# Calendar Guide

TripCase® **provides a number of different options for adding trip information to your calendar. In this Calendar Guide you will find tips on how to:**

- [Add trip details to your calendar directly from your *TripCase* emails](#)

- [Determine what calendaring method is right for you: Import or Subscription](#)

- [Import your trips to your existing Outlook calendar](#)

- [Subscribe to all trips from your *TripCase* account using Outlook, Google Calendar or your devices' native calendar](#)

- [Subscribe to all trips from your *TripCase* account using the method recommended based on your mobile device](#)

- [Subscribe to all trips from your *TripCase* account using Lotus Notes](#)

- [Frequently Asked Questions](#)

Add trip to your calendar from confirmation email
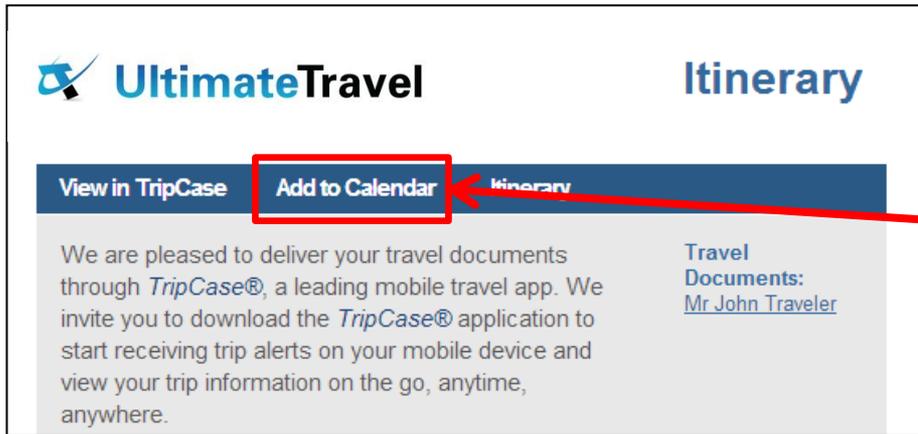
1. Select "Add to Calendar" from top menu bar in *TripCase* confirmation email.
2. In next window, select the trip elements to add to your calendar by clicking "Download" on the right.
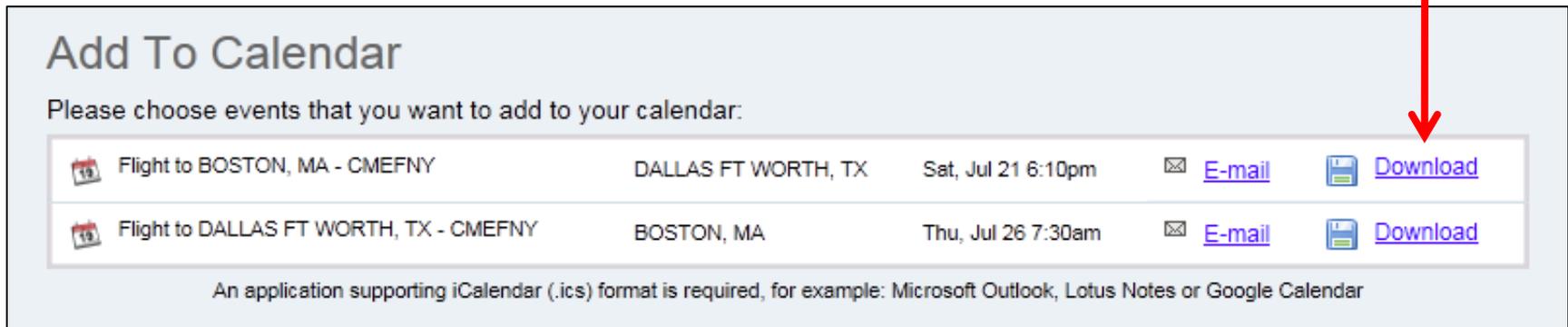
3. When asked if you want to open the .ics file, select "yes" or "open."
4. The .ics files should open automatically in your main calendar application. Click "Save."
5. Trip details are now added to your existing calendar. Please note, any itinerary changes will require you to delete old calendar items and repeat this process.

Registered *TripCase* Traveler
Import vs. Subscription

TripCase web & mobile offers two different methods for importing your *TripCase* data into your calendar client (Outlook, Google, Lotus Notes, and mobile devices).

Import Method

> The import method allows a one time 'snapshot' of your *TripCase* trip details. ***Carefully*** follow the steps outlined below to add your trip details to your existing calendar to avoid creating an additional *TripCase* calendar.
>
> The benefit: This method will import your trip items into your existing calendar.
> The downside: Updates and new trips will not be reflected automatically in your calendar.

Subscription Method

> A new calendar labeled *TripCase* will be created in addition to your existing calendar. Future trips and updated trip items will be added to this new calendar.
>
> The benefit: Any changes to your trips in *TripCase* will be automatically reflected in this calendar.
> The downside: Trip items are not imported into your existing calendar.

By using either method, you will be able to see all trip details in your calendar including: air, car, hotel and custom activities manually entered.

Import Method
Existing Outlook Calendar

1. Sign in at www.tripcase.com

2. Select the Calendar option from the dropdown menu next to your name

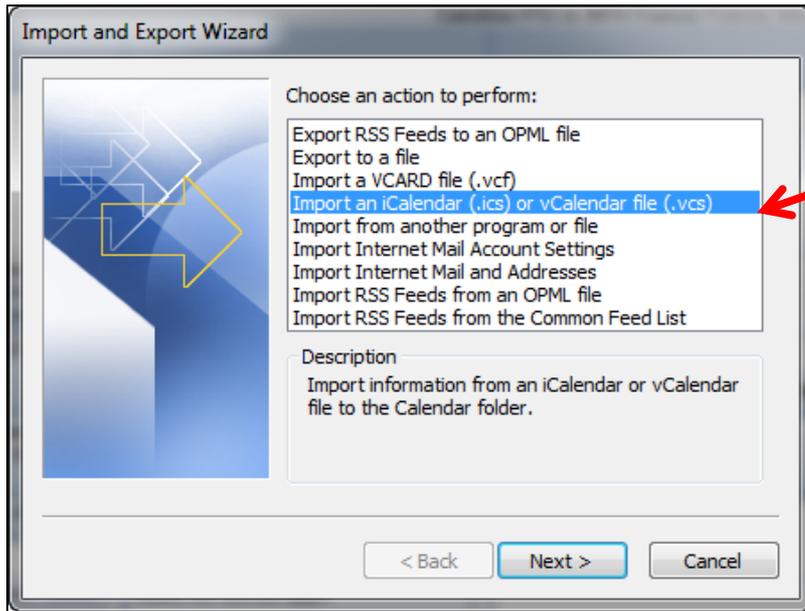3. From the Calendar page, select 'Download File'
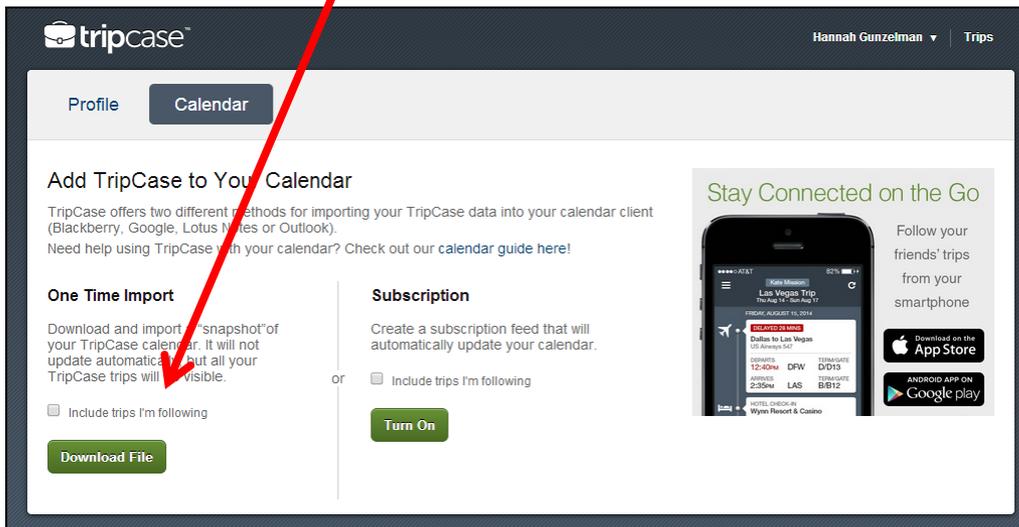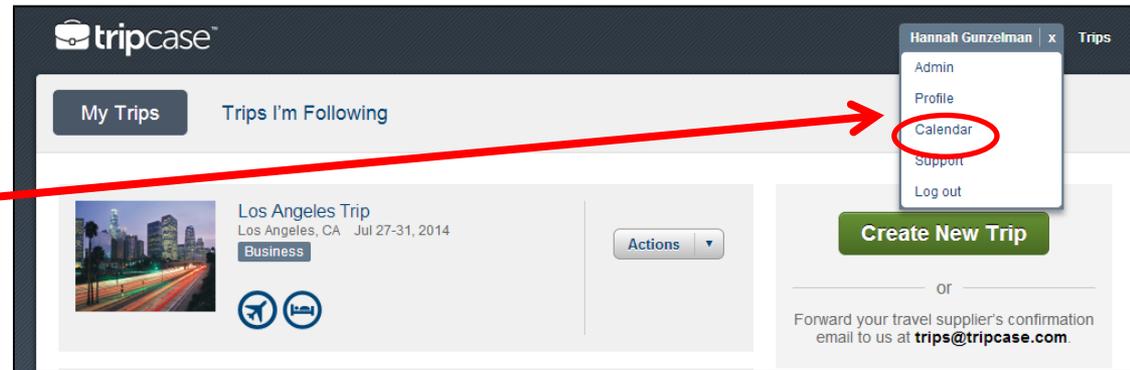
4. Select "Save" and close your dialogue box. (*Caution: selecting "open" will create a separate calendar.*)
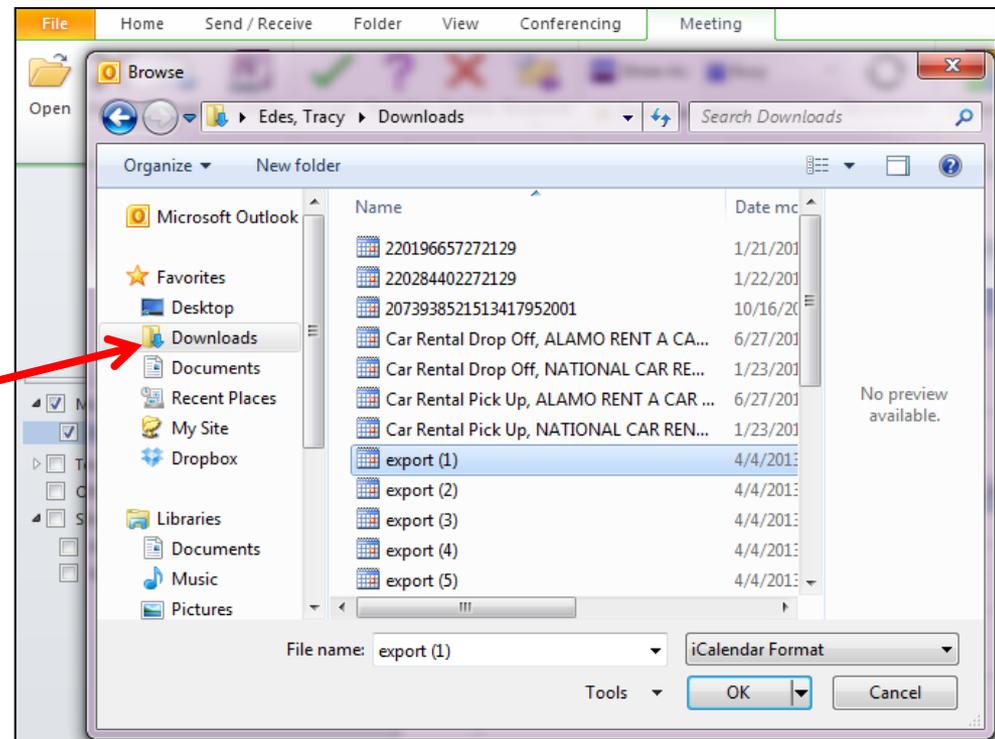

Note: select the box "Include Trips I'm Following" if you want to view those trip details in your calendar

5. Go to your existing Outlook Calendar, select File > Open > Import > Import an iCalendar .ics file > "Next."
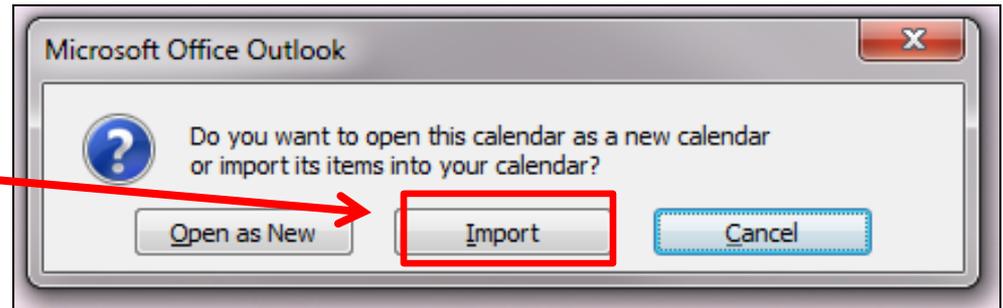
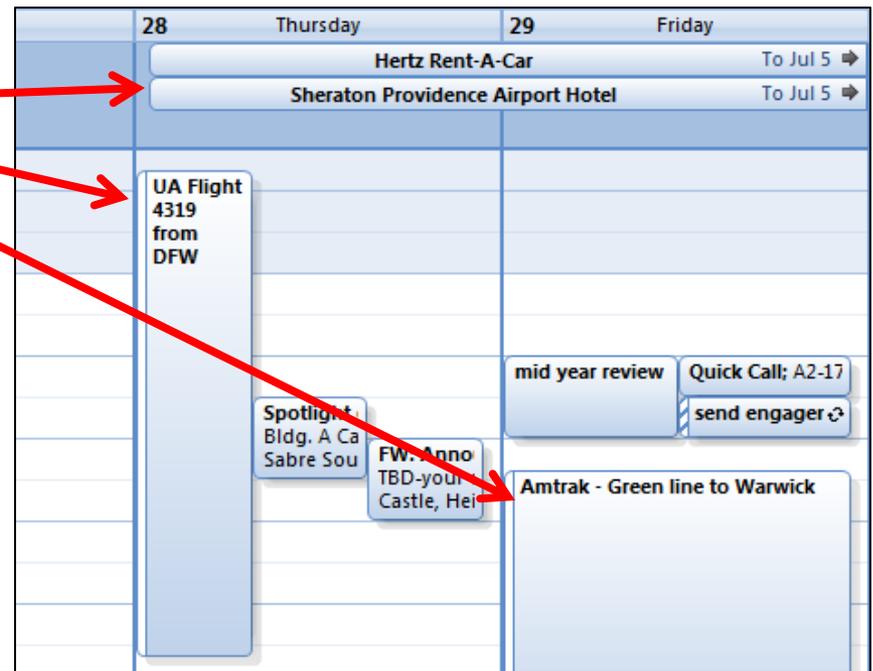6. Browse your Downloads folder for the recent .ics file. Select "OK".

Import Method
Existing Outlook Calendar (contd.)

7. When asked if you want to open as a new calendar or Import items into your calendar, click "Import".

8. Your trip details should now be viewable in your existing outlook calendar, along with all other appointments.
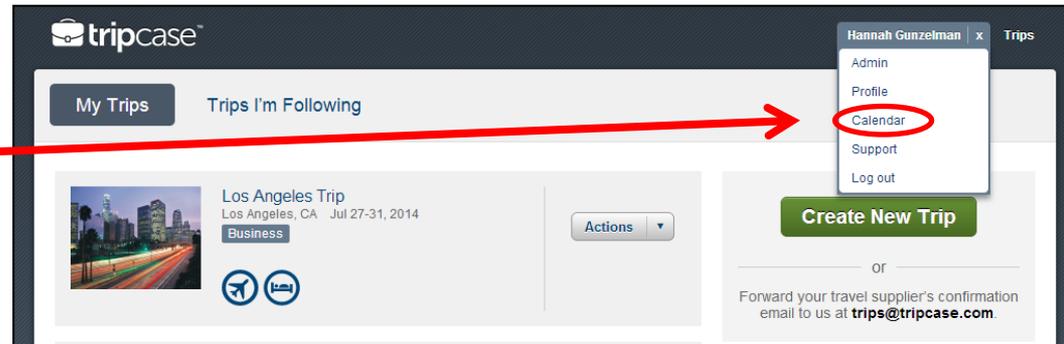
***NOTES*:**

Trip updates will require the traveler to delete the current calendar item and import a new.ics file and repeat this process.

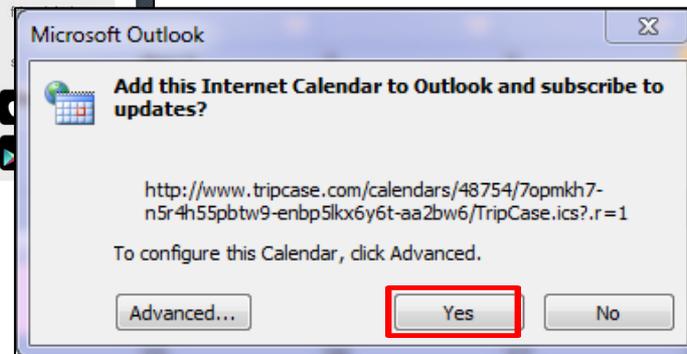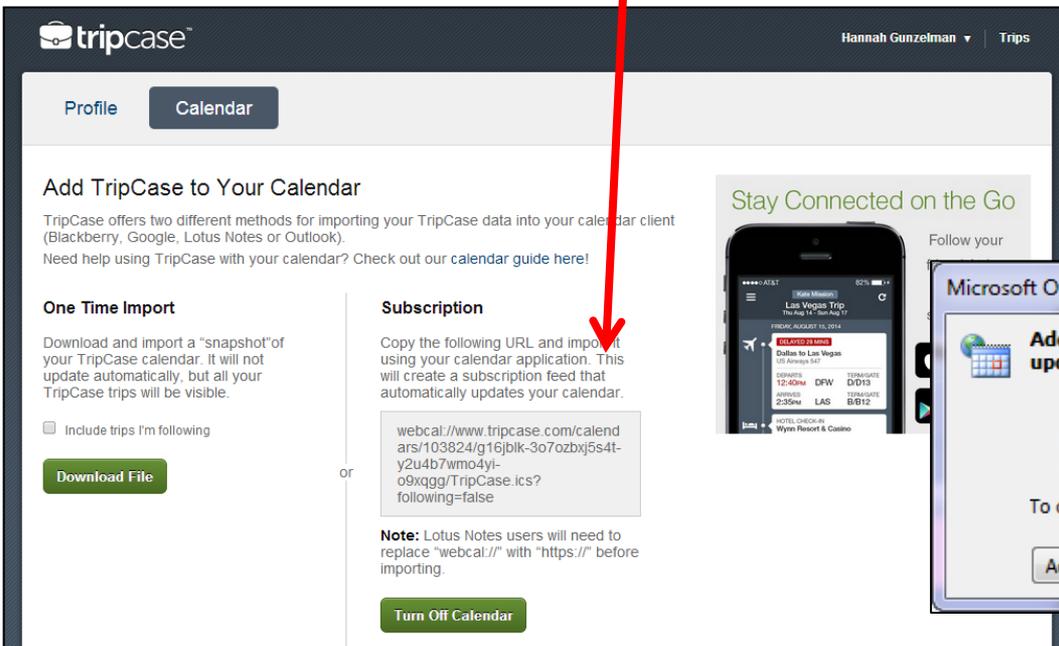***TripCase* supports Outlook 2007 and higher.**

Subscription Method
Create New *TripCase* Outlook Calendar

1. Sign in at www.tripcase.com

2. Select the Calendar option from the dropdown menu next to your name.

3. Select "Turn On" in the section called Subscription Method.

4. Copy the URL and import it into your Outlook calendar.

5. Click "Yes" to the question, "Add this internet Calendar to Outlook and subscribe to updates?"

A new *TripCase* calendar is created, providing a side-by-side view with your existing calendar.

To switch to the overlay view, click on the arrow.

In the overlay view, the trip details will appear in the same color as the *TripCase* calendar.

Subscription Method
Create New *TripCase* Google Calendar

1. Sign in at www.tripcase.com
2. Select the Calendar option from the dropdown menu next to your name.
3. Select "Turn On" in the section called Subscription Method.
4. Copy the webcal URL in the Subscription Method section.
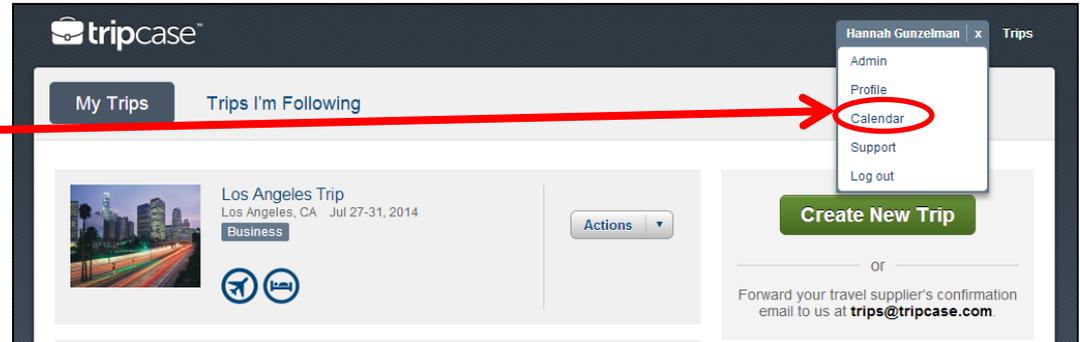
5. Paste the webcal URL by selecting "Add by URL" from the dropdown menu under Other calendars.

6. Your *TripCase* Calendar should now be viewable in your Google calendar and all trips will be denoted in a designated color.
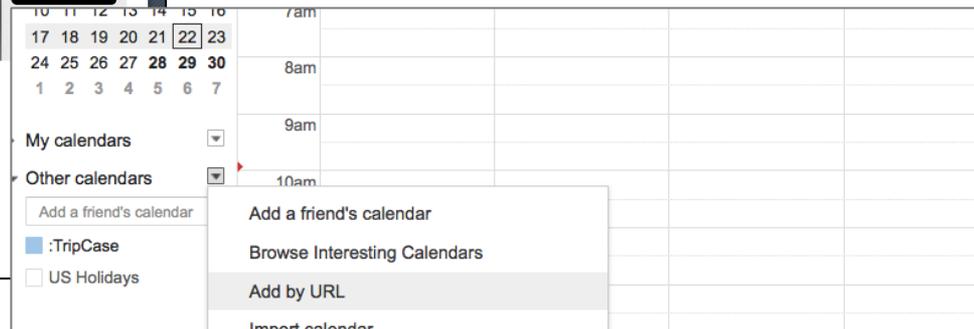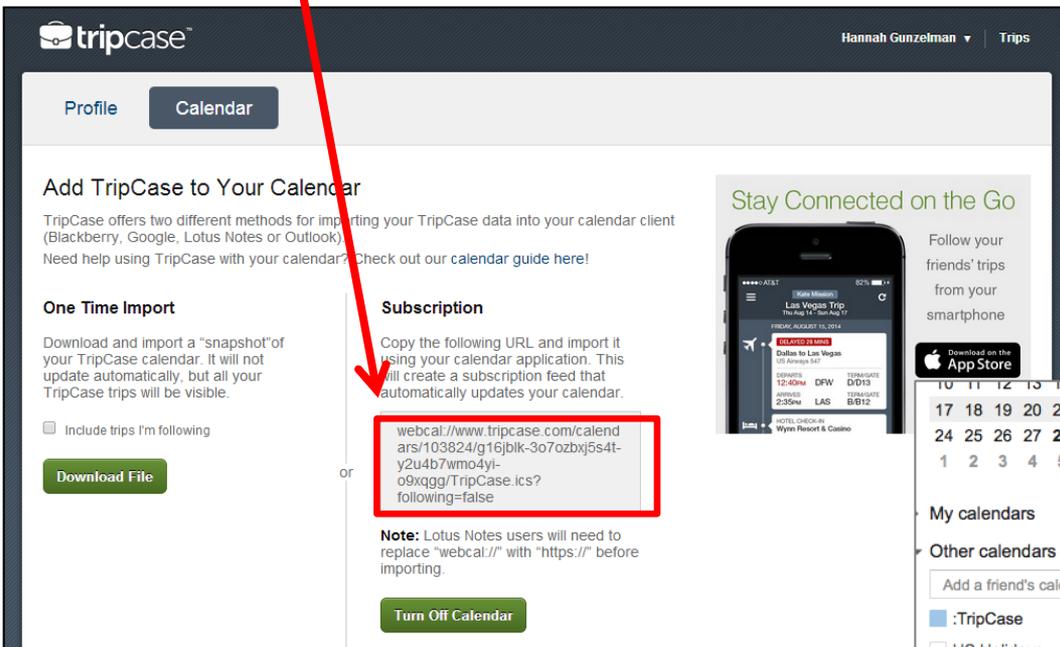
Add a trip directly to the native calendar on my mobile device

1. Sign in at www.tripcase.com

2. Select the Calendar option from the dropdown menu next to your name.

3. Select "Turn On" in the section called Subscription Method.

4. Copy the webcal URL in the Subscription Method section.

5. Send the URL to yourself via email or text.

6. Open the email or text from your mobile device and click on the URL.

7. Your trip data will be loaded into your phone's calendar. Follow this same process for your tablet.
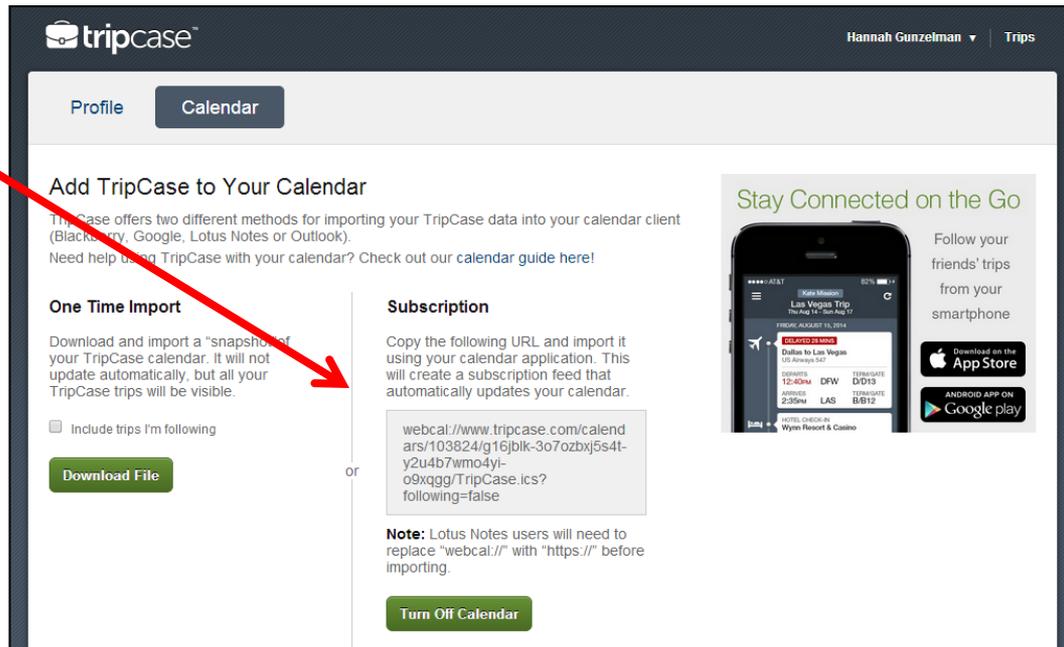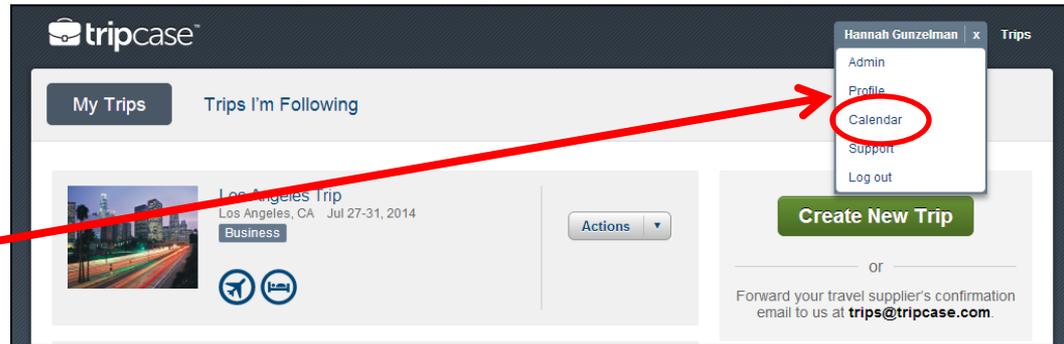
Our Recommendations
(based on your mobile device)

To keep all of your travel detail up-to-date on your calendar:

Select your mobile device below and follow the steps to update your calendar. All trips associated with your *TripCase* account will be displayed and synchronized with your calendar!

**Android**   **Blackberry***   **iOS (iPhone or iPad)**   **Windows Mobile**

*The Blackberry does not work with our subscription method but will work with the import method. Always use Outlook - **File** > **Open** > **Import** method.

We have provided step-by-step instructions on how to sync your Calendar with what we believe to be the best platform for your smart phone.
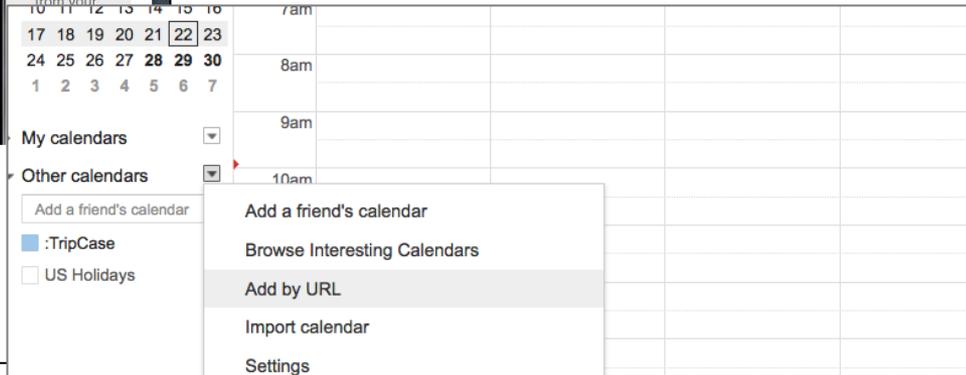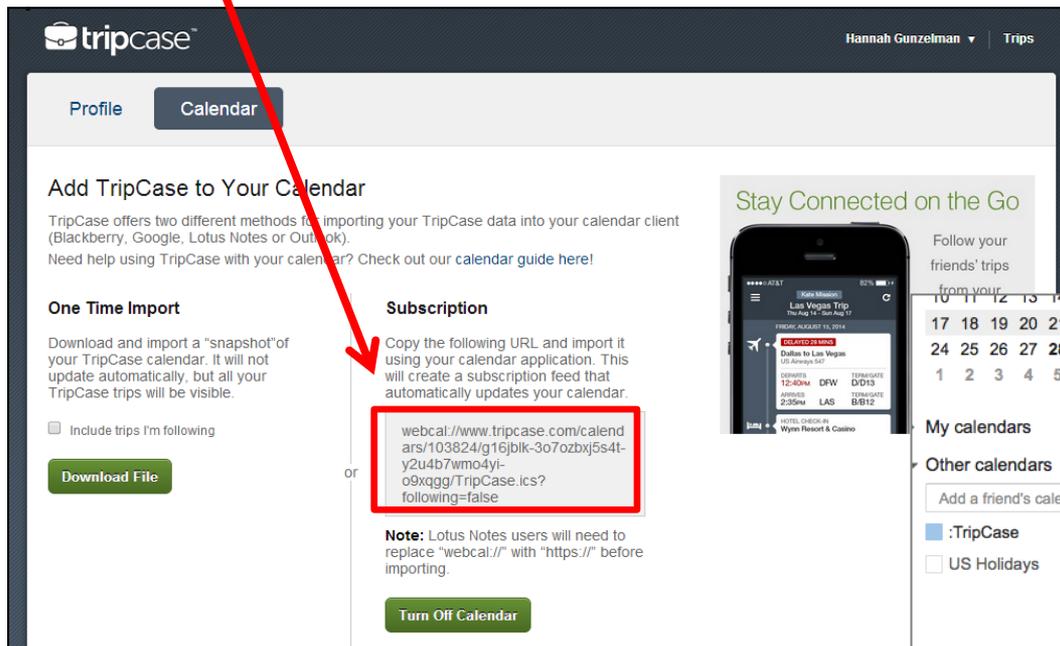
Android
Recommended: Subscription method using Google Calendar

1. Sign in at www.tripcase.com

2. Select the Calendar option from the dropdown menu next to your name.

3. Select "Turn On" in the section called Subscription Method.

4. Copy the webcal URL in the Subscription Method section.
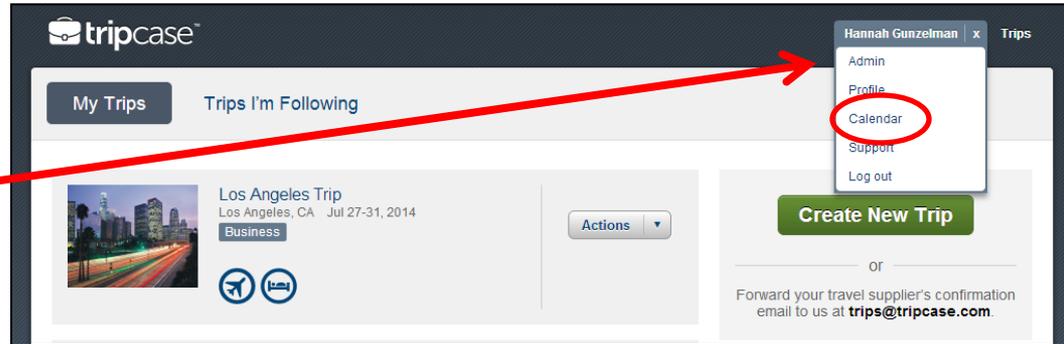
5. Paste the webcal URL by selecting "Add by URL" from the dropdown menu under Other calendars.
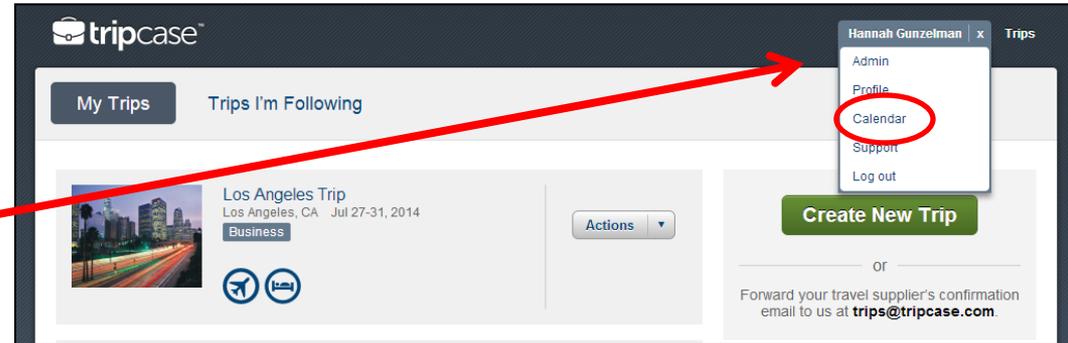
6. Your *TripCase* Calendar should now be viewable in your Google calendar and all trips will be denoted in a designated color.

Blackberry
Recommended: Import method using Outlook

1. Sign in at www.tripcase.com

2. Select the Calendar option from the dropdown menu next to your name

3. From the Calendar page, select 'Download File'

4. Select "Save" and close your dialogue box. (*Caution: selecting "open" will create a separate calendar.*)
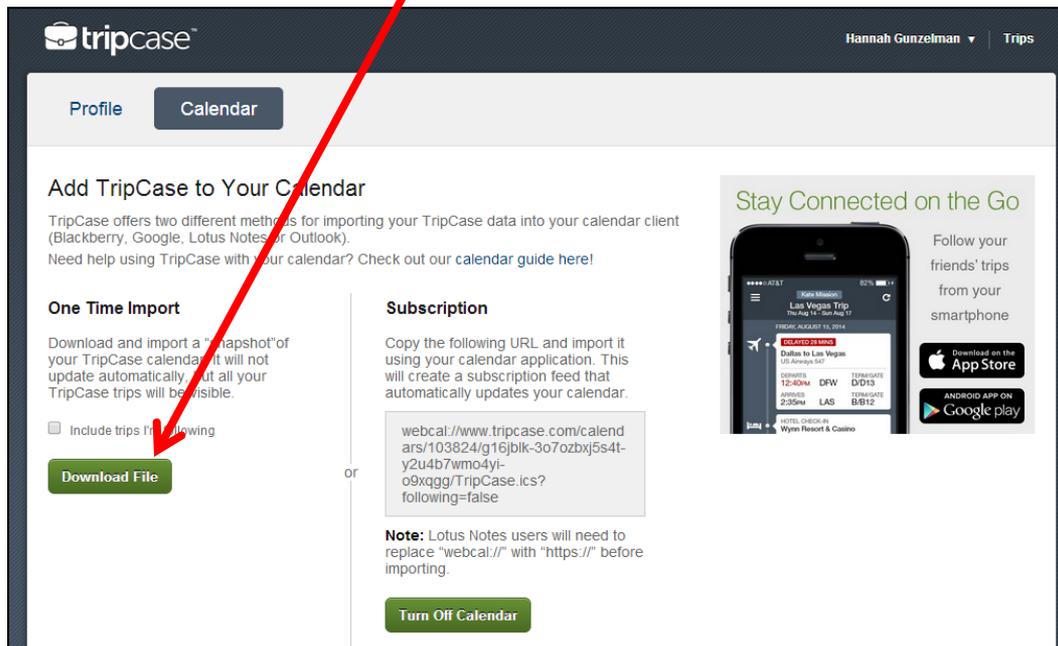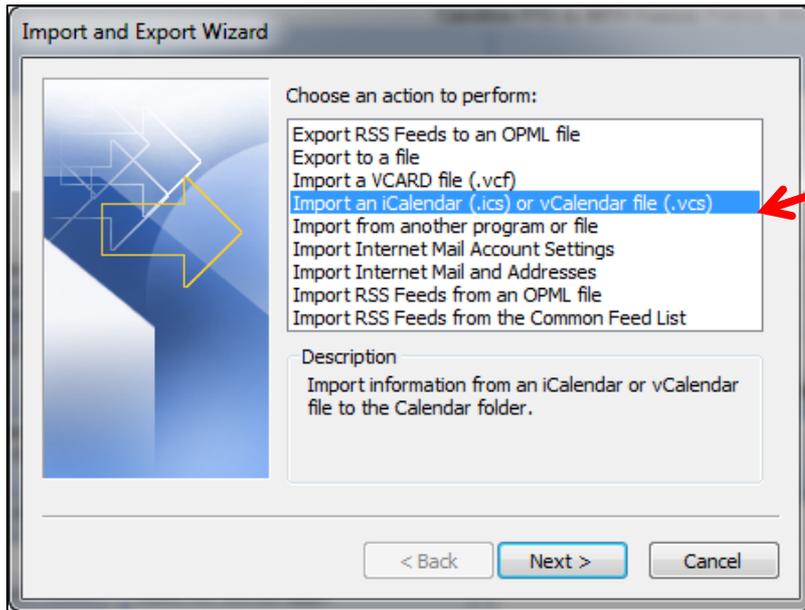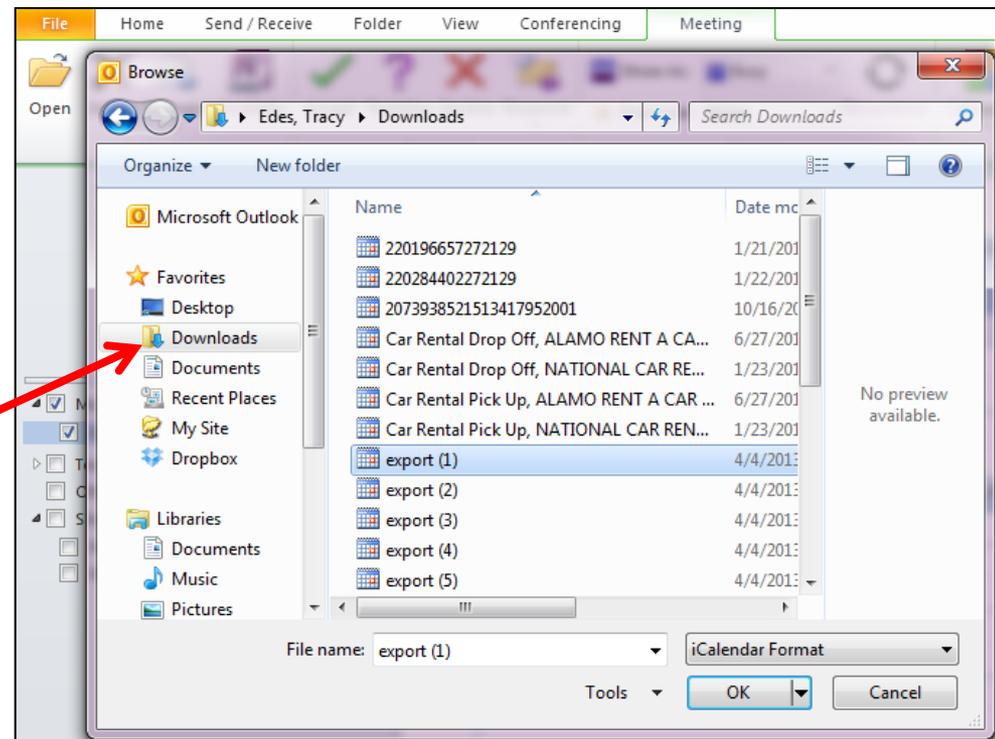
5. Go to your existing Outlook Calendar, select File > Open > Import > Import an iCalendar .ics file > "Next."

6. Browse your Downloads folder for the recent .ics file. Select "OK".

Blackberry
Recommended: Import method using Outlook **(contd.)**

7. When asked if you want to open as a new calendar or Import items into your calendar, click "Import".
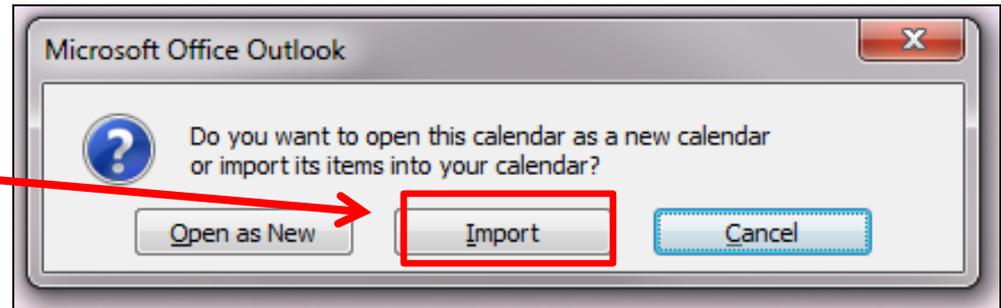
8. Your trip details should now be viewable in your existing outlook calendar, along with all other appointments.
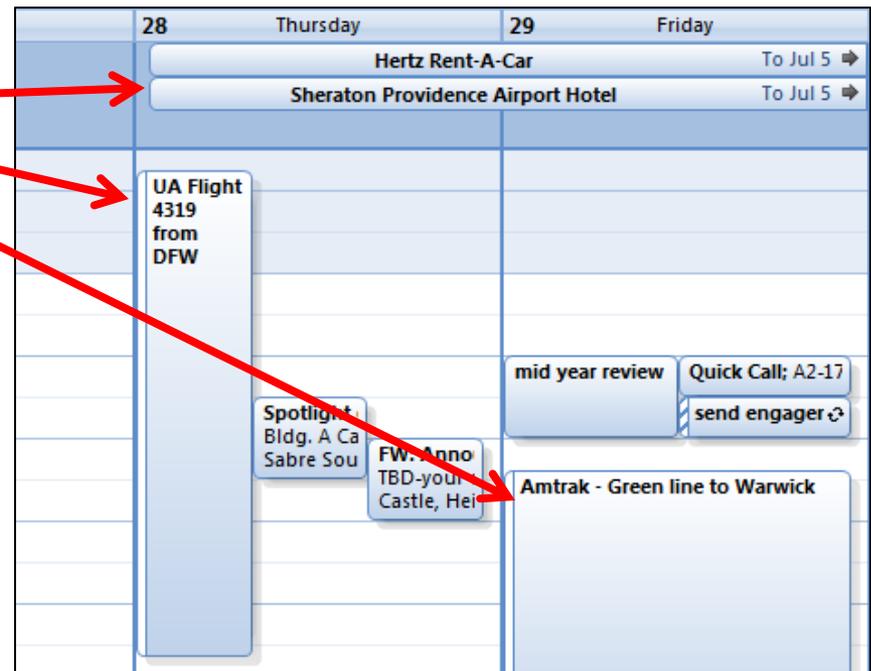
NOTES:

Trip updates will require the traveler to delete the current calendar item and import a new.ics file and repeat this process.

TripCase **supports Outlook 2007 and higher.**

iOS
Recommended: Subscription method using Outlook

1. Sign in at www.tripcase.com
2. Select the Calendar option from the dropdown menu next to your name.
3. Select "Turn On" in the section called Subscription Method.
4. Copy the URL and import it using Outlook calendar.
5. Click "Yes" to the question, "Add this internet Calendar to Outlook and subscribe to updates?"

Note: In addition to your existing calendar, a new TripCase calendar is created in a different color. Trip items are added in the new calendar.

16

iOS
Recommended: Subscription method using Google Calendar

1. Sign in at www.tripcase.com
2. Select the Calendar option from the dropdown menu next to your name.
3. Select "Turn On" in the section called Subscription Method.
4. Copy the webcal URL in the Subscription Method section.

5. Paste the webcal URL by selecting "Add by URL" from the dropdown menu under Other calendars.
6. Your *TripCase* Calendar should now be viewable in your Google calendar and all trips will be denoted in a designated color.

Windows Mobile
Recommended: Subscription method using Outlook

1. Sign in at www.tripcase.com
2. Select the Calendar option from the dropdown menu next to your name.
3. Click on " Turn On " in the section called Subscription Method.
4. Copy the URL and import it into your Outlook calendar.
5. Click "Yes" to the question, "Add this internet Calendar to Outlook and subscribe to updates?"
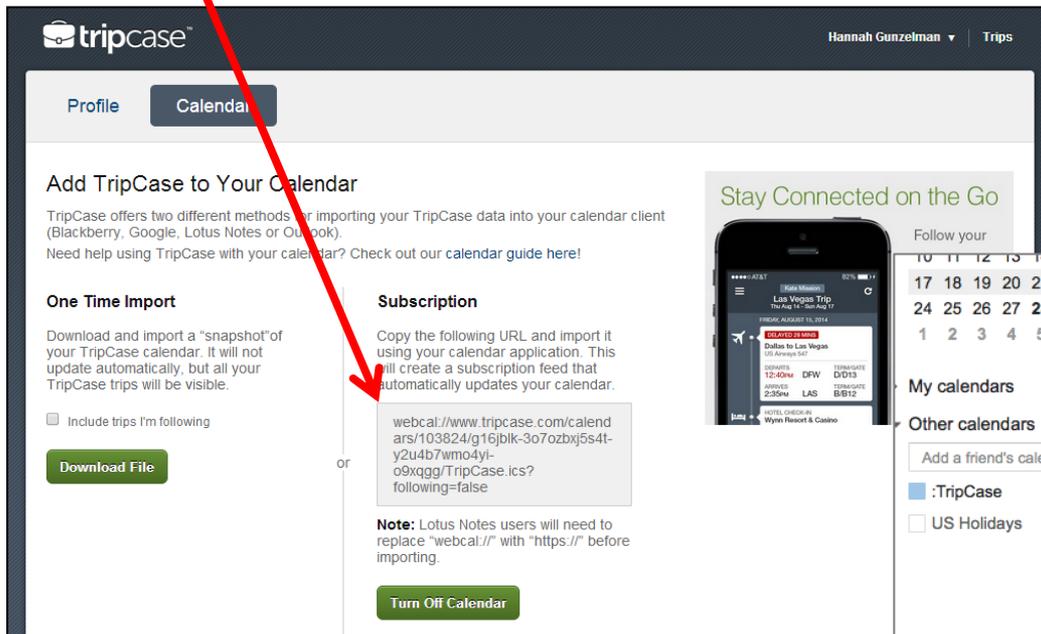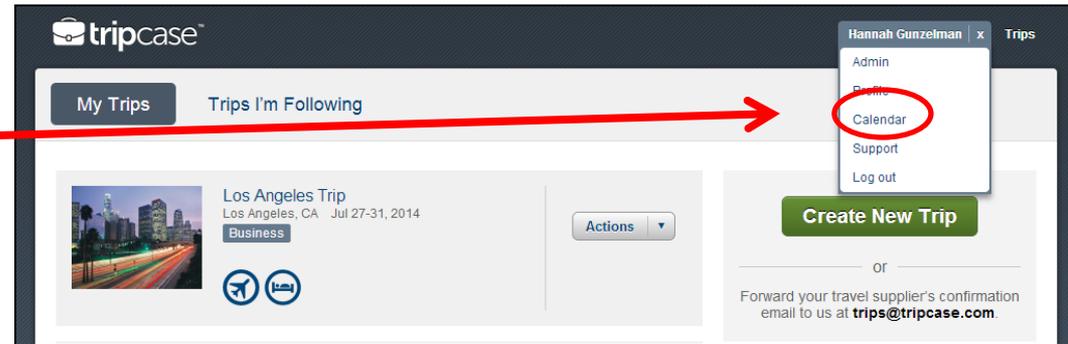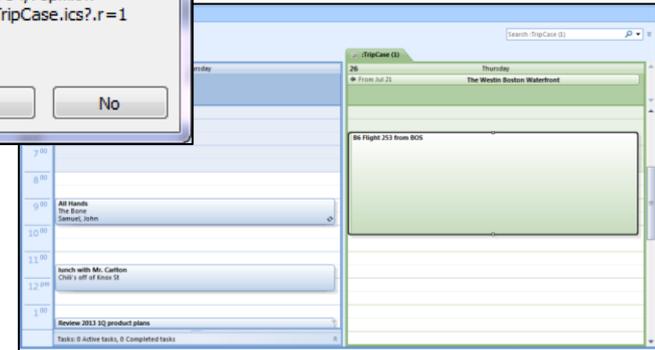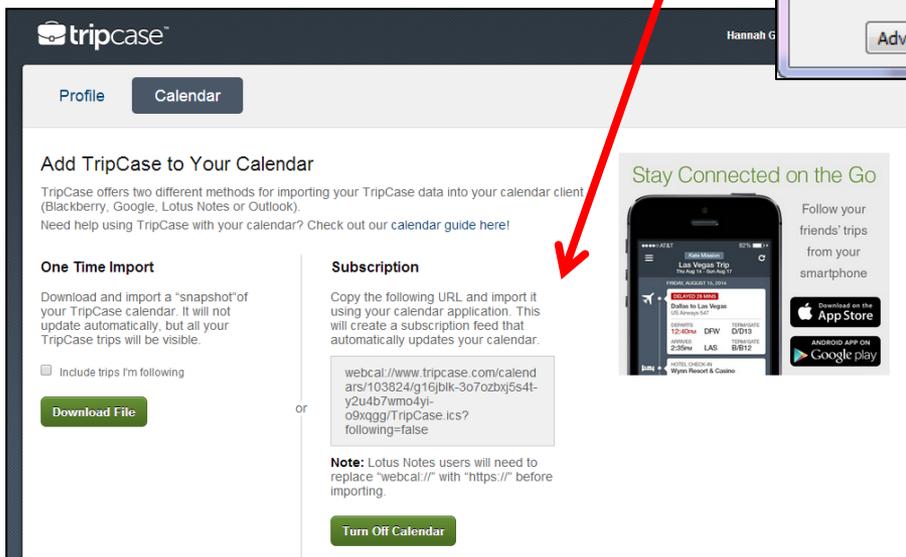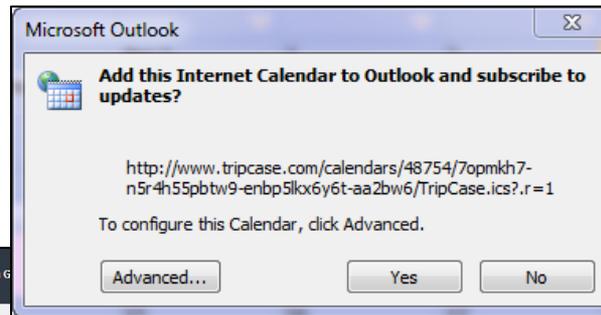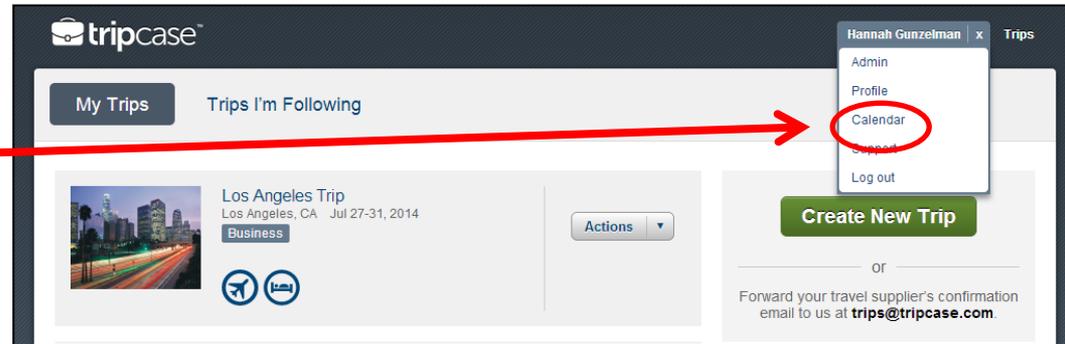

Note: In addition to your existing calendar, a new TripCase calendar is created in a different color. Trip items are added in the new calendar.
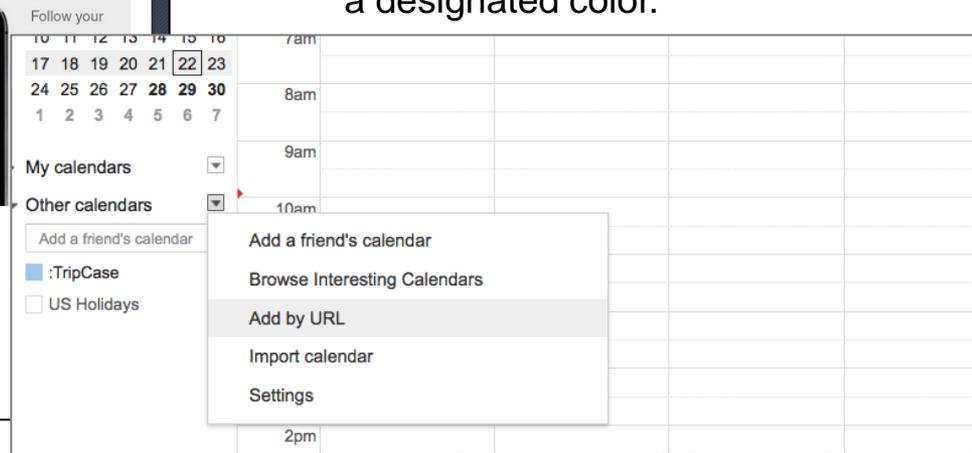
Lotus Notes
Subscription Method

1. Sign in at www.tripcase.com

2. Select the Calendar option from the dropdown menu next to your name

3. Select "Turn On" under the Subscription Method section

4. Copy the webcal URL. It begins with webcal://www.tripcase.com... and ends in .ics.
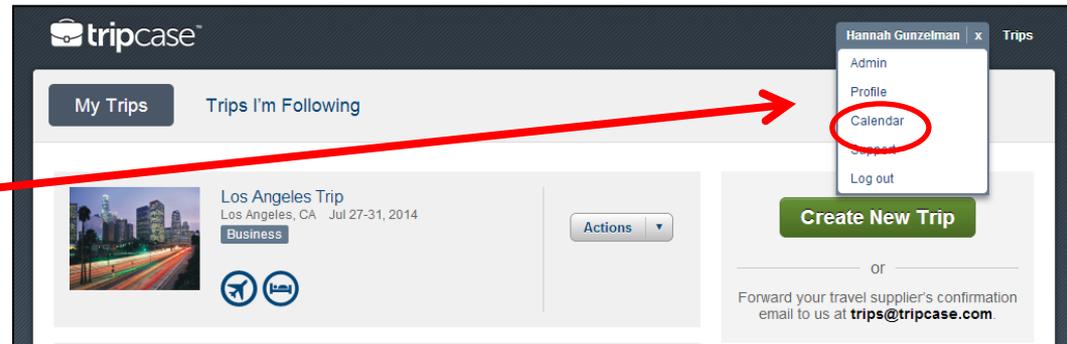
5. Paste this URL into the Lotus Notes 'Add a Calendar' window. Delete "webcal" and add "http" before the link.
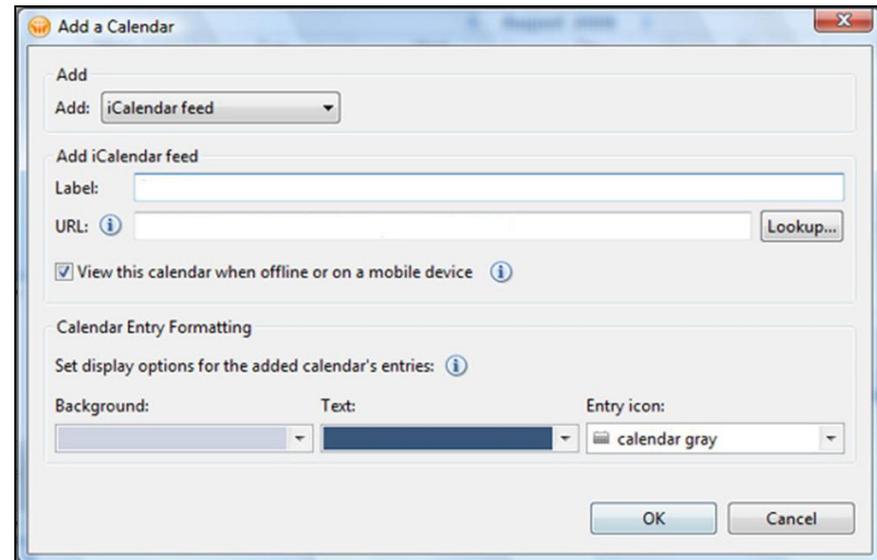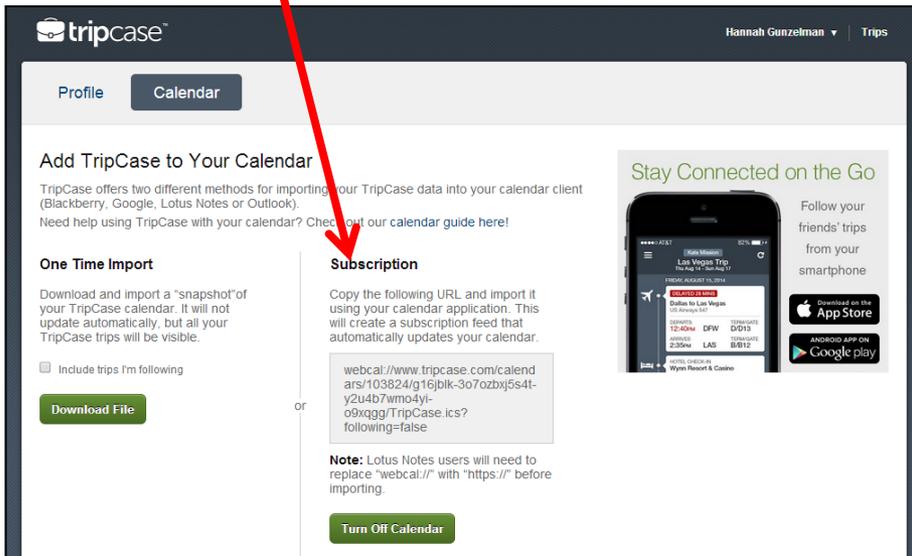
TripCase **calendaring supports Lotus Notes 8.5 or higher.**

Lotus Notes
"Add a Calendar" Options

Label the new calendar "*TripCase*" to differentiate the *TripCase* calendar from other calendars that you may have.

Lotus Notes calendar options include:

- View the *TripCase* calendar when offline or on a mobile device
- Format the background, text, and icon colors of *TripCase* calendar entries

When you click on 'OK', you will receive a confirmation message that the *TripCase* calendar has been added.

Once a *TripCase* calendar has been successfully added, it will display as one of the calendars listed under the Lotus Notes 'Show Calendars' option. This option is ideal for users who occasionally want to view, but do not necessarily want to embed, the *TripCase* calendar in their existing calendar.

When you double-click the *TripCase* calendar, it is imported to the users' inbox and calendar. It can then be opened directly as a calendar invitation, allowing you to click on Accept, Decline, etc.
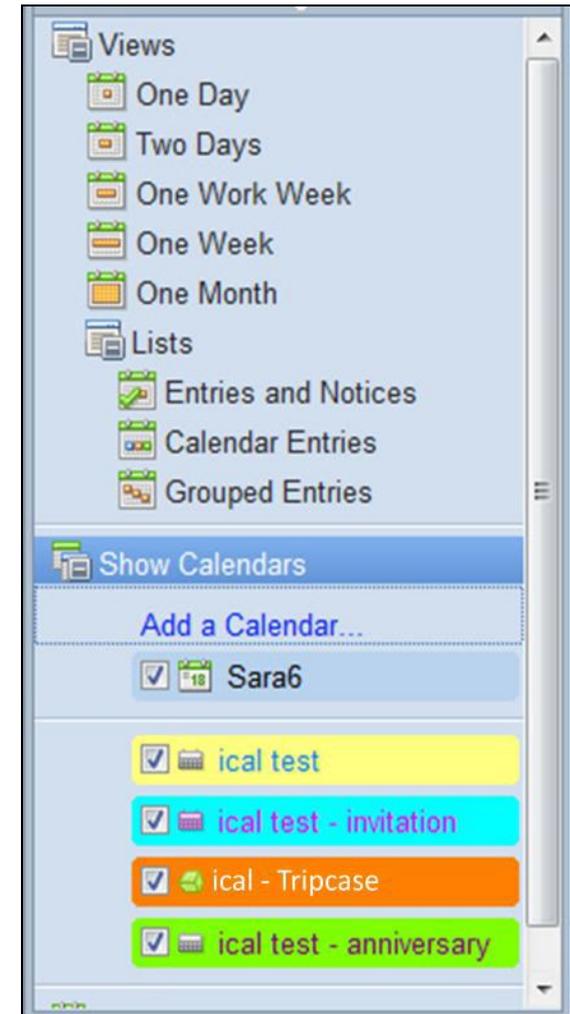
Frequently Asked Questions on Calendaring (FAQs)

What is difference between the Subscription Method and the Import Method of Calendaring?

•The Import Method allows a one time 'snapshot' of your *TripCase* trip details on your existing calendar. **Please note, there will be no itinerary changes reflected on your appointments.**

•The Subscription Method will create a new *TripCase* calendar in addition to your existing calendar. Future trips and updated trip items will be added to the new *TripCase* calendar. Past trip items will be removed from this calendar.

What does it mean to create a new calendar when importing my trip data?
Creating a new calendar can be helpful for travelers who do not like to see all their trip details along with the rest of their calendar items on their existing calendar. This can be especially helpful for administrators, friends, and family of the Traveler who would like to view the traveler's trip details, but are sensitive to the extra calendar items interfering with their existing calendar. Outlook, Google and iOS assign different colors to separate calendars.

You can easily switch to the overlay view of your calendars by clicking on the arrow on the *TripCase* calendar tab. In the overlay view, the trip details will appear in the same color as the *TripCase* calendar however they will not block your main calendar.

How do I create a new calendar for my *TripCase* trips in Outlook?
Using the Subscription Method, a new *TripCase* calendar will always be created and any changes to your trips will be automatically reflected in this new calendar. To create a new calendar using the import method, select "Download File" from the calendar page on www.TripCase.com; then select "open as new" from the Outlook dialogue box. A new *TripCase* calendar will be created. Using Chrome, the new *TripCase* calendar will open automatically.

Frequently Asked Questions on Calendaring (FAQs cont)

When downloading the .ics file, what is the difference between "Open" and "Save"?

When downloading the .ics file from *TripCase* confirmation emails:

Using Internet Explorer 8 and Microsoft Outlook 2010:

>When asked if you want to open the .ics file, select "yes" or "open".

>The .ics file should open automatically in your main calendar application. Click "Save".

>You can also first "Save" the file and then click "Open".

Using Google Chrome and Microsoft Outlook 2010:

>The .ics file should open automatically in your main calendar application. Click "Save".

>Trip details are now added to your existing calendar. Please note, any itinerary changes will require you to delete old calendar items and repeat this process.

When downloading from the Import Method on *TripCase* web

>Using Internet Explorer 8 and Microsoft Outlook 2010 when choosing to "open" the .ics file will create a new *TripCase* calendar.

Saving the .ics file, then using File > Open > Import > Import an iCalendar .ics file will integrate your trip details into your existing calendar

- Using Chrome: The new *TripCase* calendar will be open automatically.

Frequently Asked Questions on Calendaring (FAQs cont)

How is *TripCase* calendaring different from Infuzer?

- Infuzer allows a one time 'snapshot' of your imported trip items from the .ics file to your existing calendar. However, updates and new trip items will not automatically be reflected on your existing calendar. Trip updates will require the traveler to delete the current calendar item(s) and import a new .ics file.

- *TripCase* offers **three** calendaring methods.

  1) The Import Method allows a one time 'snapshot' of your *TripCase* trip details on your existing calendar. **Please note, there will be no itinerary changes reflected on your appointments**

  2) The Subscription Method will create a new *TripCase* calendar in addition to your existing calendar. Future trips   and updated trip items will be added to the new *TripCase* calendar. Past trip items will be deleted from the calendar.

  3) "Add to Calendar" in *TripCase* confirmation emails allows to add files to your existing calendar. **Please note, there will be no itinerary changes reflected on your appointments.**

How do I delete my new *TripCase* calendar in Outlook?
Under "Other Calendars," right click on the calendar tab titled "*TripCase*". Select "Delete Calendar" from the drop down menu.

Clicking on the "X" sign on the new *TripCase* calendar closes the calendar view but does not delete it.

Frequently Asked Questions on Calendaring (FAQs cont)

How do I add *TripCase* to my iPhone or iPad calendar using email or text?

Sign in to www.tripcase.com and select the Calendar option from the dropdown menu next to your name. Access the webcal URL in the Subscription Method section. Send the URL to yourself via email or text. Open the email or text from your mobile device and click on the URL. This will load the calendar into your device's native calendar application.

How do I manage iCal and time zones on my iPhone?
1. Turn on time zone support for your Calendar in iCal using "Settings". Manually select the time zone you most frequently use.

2. On your iPhone/iTouch/iPad under "Settings > General > Date & Time", manually set your calendar time zone to correspond with the one you chose in iCal. This forces the phone to keep your times the same regardless of what time zone your cell phone is located in.

How is *TripCase* calendaring different from Sabre Virtually There calendaring?
TripCase supports the Subscription Method which creates a new *TripCase* calendar and any changes to your trips will be automatically reflected in this new calendar. *Sabre Virtually There* only supports the import .ics calendaring method, through Infuzer and iCal.

Which calendars does *TripCase* support?

Blackberry, Google, Lotus Notes or Outlook calendars are supported by *TripCase* calendar functionality.

Frequently Asked Questions on Calendaring (FAQs cont)

If I have trips in my calendar from Sabre Virtually There and begin using *TripCase*, will my trips brought into my calendar from Sabre Virtually There stay intact?
Yes. These trips will remain in your existing calendar. (i.e. Outlook)

How do I create a new calendar for my *TripCase* trips in Google?
Sign in to www.tripcase.com and select the Calendar option from the dropdown menu next to your name. Copy the webcal URL in the Subscription Method section. Paste the webcal URL by selecting "Add by URL" from the dropdown menu under Other Calendars in Google Calendar.

I've added a variety of items to my trip through different channels – my air booking was sent to my *TripCase* account directly by for my travel agent, I forwarded my hotel confirmation email to trips@tripcase.com and I manually added miscellaneous activities through my *TripCase* account online. Will all elements of my trip be reflected in my calendar?

Yes. Regardless of how your trip details get into *TripCase*, all trip items in *TripCase* account can be added to your calendar. All trip items are reflected in your calendar whether you used the Import or Subscription calendaring method. We recommend merging these various trip items into a single trip in your *TripCase* account before adding to your calendar.

Frequently Asked Questions on Calendaring (FAQs cont)

Does _TripCase_ calendar work with Lotus Notes?

Yes. In Lotus Notes 8.5 and higher, you should be able to use the iCalendar feed that _TripCase_ creates uniquely for you.

To get the required Calendar URL, sign in to www.tripcase.com and select the Calendar option from the dropdown menu next to your name. Access the webcal URL in the Subscription Method the URL begins with webcal://www.tripcase.com... and ends in .ics. Copy and paste this URL into the Lotus Notes 'Add a Calendar' window.

Additional information on [Lotus Notes Daylight Savings Time](#).