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Exporting Calendar Events to a CSV file

NOTE: This feature is included in an extension/add-on developed by a volunteer. Any support or update is the responsibility of the volunteer.

Summary: This extension/add-on feature supplements the Calendar feature in Scoutbook. You can export basic calendar events to a CSV file from Scoutbook. It is available to Leaders with permissions to edit the Calendar.

Installation: The features described herein are part of the *Feature Assistant Extension/add-on for Scoutbook*. To obtain the extension/add-on, discover other features it offers, and install it, please see this [document](#).

Export File Specifications

The exported file is compatible with the extension's calendar import file format:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Calendar	EventType	Name	Location	StartDate	StartTime	EndDate	EndTime	RSVP	Permission	Leaders	Parents	Scouts	Description	Reminders

Each row in the CSV file will identify an event.

Acceptable column values are as shown:

Calendar:	The name of a Calendar as it appears in the dropdown list in the Scoutbook Calendar. Typically, the names are Troop xxx, Pack xxx, Troop xxx customname Patrol, Pack xxx Tigers Den x, etc. Multiple Calendars are accepted, with a comma and no space between names, and quoted around the field.		
EventType	EventTypes are specific to the Calendar, as visible in the Scoutbook Dropdown Menu.		
	Values are dependent on the Calendar selected in the first column. Acceptable values are shown for each Calendar Type		
	Troop	Pack	Den
	Troop Meeting	Pack Meeting	Den Meeting
	Court of Honor	Recruiting	Day Camp
	Patrol Leaders\ Council	Committee Meeting	Training
	Recruiting	Webelos to Scout Transition	Other
	Committee Meeting	Day Camp	
	Webelos to Scout Transition	Training	



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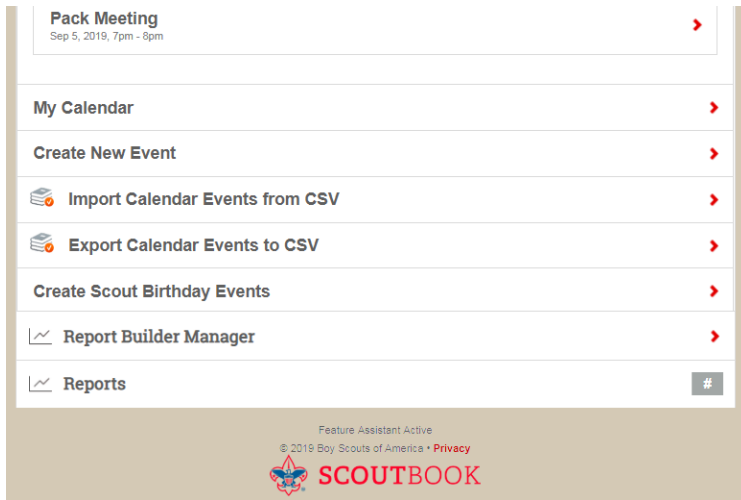
	Campout Training Other	Other		
	Patrol Meeting Training Other Campout	Crew Meeting Crew Officers Meeting Open House Annual Planning Conference Election of Officers Crew Officers Briefing Crew Officers Seminar Committee Meeting Campout	Team Committee Meeting	Squad Squad Meeting
Name	Any text title for the event			
Location	Any text location for the event			
StartDate	mm/dd/yyyy e.g. 5/25/2018			
StartTime	hh:mm AM/PM e.g. 10:00 AM			
EndDate	mm/dd/yyyy e.g. 5/25/2018			
EndTime	hh:mm AM/PM e.g. 10:00 AM			
RSVP	on/off e.g. on, on if you want to turn on RSVP			
Permission	on/off e.g. on, on if permission slips are required			
Leaders	on/off e.g. on, on if you want to invite ALL leaders for the selected calendar			
Parents	on/off e.g. on, on if you want to invite ALL parents for the selected calendar			
Scouts	on/off e.g. on, on if you want to invite ALL Scouts for the selected calendar			
Description	Any text description of the event			
Reminders	Reminders are in hours and days. If you want a reminder 1 hour before, put in 1h. If you want 3 days before, put in 3d. The field may contain multiple values with a space between, e.g. 1h 1d 7d			

Exporting the Events

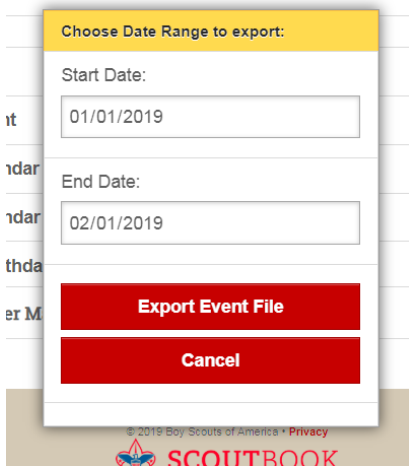
An Export Calendar Events option will appear on your dashboard if you have rights to edit a calendar, inside the Events divider.



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Clicking on the option brings up a popup for you to select start and stop dates.



Choose your date range, then click Export Event File.