with the new calendar in Apple iCal.

Additional Information Related to Calendar Feeds

What information is shared from Activity Center to a user's synced calendar?

Please keep in mind that this functionality will allow the calendar information to be shared with your calendar application which may or may not be managed by a third-party such as Google's Gmail calendar. The calendar feed feature can be enabled or disabled at the Profile level.

The information shared via your calendar feed is dependent on a user's Activity Calendar settings, but could include:

- Activity Subject line
- Activity date and time
- Birthday
- Constituent names
- Donation amounts

How long does it take for activities to sync to a user's calendar?

Updates to a user's Activity Center calendar might not immediately sync with Outlook, Google Calendar, or Apple's iCal. Update times vary by application.

Can I share this URL with other administrative staff that manage internal calendars?

This URL can be shared with administrative staff to see a user's calendar within their internal calendar application. You do not need to be a user in order to sync the calendar. However, if the person using the synced calendar is not a user they will not be able to link from the calendar into the FPM Platform Activity Center calendar to view or manage the activities or see the related Relationship Profiles of the associated constituents. Finally, once a user is deactivated then the Activity Center will no longer sync with the shared calendar.

Will changes made to the FPM Activity Center Calendar Feed update the FPMPlatform?

Changes made to the records within Outlook, Google Calendar, or Apple's iCal will not sync back to FPM's Activity Center Calendar Feed. This tool offers a one-way sync.