



TRIPS

Trips calendar

The /calendar month view — what shows up (trip spans, custom events), how the iCal subscribe URL works in Google Calendar, Apple Calendar, and Outlook, and how privacy + the per-user subscription token keep your team's calendars honest.

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The calendar at `/calendar` is the agency's single month view — every active trip and every custom event in one grid. Use it to spot the busy weeks, schedule client meetings around them, and (via the iCal subscribe URL) drop your agency calendar straight into Google Calendar, Apple Calendar, or Outlook.

What shows up on the grid

The month view shows two kinds of entries side-by-side:

Trip spans

Every active (non-archived) trip with a start date is rendered as a colored bar across its date range. The bar color follows the trip type — Cruise is cyan, Honeymoon is pink, Corporate is slate, and so on — using the same palette the trip-type chips use elsewhere in the app.

Trip spans are read-only on the calendar. Click one to jump to the trip's detail page; edit dates there.

Custom events

Standalone calendar items — client meetings, follow-up calls, internal blockers — that you create from the calendar itself. Each event has a title, start + end time, optional location and description, and a color.

Events can optionally be linked to a trip, in which case clicking them deep-links to that trip.

ADVISOR TIP

Archived trips don't appear. Once a trip is archived it disappears from the calendar grid even if its dates are in the visible month. Unarchive it to bring it back, or filter the archived list on the trips index instead.

Adding an event

1. Open /calendar and click **Add event** at the top right. The editor opens.
2. Fill in the title, start time, and optional end time. Toggle **All-day** if it spans entire days.
3. Optionally link the event to a trip — handy for "Send-off call: Smith Mexico".
4. Optionally toggle **Private** so only you see the event. (More on privacy below.)
5. Click **Save**.

The dashboard sidebar also exposes quick-create buttons for the two most common event types — **Client meeting** and **Follow-up call** — that pre-fill a sensible color and title prefix.

Privacy — public vs. private events

Custom events have a **Private** flag. Public events show up for every staff user in your agency; private events show up only for the agent who created them. Trip spans are always agency-wide — there is no "private trip".

ADVISOR TIP

Private is for personal items. "Dentist appointment", "school pickup", anything you're blocking your own time for. Don't use it for client work you don't want a teammate to see — your team needs visibility into trip work, and that's what assignees + statuses are for.

Subscribing in Google, Apple, or Outlook

The **Subscribe** button at the top of the calendar opens a modal with your personal iCal subscription URL. Paste it into any standard calendar app and your agency calendar — trips + events you can see — shows up alongside your personal calendar, updated automatically.

Google Calendar

Sidebar → *Other calendars* → + → **From URL**. Paste, click Add calendar. Google polls roughly every few hours.

Apple Calendar

File → **New Calendar Subscription....** Paste, click Subscribe, choose the auto-refresh interval (15 min is the tightest).

Outlook

Calendar → **Add calendar** → **Subscribe from web**. Paste, name it, click Import.

IMPORTANT

Your subscription URL is unique to you — treat it like a password. The URL is a signed bearer token bound to your user account and your current organization. Anyone with the link can view your agency's calendar feed without logging in. Don't paste it into a shared document.

The feed surfaces one year back and one year forward, so external calendar apps see a wide window. It returns trips + non-private events; your private events appear too, because the token is yours. A teammate subscribing with their own URL would not see your private events.

How fresh is the subscription?

The feed itself returns no-cache headers, so when an external calendar app asks for an update it always gets the latest data. How often the app asks is up to the app — Google is usually every few hours, Apple every 15 minutes to a few hours, Outlook every few hours. There's no manual "refresh" on the Trips side; the feed is live.

Time zones

Trip dates are stored as plain dates (no clock time) and render the same in any calendar app. Timed events are stored in UTC and converted to the subscribing calendar's local time zone on display, so a 2:00 PM event you created in Eastern Time shows up as 2:00 PM Eastern on your Mac calendar and 11:00 AM Pacific on a teammate's Mac in California.

Related

- [What a Trip is in Trips](#)
- [Trip todos + reminders](#)
- [The Trip page, top to bottom](#)