

TigerConnect Physician Scheduling

Physician Scheduling iCalendars

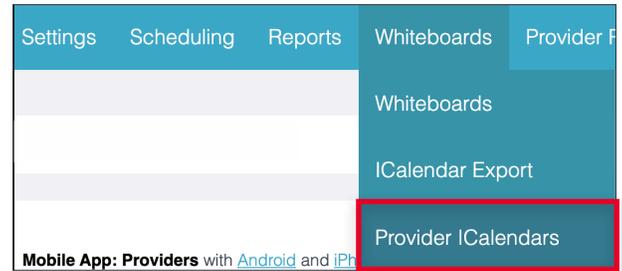
Choose your persona: [Scheduler \(p. 1\)](#) | [Provider \(p. 2-3\)](#)

How Schedulers Create iCalendars for Providers

Schedulers can create a TigerConnect Physician Scheduling iCalendar (*iCal*) feed which allows providers to sync the organization or department's TigerConnect Physician Scheduling calendar to their personal calendars through applications like iOS, Google Calendar and Outlook. The date is continuously synced and is read-only.

To start creating TigerConnect Physician Scheduling iCalendars for Providers, go to:

Whiteboards > Provider iCalendars



Provider iCalendar Settings

A list of providers will be displayed. To create a new link click **Create** for the provider you want to make the TigerConnect Physician Scheduling iCal link for.

If there are links already created you can edit, delete, email the link or create a second link for the provider.

When creating the link you can name the calendar, select providers, days off and notes. This is the same function for creating the iCal as a provider.

Status	Provider	iCal Name	Actions
✓	Jack Gao	Jack Gao	Edit Delete Email Link Create
✓	Michael Long	Michael Long	Edit Delete Email Link Create
✓	Denise Mason	Denise Mason	Edit Delete Email Link Create
	ICal Guide		Edit Delete Email Link
	Test		Edit Delete Email Link
✓	Sherman Potter	Sherman Potter	Edit Delete Email Link Create
✗	Nathan Sales	No Calendars Setup	Create iCal Link
✗	Denise Test	No Calendars Setup	Create iCal Link
✗	Erwin Tuazon	No Calendars Setup	Create iCal Link

iCal Request

Create iCalendar

Calendar Name:

Providers:

- Jack Gao
- Michael Long
- Denise Test
- Nathan Sales
- Erwin Tuazon
- Piller Benton
- John Carter
- Elizabeth Corday
- John Dixon
- Mark Greene
- Bill Hughes
- Lucy Knight
- Denise Mason
- Sherman Potter
- Doug Ross
- Kiyi Scarpatta
- Susan Stewart
- Kerry Weaver
- Carol Matheway
- Margaret Houlihan
- Max Kinge
- To Be Announced

Days Off:

Notes:

Back Save

Emailing Links to iCalendars

Once a link is created, you will be returned to the list of iCalendars. Select **Email Link** by the provider you want the link for.

Here you have the opportunity to enter an email address and a note about the iCal link. The link will be included in the email and the provider can set up the iCal from there. The scheduler can also copy the link and send their own email with the link for the provider.

✓	Michael Long	Michael Long	Edit Delete Email Link Create
✓	Denise Mason	Denise Mason	Edit Delete Email Link Create

Provider iCalendar Settings

Email iCal Link

Email Address:

Message:

Link: <https://schedule.tigerconnect.com/ical/schedule/69yq8ufepkd2/Tiger-Schedule.ics>

Back Send

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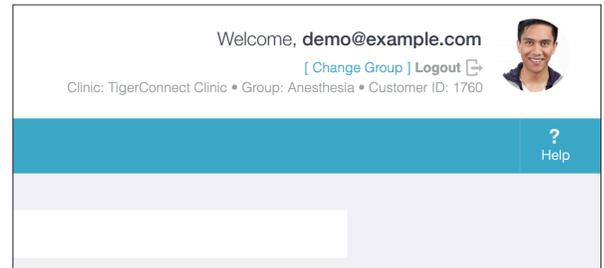
How to Subscribe to an iCalendar as a Provider

Subscribing to a TigerConnect Physician Scheduling iCalendar (*iCal*) feed allows you to share calendar data between your TigerConnect Physician Scheduling calendar and your personal calendars through calendar applications like iOS, Google Calendar, and Outlook. The data is continuously synced and is read-only.

Navigating Multiple Groups

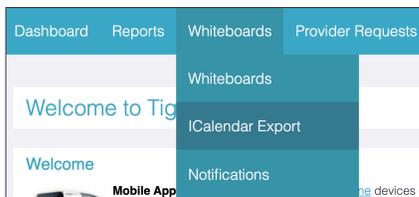
If you are a member of multiple Physician Scheduling Groups, you may need to change the Group you are logged into before creating your iCal Link.

Click [\[Change Group \]](#) beneath your user login at the upper right corner of the screen to change Groups, then follow the steps below.

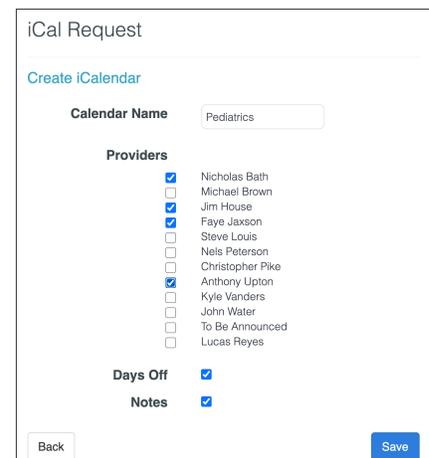


Creating Your iCal Link

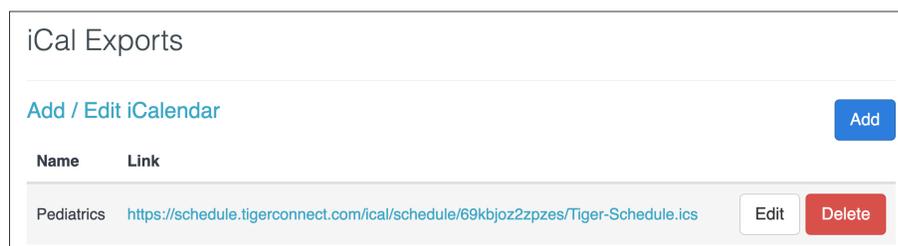
1. Log into the TigerConnect Physician Scheduling web app at <https://schedule.tigerconnect.com> and go to: **Whiteboards > iCalendar Export**. Click **Add** on the next screen.



2. Name the calendar and select the Providers whose TigerConnect Physician Scheduling work calendars you want synced with your personal calendar. Select the "Days Off" and "Notes" checkbox if you want the Providers days off within TigerConnect Physician Scheduling to also be synced to your personal calendar. Select Save.



3. Copy the link and email it to yourself for reference.



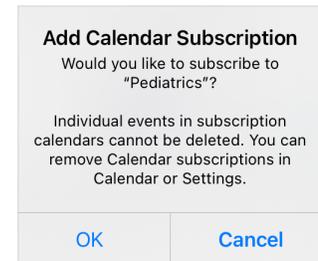
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Installing and Removing Your iCal Link on iOS

Installing

1. On your iOS device, open the email containing the Physician Scheduling iCal.
2. Select the link that ends in .ics and you will be prompted to subscribe.
3. Select OK.



Removing

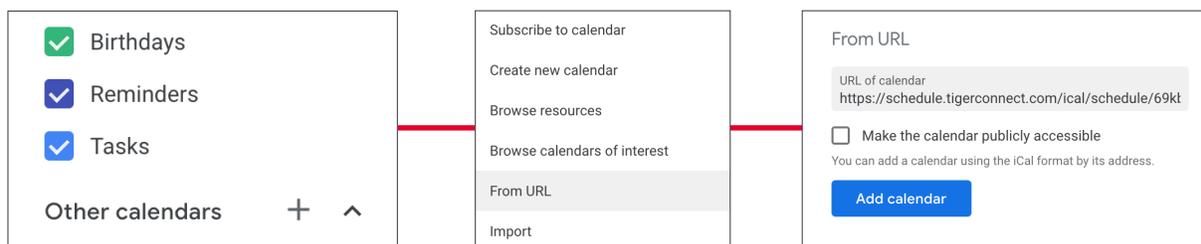
1. Open up the Calendar app on your iOS device.
2. Tap Calendars at the bottom of your screen.
3. Tap on the **i** next to the Subscribed calendar.
4. Tap Delete Calendar.



Installing and Removing Your iCal Link on Android/Google Calendar

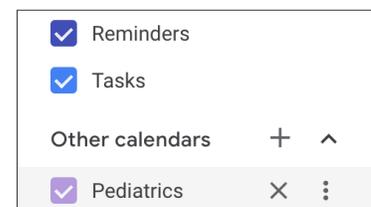
Installing

1. Open your Google Calendar in your Gmail account.
2. Click on the "+" next to Other calendars at the bottom left of your screen.
3. Select "From URL" from the pop-up menu.
4. Copy and paste the link into the "URL of calendar" section.
5. Click Add Calendar. Note that the calendar must be checked in order to display.



Removing

1. Hover over the TigerConnect Physician Scheduling iCal under Subscribed calendars at the bottom left of your screen.
2. Click the "X" to delete the calendar.



Installing and Removing Your iCal Link on Outlook

Installing

1. Click on the link in your Outlook inbox.
2. After the TigerConnect Physician Scheduling iCal has downloaded, click Open to add it to your personal calendar.

Removing

1. To remove the calendar, right click on the calendar, click delete calendar.