ApplicantPro Calendar Sync
iCalendar Import

Step One:

Login to ApplicantPro:

https://admin.applicantpro.com/

Enter **Username** and **Password**

Step Two:

Select the **3 gear wheels** icon on the top right of the screen then select **My Account** from the drop down.
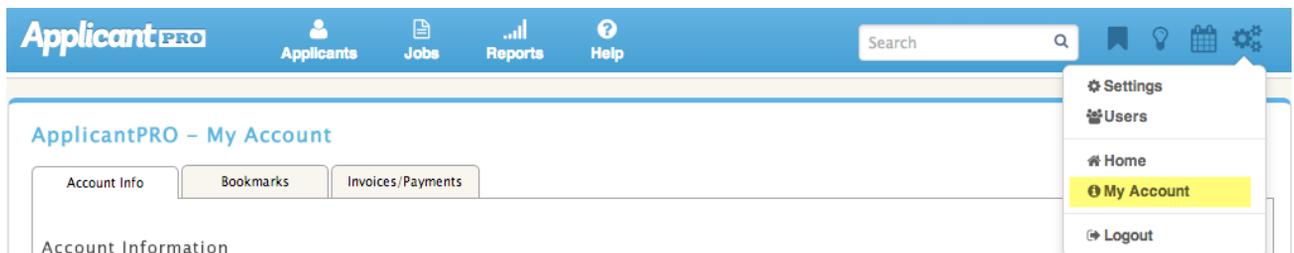
Step Three:

Scroll down to the bottom of the page under **Calendar Import Settings**, and copy the URL.

📅 **Calendar Connect**

You can subscribe to all your calendar events and they will automatically be updated in your favorite calendar program! Copy this URL into your favorite calendar program and all future ApplicantPro calendar entries will be synced automatically.

https://admin.applicantpro.com/applicants/functions/subscribe_ical-2085334-c9f3ed05d97dca993331bc4bb87db27c.ics

Step Four:

Open up your ICalendar program. At the top of your screen, click on **File**, then **New Calendar Subscription**.

Step Five:

A pop-up window will appear asking for the URL.
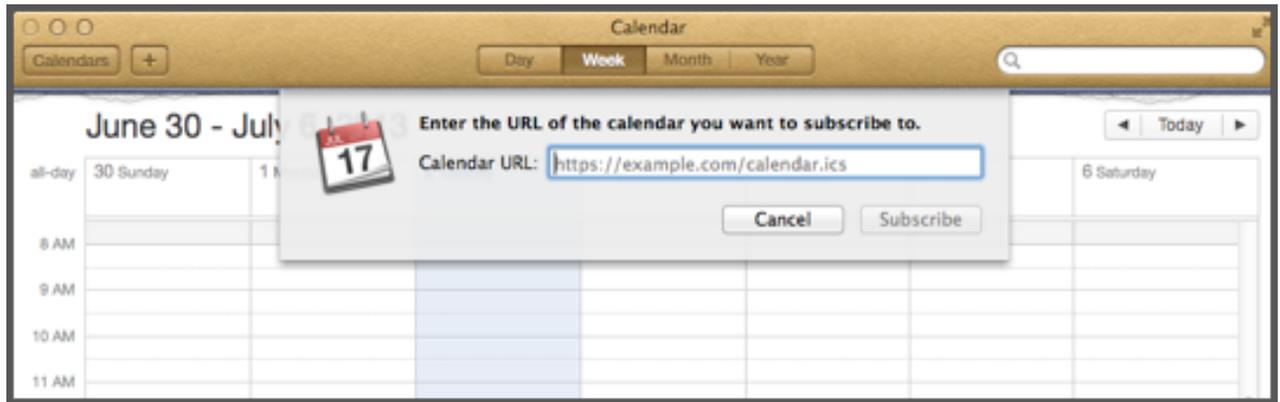
Paste the URL into the pop-up window and click **Subscribe**.
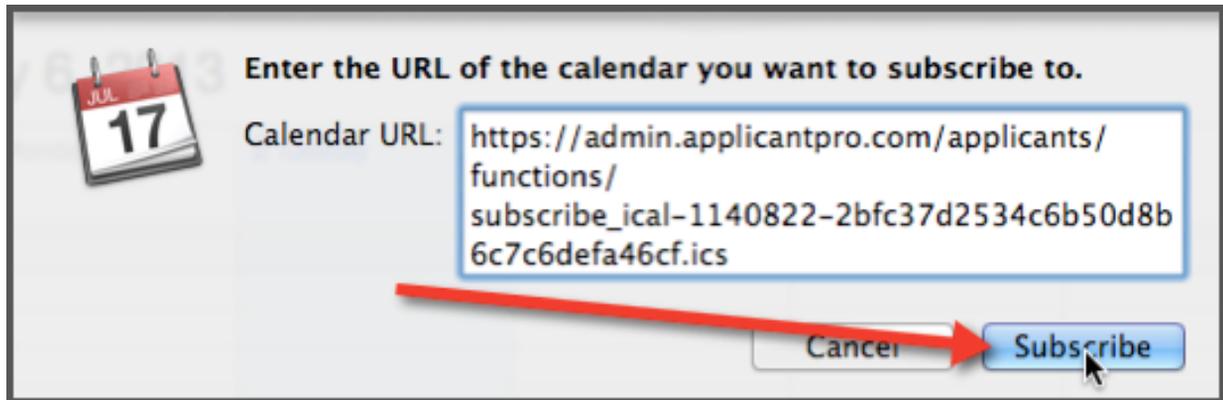
Once you have subscribed, it will take you back to the calendar and start populating your appointments that you have set up in the Calendar Events area of ApplicantPro.

Outlook 2013 Calendar Import

Step One:

In Outlook, click the 9 box icon in the top left hand corner. Then click the purple **Calendar** icon.
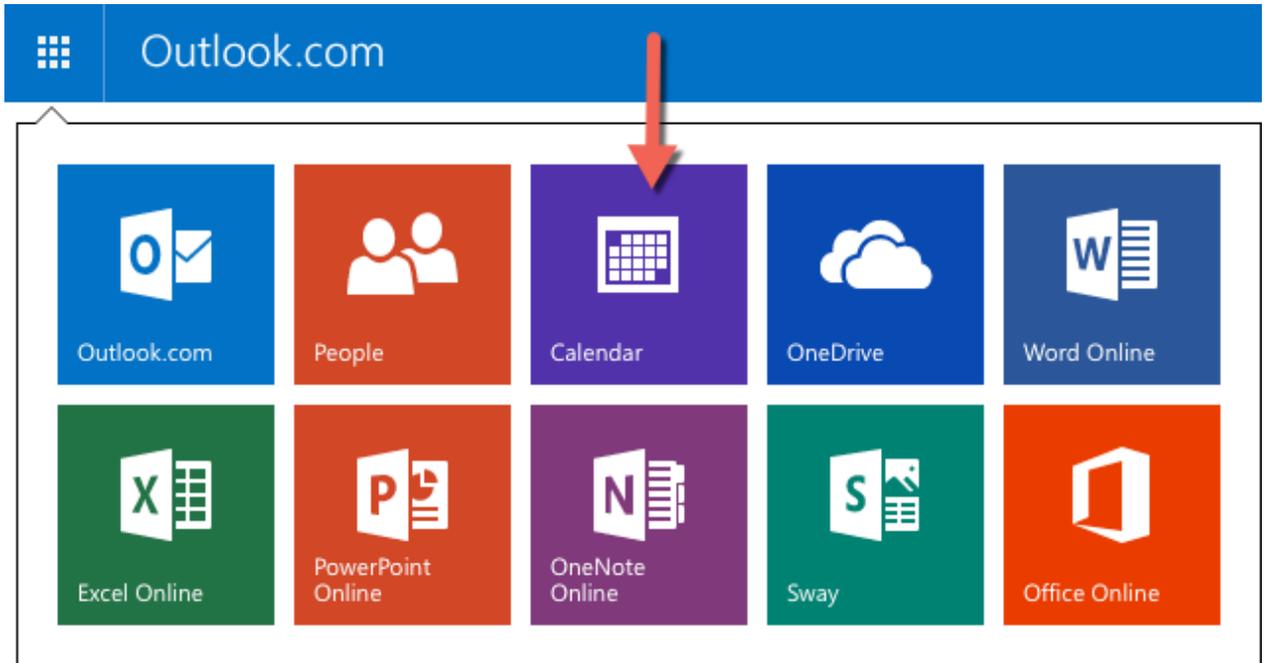
Step Two:

Click on **Import** button in the title bar. Then you click **Subscribe**. You will see a place to put in a calendar URL and then click **Subscribe.** This is where you will past the URL from ApplicantPro.
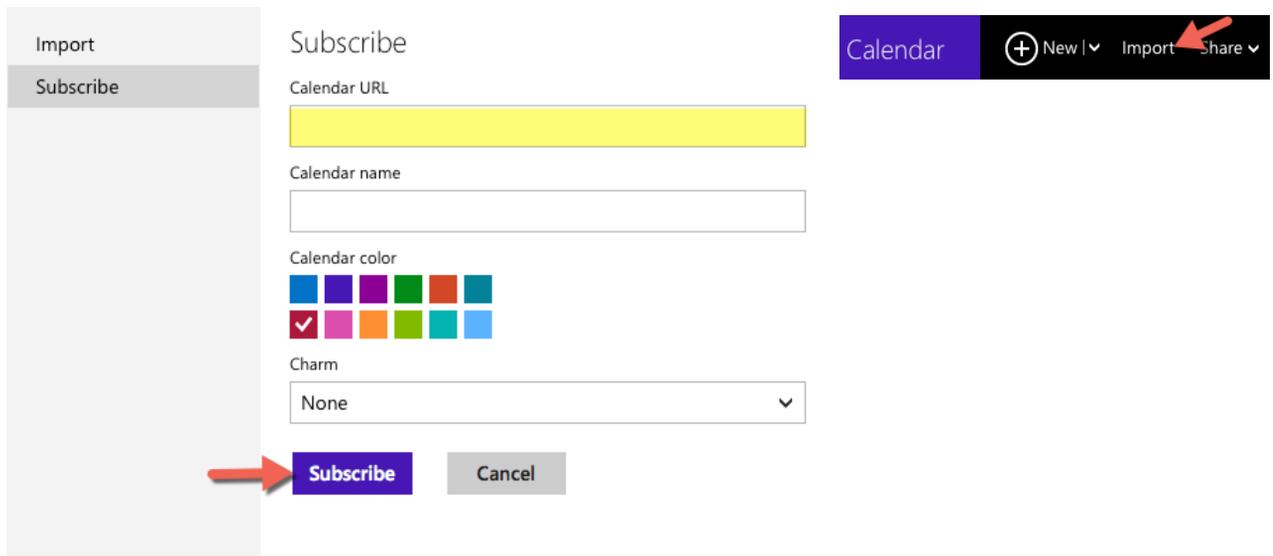
Step Three:

Click on the **New** button on the left of the screen. A pop up window will appear asking for a URL.

Click on the **My Account** icon at the top of your screen.
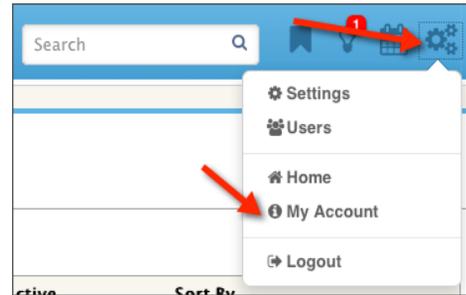
Scroll down to where it says **Calendar Import Settings** towards the bottom of the page. Copy the URL that shows up there.

Paste the URL into the window and click on **Add**.

Step Four:

Now you should see your ApplicantPro calendar events populating in your Outlook.

Google Calendar Import

Below are the steps for linking up your ApplicantPro calendar events with your Google calendar. We do not recommend syncing with Google calendar. We have found that there is often a delay in your event showing up in Google Calendar and it works very inconsistently. We have no control over when Google will update the calendar to reflect current information. We highly recommend using ICalendar or Outlook Calendar instead.

Info directly from Google "Updates will be visible only after few hours. It is expected behavior that Calendar feed updates will be visible between 8 and 24 hours after the latest update was made. In order for Google Calendar systems to decide the frequency of update for a calendar feed, it takes into considerations many factors, eg how many times per hour a calendar has been accessed or how many times the calendar has been modified with new or updated events. It's possible that if multiple users access the calendar and if events in that calendar are updated frequently, the latency of the updates will decrease."

Step One:

Login to ApplicantPro:

https://admin.applicantpro.com/

Enter **Username** and **Password**

Step Two:

In Google calendar, click on where it says **Other Calendars** and then choose **Add by URL**.

Step Three:

A window will pop up asking you for a URL. From here, click on gears icon in ApplicantPro and click on **Account**.
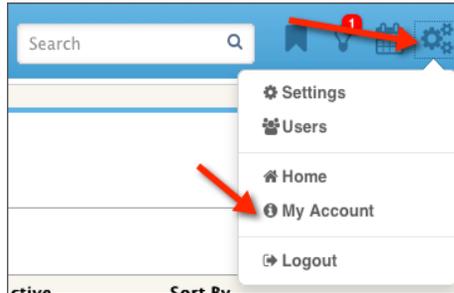
Step Four:

On the **User Profile** tab, if you scroll to the bottom of that page there will be a URL that you can copy under **Calendar Import Settings**. Copy the URL from this page.

📅 Calendar Connect

You can subscribe to all your calendar events and they will automatically be updated in your favorite calendar program! Copy this URL into your favorite calendar program and all future ApplicantPro calendar entries will be synced automatically.

https://admin.applicantpro.com/applicants/functions/subscribe_ical-2085334-c9f3ed05d97dca993331bc4bb87db27c.ics

Step Five:

Paste the URL in the pop-up window in your Google Calendar and click on **Add Calendar**.

Add by URL

URL:

If you know the address to a calendar (in iCal format), you can type in the address here.

☐ Make the calendar publicly accessible?

[Add Calendar] [Cancel]

* If you have any further questions, please contact your Account Manager or the Support Team

Common Questions:

When I create a calendar event in ApplicantPro will it automatically put the event on my calendar?

Yes. Once you do the import of the calendar, then as you create calendar events in ApplicantPro you will see them in your regular calendar automatically.

When I schedule a calendar event is the applicant notified?

No. If you want to notify the applicant you need to do the calendar important and invite them to the even through your calendar or email system.