

This article is also available for viewing online at <http://support.ngin.com/questions.php?questionid=291>

Adding an External iCal Feed to NGIN

STEP 1: This feature is currently in beta and can be enabled on an individual website basis. If you would like to try this new feature, please use the [Contact Support](#) link at the top of this page, or [Click Here](#).

Please include the following information in your request:

- Subject: iCal Import Integration Activation
- Organization name (full name, not acronym) and/or Website URL
- Your name

We will respond back once we have enabled the external iCal feed feature for your website. This is offered free of charge.

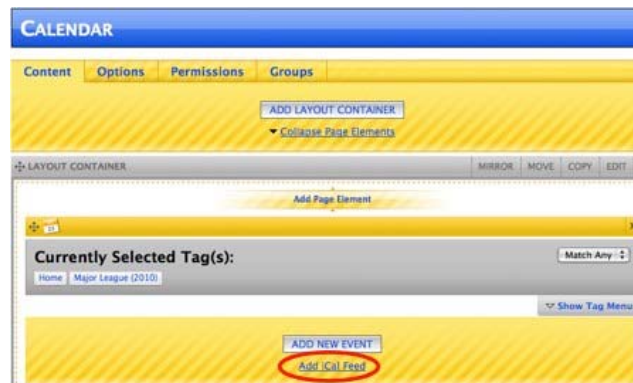
STEP 2: Once you receive a confirmation email from Support that the external iCal feature has been integrated with your website, you can then add an iCal feed one of the following 3 ways.

**Please Note: You will need to be logged into the website and in Edit Mode to continue with the instructions.*

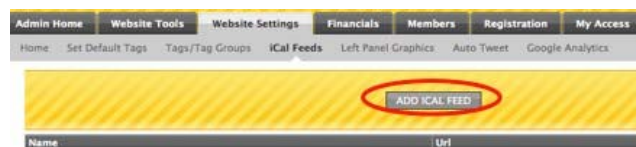
- **OPTION 1 - Event Aggregator**
 - Navigate to the Event Aggregator on the page and click **Add iCal Feed**
 - You must have Editing permissions for the page. You will only have the ability to tag the feed to the tags/pages you have permission for within the tagging menu.



- **OPTION 2 - Calendar page**
 - Navigate to the main Calendar page and click **Add iCal Feed**
 - You must have Editing permissions for the main calendar page. You will only have the ability to tag the feed to the tags/pages you have permission for within the tagging menu.



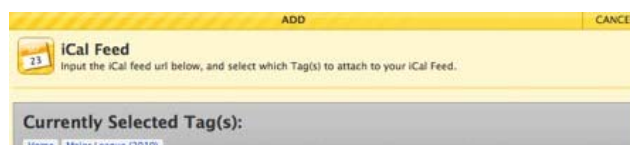
- **OPTION 3 - Website Settings (Admin Control Panel - Webmaster only)**
 - Click the Admin Control Panel and select the Website Settings tab, followed by the iCal Feeds link
 - You must have Webmaster permissions for this option. You will have the ability to tag the feed to as many tags/pages as you wish.



- **iCal Feed Refresh:** iCal feeds are refreshed on an hourly basis. As a Webmaster, you will have the ability to manually refresh the feed if necessary by clicking on the Refresh link.



Next, click show tag menu and select the tag(s)/page(s) you would like your iCal feed events to be attached to. Input the iCal feed URL, and click **Add this Feed**





You will now see the events from the iCal feed displayed on your calendar tagged to the specific tags/pages you selected.