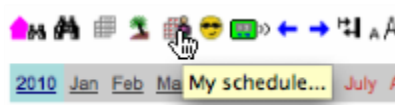


Sync to PDAs & calendars

Calendar subscriptions

Amion personal schedules can sync automatically to an iPhone, iPod Touch, a Google Calendar, Outlook or any other mobile device or calendar that supports online subscriptions.

1. Log into your group's schedule at Amion.
2. Click the My Schedule icon in the icon toolbar at top of page.



3. Select your name from the dropdowns and choose **Create Schedule**.
4. Below the calendar, click the calendar icon you want to sync your personal schedule into.

Sync to [Google calendar](#), Apple iCal , an iPhone , Outlook 2007 

Amion will provide you a URL and step-by-step instructions on how to setup your schedule to sync to your calendar. If you have a calendar not listed as an icon to select, select any of the icons and copy the provided URL. Then follow your calendar's instructions for internet or subscribed calendar setup.

Once you've set up the subscription, changes at Amion flow to your calendar automatically. Amion subscriptions transfer assignments **for 300 days** in the future and the two most recent past weeks.

In iCal and some other calendars, you can choose how often the calendar data refreshes. Choose a reasonable refresh time such as once every few hours.

Google fetches new schedule data 3 or 4 times a day and keeps its own copy of every subscription calendar. If someone else subscribes to your calendar or you unsubscribe and re-subscribe, Google gives you the copy from its cache; it does not pull new data from Amion. You cannot force Google to refresh. Changes at Amion can take a few hours before appearing in Google.

Download your assignments manually

Below your Personal Schedule page, click one of the two links for downloading the schedule data. The link for **Palm PDAs** will produce a vCal file. The **MS Outlook** link will produce an iCal file and is for Pocket PCs, iPhones, and other handhelds that sync with MS Outlook.

Click **File/Save As**, and save the file to your desktop. Give the file an ".ics" or ".vcs" file extension. Open your calendar program and import the downloaded file.

Imported assignments become events in your calendar. They will not update automatically when the schedule changes at Amion. To get changes, you must delete Amion shifts from your calendar and re-download the assignments.

Learn more about [syncing with Outlook](#).

Viewing schedules on your smartphone

Access any Amion schedule from your smartphone's web browser. Create an iPhone app that points straight to your own or your group's schedule. Learn more about [Amion and the iPhone](#).