

How to Add a Google Calendar to Your Site's Sidebar

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Prerequisite: A Google calendar.

Google frequently changes their screens. Allow yourself time to experiment with the calendar settings. You may need to spend some time fine-tuning the settings.

A. Request the Google Calendar for Your Site

1. Email webeditor@russell.wisc.edu and ask for the Google Calendar plugin.

B. In Google – Configure the Calendar Feed

1. Log into Google.
2. Go to Settings and click Google Calendar Events.
3. Click Add Feed. Enter a title.
4. Make sure the calendar you will use is set to Public.
5. Go into Calendar Settings.

Tip: step 6 is tricky and tends to change, so you may need to experiment to get this to work.

6. Go to calendar address and copy the calendar id (i.e. n92asldkjflakjdf@group.calendar.google.com). Replace the '@' symbol with '%'. Follow the form suggested in the Add Feed form <https://www.google.com/calendar/feeds> INSERT CALENDAR ID/public/basic.

C. In WordPress – Set the Page Template to Display the Sidebar

1. Login to WordPress.
2. Edit the page where you want to add the calendar.
3. Scroll down to the Page Attributes section:



4. Under Template, select the Sidebar Template. If a different template is applied to the page, WordPress will not display the calendar.
5. Click Update.

D. In WordPress – Add the Google Calendar Widget to the Sidebar

1. On the Dashboard menu, click Appearance..Widgets.
2. Drag the Google Calendar Events widget to the box labeled Main Sidebar. Click Save.
3. On the Dashboard menu, choose Settings..Google Calendar Events.
4. Click Add Feed. The Add Feed screen appears.
5. In the Feed Title box, paste the ID you copied from the Google calendar screen.
6. Click Add Feed.
7. Go to the website and refresh the page to see if the calendar appears.

Note on Privacy:

Carefully consider how much event information you want to display on the website. If you set your Google calendar to private, you may want to filter certain information (e.g. people's names and personal phone numbers) out of the feed, or not store it at all in the calendar.