



My Swim Results

Integrating the MSR Calendar with Outlook

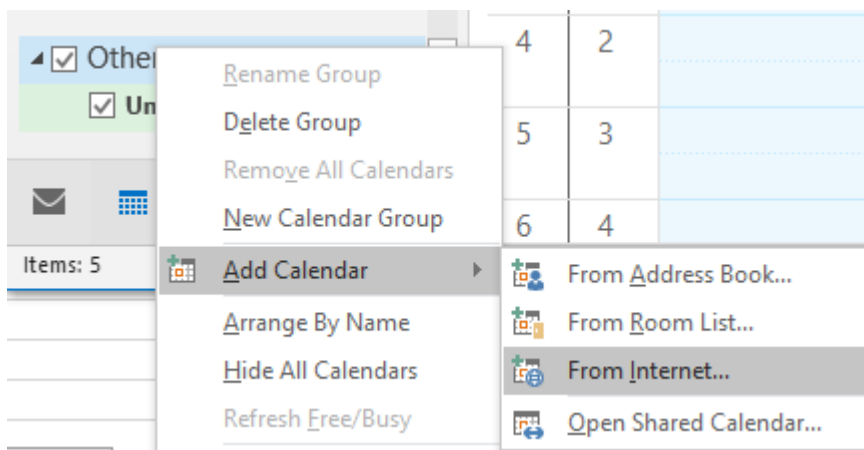
Newer versions of Outlook can “subscribe” to the calendar from My Swim Results. It will appear as a separate calendar which can be viewed side-by-side with your personal calendar.

Other options include:-

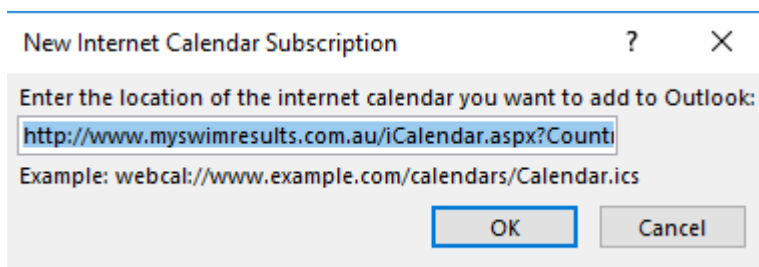
- Importing an iCal file with all of the events listed on the calendar
- Importing an Excel listing of the calendar events
- RSS News feed for outlook

Here we will organise Outlook to maintain a copy of the My Swim Results calendar.

Firstly switch to the calendar view for outlook. There will be a section called “Other Calendars” in the bottom left corner of outlook. Right-click over “Other Calendar” and choose “Add Calendar” -> “From Internet”



A new window will appear which will ask for a URL to the iCal file.



The calendar URL can be picked from the calendar page but an easy reference for Australian States is below.

WA	http://www.myswimresults.com.au/iCalendar.aspx?CountryCode=AUS WA
VIC	http://www.myswimresults.com.au/iCalendar.aspx?CountryCode=AUS VIC
NSW	http://www.myswimresults.com.au/iCalendar.aspx?CountryCode=AUS NSW
QLD	http://www.myswimresults.com.au/iCalendar.aspx?CountryCode=AUS QLD
TAS	http://www.myswimresults.com.au/iCalendar.aspx?CountryCode=AUS TAS
ACT	http://www.myswimresults.com.au/iCalendar.aspx?CountryCode=AUS ACT
NT	http://www.myswimresults.com.au/iCalendar.aspx?CountryCode=AUS NT

Copy and paste the URL into the Outlook form and press Ok.

You may need to rename the newly created calendar to “Swimming” or something meaningful.

Now you can display the calendar beside your main calendar in outlook.

Tip: You can drag and drop the events that you are interested in from the “Swimming” calendar into your main calendar. If you mobile devices synchronise the calendar, then it can be quite useful to bring across the targeted meets.

