

## iCalendar module

Last Modified on 09/28/2025 4:44 pm 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](#).

### Configure

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](https://{your_site_url}/admin/config/tab/iCalendar) .

EmailTemplates	
Gallery	
Header	
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Login	

The **ICalendar** page displays.

## Configuration Management

Server Tools

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### 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.

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**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.

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

## Enable the 'Send by email' option

Before you begin, make sure to:

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

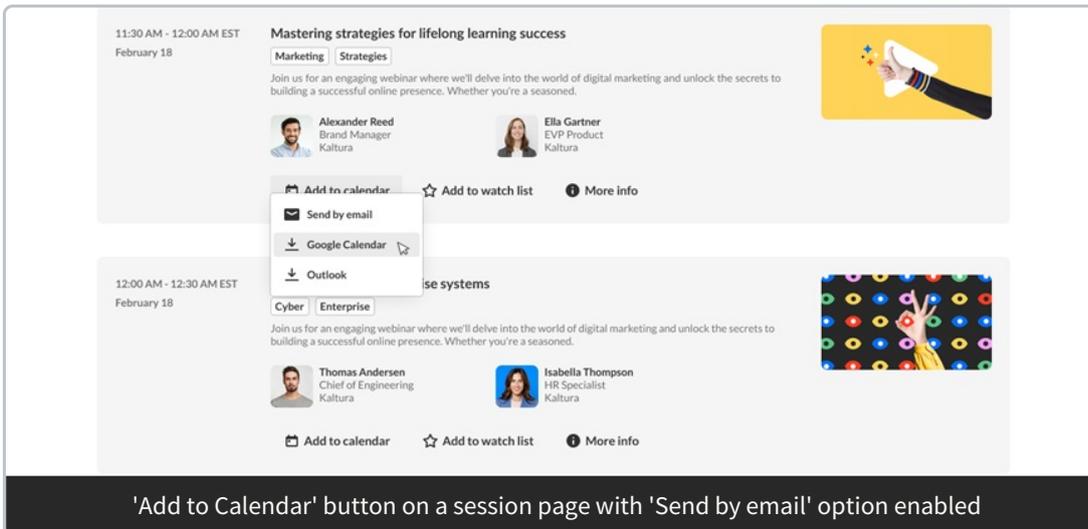


The **Send by email** feature is only available on [Theming-based pages](#).

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.



## Customize iCal content

The **iCalDownload** section lets you define what appears when users download a calendar file from the **Add to Calendar** button on a session page and [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's name.
- **{SESSIONDESCRIPTION}** – Inserts the session's 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

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}**).

Click **Save** to apply your changes.