

# CALENDAR CALENDAR SCHEDULER SCHEDULER MODULE MODULE GUIDE GUIDE

**Trigger scenes and cues at specific dates and times from any calendar application with the Calendar Scheduler Module.**

Once your project is finalized, create events corresponding to each scenes and cues you need to trigger at a specific date and time in your calendar application, then export this calendar in standard ICS format, and finally import this file into *MadMapper*.

# 1. Schedule scenes and cues

In your favorite calendar application, create an event for each scene or cue you want to trigger, with the same name as the scene or cue. As only the starting time of the event will be interpreted, you don't need to set a specific duration. Recurring events (events happening on a repeating schedule) are supported. There is no limit to the number of events or date range you can import.

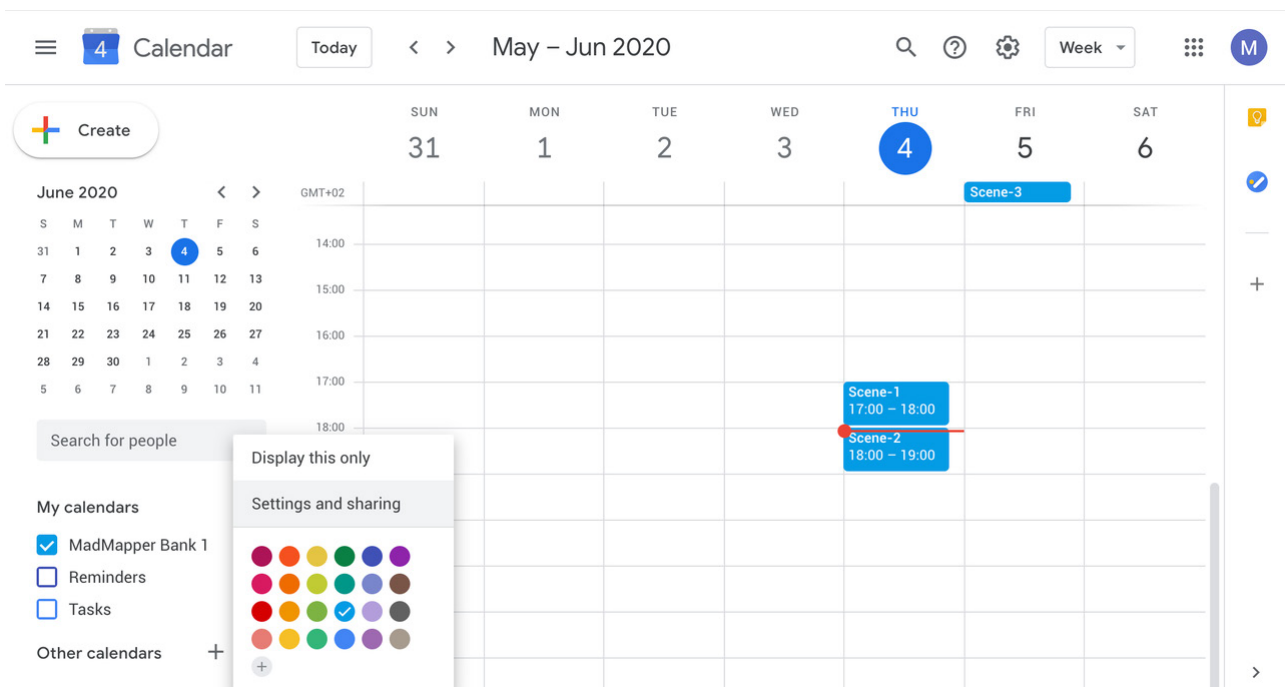
Scenes and Cues triggers you import into MadMapper are assigned to the bank of your choice. If you're using several banks, you need to create a separate calendar for each one. This way, there will be no confusion between scenes and cues sharing the same name in different banks.

# 2. Export the agenda to ICS

Once all your scenes and cues trigger events are set, export your calendar to the standard ICS format.

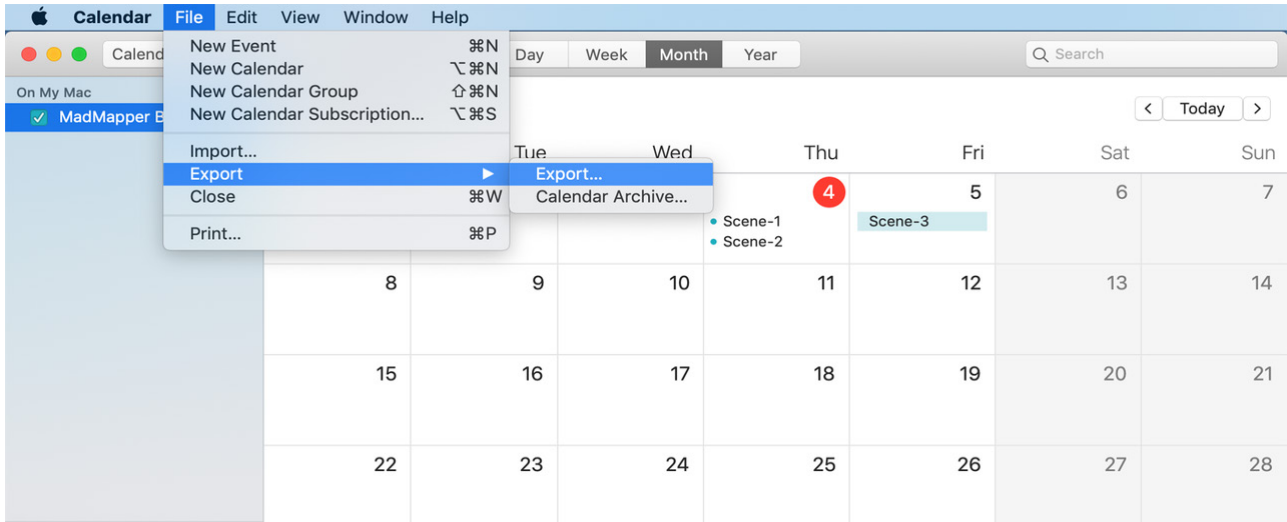
## In Google Calendar

1. Point to the calendar you want to export in the **My Calendars** section on the left side.
2. Click **More** (3 vertical dots button), then **Settings and sharing**.
3. Click **Export Calendar**. An ICS file of your events will start to download



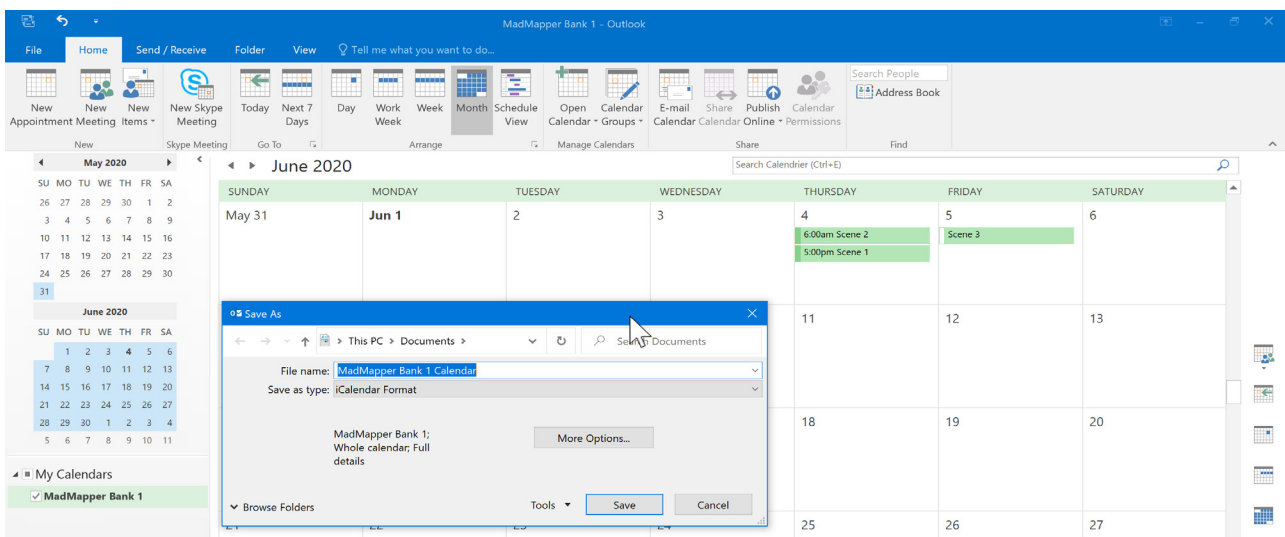
## In Apple Calendar

1. Click the calendar's name in the **Calendar List** on the left side.  
If you don't see the Calendar List, choose **View > Show Calendar List**.
2. Choose **File > Export > Export...**
3. Click **Export Calendar**. An ICS file of your events will start to download

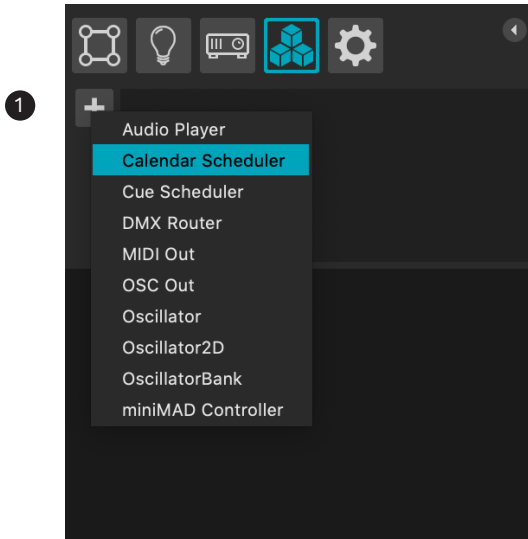


## In Outlook

1. Click the calendar's name in the **Calendar List** on the left side
2. Choose **File > Save Calendar**
3. Choose **iCalendar Format (\*.ics)** from the **Save As Type** drop-down menu, and then click **More Options**.
4. Enter a file name, choose a location, and then click **Save**. An ICS file of your events will be created.



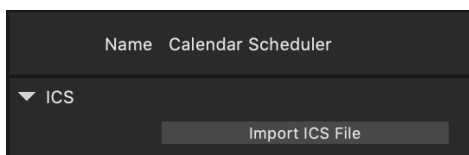
### 3. Import the calendar into MadMapper



- ▶ In MadMapper, select the **Modules** tab, next to **Outputs** tab in the upper left corner. Click on the **+ button** and create a Calendar Scheduler module.

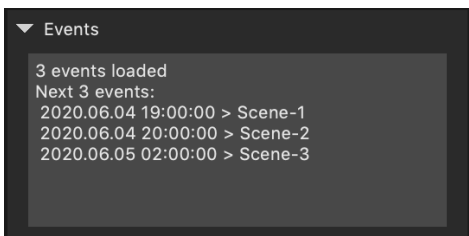
You can create multiple instances (rename the module by clicking on its title).

This process is safe : no internet connection is required.

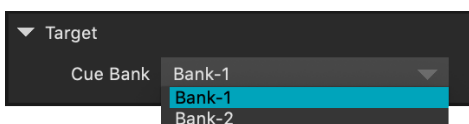


- ▶ Click on the **Import ICS File** button and select your previously exported calendar file.

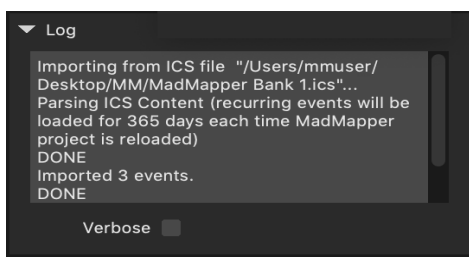
Tip : You can just drag and drop an ICS file anywhere over the MadMapper interface, and it will be imported into an automatically created Calendar Scheduler Module named after your ICS file.



- ▶ All the events in your calendar are imported and the 10 first events of your calendar are displayed in the **Events** section. Please note that recurring events are loaded for the next 365 days each time MadMapper project is reloaded. If your calendar include events recurring beyond 365 days, you'll have to reload your project before the end of this time range in order for the next occurrences to be loaded.



- ▶ Use the Cue Bank drop-down menu in the **Target** section to assign your calendar to the bank of your choice.



- ▶ The **Log** section displays details of the import process and the triggering of the events. Check **Verbose** for a more detailed version of the log.

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# Last Tips

Though most calendar apps only allow you to specify the beginning time of an event with an accuracy of one minute, the iCalendar format support timestamps including seconds. If you need to trigger Scenes and Cues at specific times accurate to the second, you can adjust the beginning time of your events (“DTSTART”) in the ICS file using a simple text editor.

Multiples iterations of Calendar Scheduler and Cue Scheduler modules can be used at the same time, allowing a wide range of scheduling possibilities. However, please keep in mind that in case of conflict between two triggers (ex : 2 different cues or scenes outputting on the same projector triggered at the same time) the last module on the list (i.e the last one interpreted) will be the one executed.