Calendar Event Import File Specification

Encoding: UTF8
Format: Comma Separated Values (CSV)
Special: First record line in file contains the column names

Columns

#	Name	Purpose	Required	Allowed Values	Min Length	Max Length
1	calendar	The primary calendar of the event.	Yes	printable UTF8 encoded characters.		60
2	title	The event title.	Yes	printable UTF8 encoded characters.		200
3	start_date	The start date of the event	Yes	Standard date in the following form: *mm/dd/yyyy* where: *mm* is the 2-digit month (01-12), *dd* is a 2-digit day (01-28,29,30,31), and *yyyy* is the 4-digit year value (eg. 2012).		10
4	start_time	The start time of the event (if applicable).	No	Standard time in the following form: *hh:mm tt* where: *hh* is the 2-digit hour (01-12), *mm* if the 2-digit minutes (00-59), and *tt* is the time of day (eg. AM or PM).		8
5	end_date	The end date of the event (if the event spans multiple days).	No	Standard date in the following form: *mm/dd/yyyy* where: *mm* is the 2-digit month (01-12), *dd* is a 2-digit day (01-28,29,30,31), and *yyyy* is the 4-digit year value (eg. 2012).		10
6	end_time	The start time of the event (if applicable).	No	Standard time in the following form: *hh:mm tt* where: *hh* is the 2-digit hour (01-12), *mm* if the 2-digit minutes (00-59), and *tt* is the time of day (eg. AM or PM).		8
7	time	Legacy time field, for reference only. *Any data in this field will not be imported.*	No	printable UTF8 encoded characters.		100
8	cost	The cost of the event (if applicable).	No	printable UTF8 encoded characters.		100
9	location	The location of the event.	No	printable UTF8 encoded characters.		100
10	description	A description of the event.	No	printable UTF8 encoded characters.		4000