



cloud  
calendar

# Revolutionize the way your events are shared

With a **Cloud Calendar**, you can now get more engagement with your events by sharing the details digitally, straight into personal calendars.



calendar  
on my phone

# WHAT IS A CLOUD CALENDAR?

Cloud Calendars leverage the digital expanse of the internet and provides easy and simple integration of events with a personal digital calendar. Our services also provide powerful event management tools, so that both organisers and attendees benefit.

People have the burden of managing event details with the information buried within layers of information like pictures, text messages, web pages and notes on the fridge.

## PROBLEM

Organisers sync their events details directly with someone's personal digital calendar.

## SOLUTION



# HOW DOES IT WORK?



Firstly we generate a digital calendar where you can add, modify or delete events. The calendar can be accessed through a web browser as well as the Google Calendar app. We also help you to delegate the rights to someone that can manage events on your behalf.



With the events in a Cloud Calendar, your attendees just need to subscribe to the calendar, which is done through a simple subscription step.

The events can be shared with apps like Google Calendar, Apple Calendar as well as Microsoft Outlook.

We offer **all the support and assistance** to make calendar integration process as smooth as possible. Beyond event management and sharing, we can **save you loads of time** with tools that automatically uploads events from a database or spreadsheet.

# WHO CAN CONTROL EVENTS?

To manage the Cloud Calendars and events there are three role players:

1

## Cloud Calendar Owner

- Manages the Calendar on my Phone account
- Appoints the Cloud Calendar Manager
- Chooses calendar names
- Same rights as a Calendar Manager

2

## Calendar Managers

- Appoints the Event Managers
- Same rights as an Event Manager

3

## Event Managers

- Adds, changes or removes events

The Cloud Calendar Owner, Calendar Manager and the Event Manager need a Gmail address in order to edit events. This can be arranged at no cost.

# SUBSCRIBING TO A CALENDAR

Once you have added all your events on the Cloud Calendar you will want to share it, so that people can subscribe.

Preparing the Cloud Calendar for sharing and helping people subscribe is all part of our business at Calendar on my Phone.

We prepare all the links that you can distribute and we can even provide QR codes that can be scanned.

We provide all the support for your subscribers to get the events successfully loaded into their digital calendars.



# KEEPING CALENDARS TIDY

## My calendars

- Primary
- Birthdays
- Fitness
- Friends
- Highschool
- Play School
- Primary School
- Reminders
- Work

When someone subscribes to your calendar, all your events can be shown in their personal digital calendars.

If they don't need to see the events, the calendar can be hidden.

Once they are finished with the calendar they can simply unsubscribe to remove it completely.

# EVENT MANAGEMENT

FOR MORE ADVANCED USERS:



Tailored event logging and management services  
for bulk event upload and control

Cloud Calendars also works with scripts that can automatically sort events like birthdays and uploads them to the different calendars.

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Our spreadsheet based event management template, allows the times to be adjusted with formulas. If there is a change in the schedule that has a cascading effect, all the events can be adjusted as programmed and will automatically be updated in the attendant's calendars.



For more information email us at:  
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