

iCalendar module

Last Modified on 04/14/2026 10:02 am IDT

 This article is designated for administrators.

About

The **iCalendar module** controls how calendar invites are generated and customized when users click the **Add to Calendar** button for scheduled sessions.

It allows admins to define the content of downloadable iCal files and enables the option to send calendar invites by email.

Using this module, you can:

- customize the title and description of calendar events.
- enable the **Send by email** option, which works with the [EmailTemplates module](#).



The **Send by email** feature is only available on [Theming-based pages](#).

Before you start


Make sure the following are configured:

- Set up an email template in the [emailtemplates module](#)
- Choose an email service in the [EmailService module](#)

Configure

1. Go to your Configuration Management console and click the **iCalendar** module. You can also navigate directly using a link:

`https://{your_site_url}/admin/config/tab/iCalendar` .

EmailTemplates	
Gallery	
Header	
Icalendar	
Languages	
Login	

The **iCalendar** page displays.

Configuration Management

Server Tools

- Backup Configuration
- Player replacement tool

Global

- Application
- AddNew
- Auth
- Categories
- Channels
- Client
- Debug
- EmailService
- EmailTemplates
- Gallery
- Header
- Icalendar**
- Languages
- Login
- MediaCollaboration
- Metadata
- Moderation
- My-media
- Navigation
- Player
- PlaylistPage
- Recaptcha
- Search

Icalendar

emailSessionIcal Disable ▾ Choose 'Enable' to allow users to request a calendar invite by email for a session, in addition to the existing download iCal options.

iCalDownload Collapse

Select the structure of the iCal downloaded from the Add to calendar button on each scheduled session. The fields support custom tokens from the language module, and also the following session specific tokens. Leave empty to use the default values. The following tokens are available to use:

- The (SESSIONNAME) token can be used to insert the session's name in the text.
- The (SESSIONDESCRIPTION) token can be used to insert the session's description in the text.
- The (SESSIONURL) token can be used to insert the link to the session in the text.
- If the emailLogin module is enabled, the token (SESSIONMAGICLINK) can also be used, allowing direct access for users.

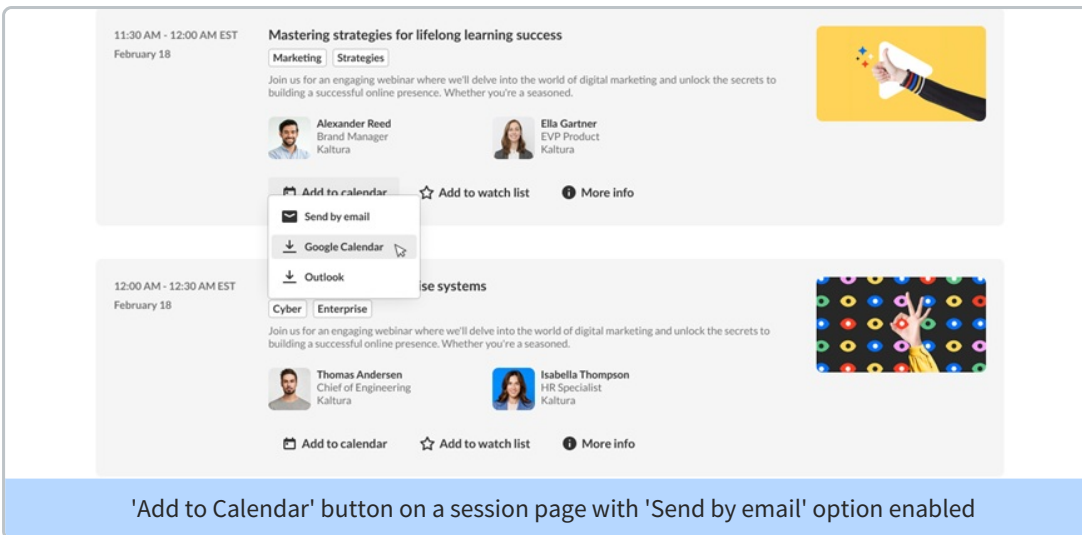
iCalTitle Enter simple text only. Only (SESSIONNAME) token is available to use.

iCalDescription Enter simple text only. All tokens are available for use.

2. Configure the following:

emailSessionIcal - Set to 'enabled' to allow sending calendar invites by email.

sessioniCalEmailTemplate - Choose the email template you created in the [emailtemplates](#) module. This controls the calendar invite's subject, body, and event details.



The screenshot shows a session card for "Mastering strategies for lifelong learning success" on February 18. The card includes a title, a description, and two speakers: Alexander Reed and Ella Gartner. A dropdown menu is open over the "Add to calendar" button, showing options: "Send by email" (checked), "Google Calendar", and "Outlook". Below the card, a blue banner contains the text: "'Add to Calendar' button on a session page with 'Send by email' option enabled".

iCalDownload

The **iCalDownload** section defines what appears when users download a calendar file from the **Add to Calendar** button on a session page or [session cards](#).

You can use tokens to insert dynamic session information. If you leave fields blank, default values will be used.

Available tokens:

- `{SESSIONNAME}` - Inserts the session name.
- `{SESSIONDESCRIPTION}` - Inserts the session description.
- `{SESSIONURL}` - Inserts the session's URL.
- `{SESSIONMAGICLINK}` - Provides direct access via Magic Link [for logged-in users](#) (if the [emaillogin module](#) is enabled). If users are not logged in, it will default to the session's URL
- `{TINYSESSIONMAGICLINK}` - A shortened version of `{SESSIONMAGICLINK}`. Recommended when using plain-text content, such as BodyAsText in calendar invites.

3. Configure the following:

iCalTitle - Enter plain text only (no formatting or HTML). Supports only `{SESSIONNAME}`.

iCalDescription - Enter plain text only (no formatting or HTML). Supports all available tokens (`{SESSIONNAME}`, `{SESSIONDESCRIPTION}`, `{SESSIONURL}`, `{SESSIONMAGICLINK}`, `{TINYSESSIONMAGICLINK}`).

4. Click **Save to apply your changes.**
