

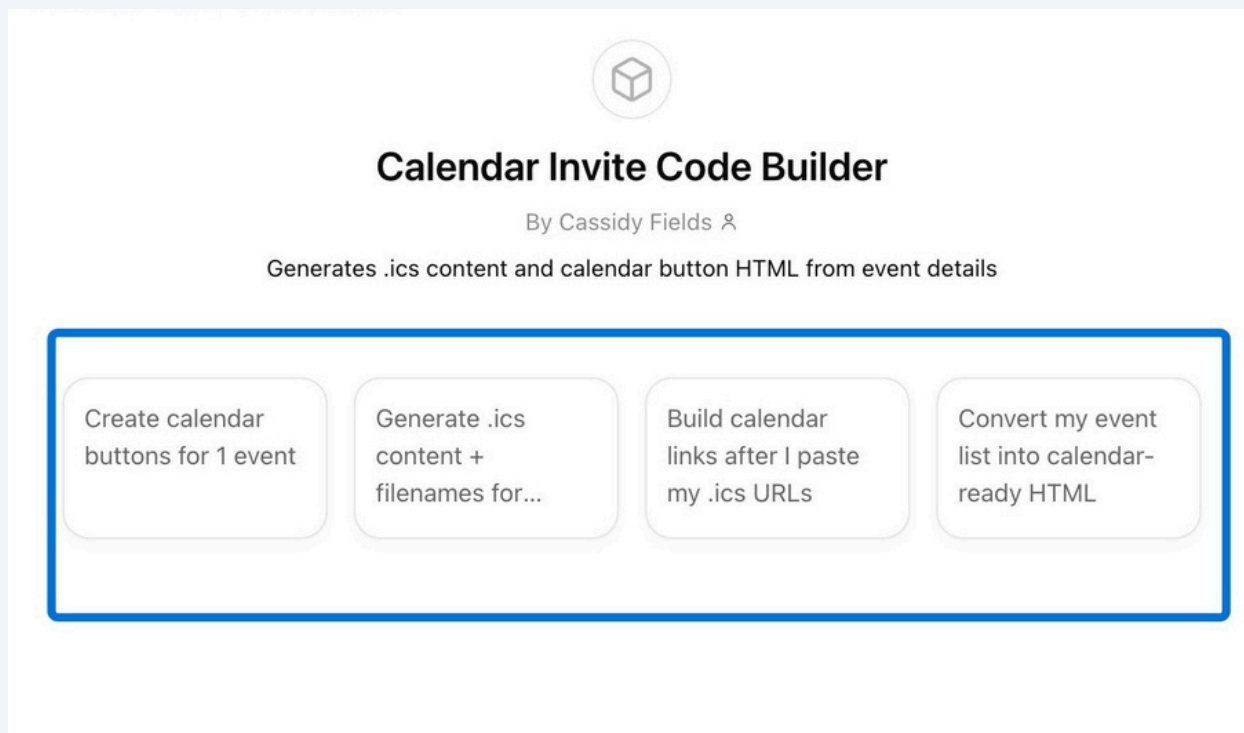
How To Insert "Add To Calendar" buttons to your Event Emails

Create the .ics file

1

Start by opening up the [Calendar Invite Code Builder](#) agent or GPT.

- The best place to start is by selecting the **Create calendar buttons for 1 event**



2

Gather Event Information

Respond to the GPT with the event information:

- Title
- Start date and time
- Timezone
- Duration in minutes

- Location
- Zoom link, only if online/Zoom

Title: From Business Problem to Training Solution: Case Studies + Practical Tools for Sustainable Results

Start date and time: June 26, 2026 11:30am - 12:30pm

Timezone: CST

Duration in minutes: 60 minutes

Zoom/online: <https://us06web.zoom.us/j/87065919964>

3 Generate the .ics file

The GPT will then generate a **.ics** file for you! This file contains the information needed to "Add To Calendar". It will also provide a recommended file name.

<> ics



```
BEGIN:VCALENDAR
VERSION:2.0
PRODID:-//OpenAI//Calendar Invite Builder//EN
CALSCALE:GREGORIAN
BEGIN:VEVENT
UID:20260626-from-business-problem-to-training-solution@example.com
DTSTAMP:20260520T120000Z
DTSTART;TZID=America/Chicago:20260626T113000
DTEND;TZID=America/Chicago:20260626T123000
SUMMARY:From Business Problem to Training Solution: Case Studies + Practical Tools for Sustainable Re
LOCATION:Zoom/Online
DESCRIPTION:Join via Zoom: https://us06web.zoom.us/j/87065919964
STATUS:CONFIRMED
SEQUENCE:0
END:VEVENT
END:VCALENDAR
```

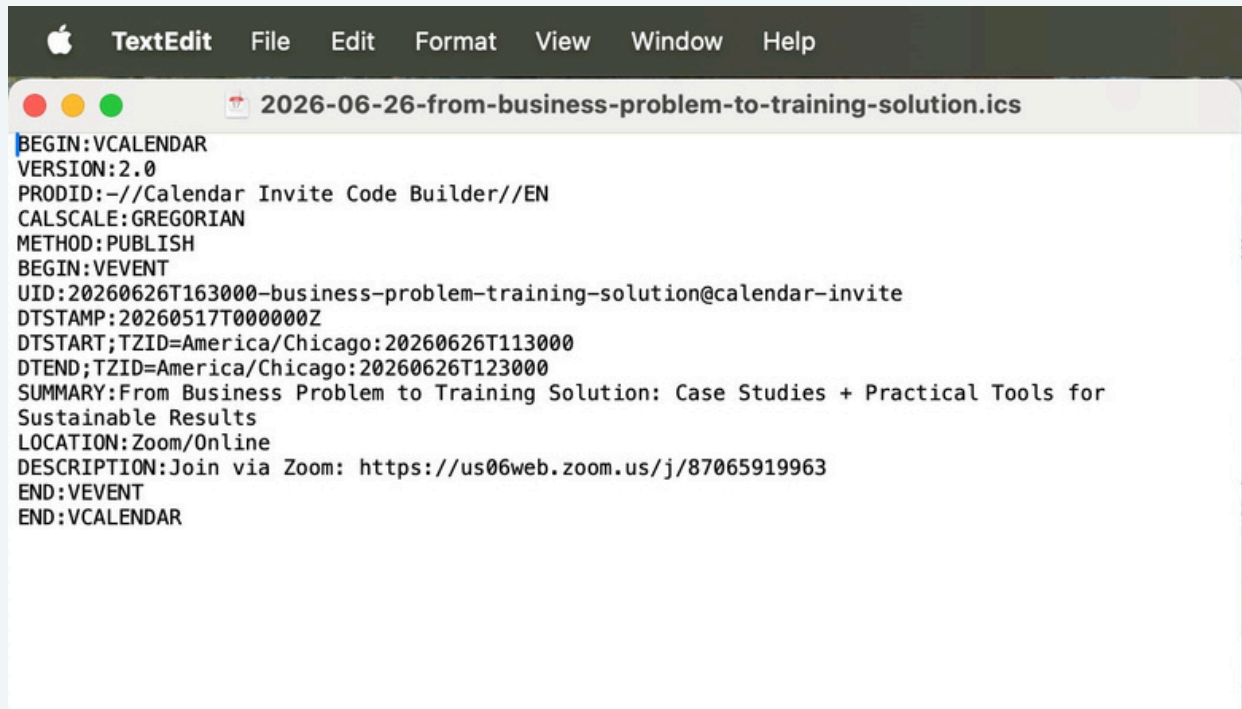
Recommended filename:

2026-06-26-from-business-problem-to-training-solution.ics



4 Save the .ics file

1. Copy the **.ics content** into a **plain text editor** like TextEdit or Notepad.
2. Save the file using the provided filename
3. Confirm the file extension is .ics (not .txt)



Upload the File .ics to WildApricot

5

In **Admin View**, select **Website**.

The screenshot shows the WildApricot Admin View Dashboard. The left sidebar contains a menu with items: Account, Contacts, Members, Events, Store, Donations, Finances, Communication, Apps, Settings, **Website** (highlighted with a red box), Profile, and Help center. The main content area is titled 'Dashboard' and includes a version notice: 'Current version is 9.15.0, released on 27 April 2026. See release history'. Below this are four summary cards: 'Your account' (redacted), 'Your website' (tdsanantonio.org with a 'Change address' button), 'Active members' (redacted), and 'This month's revenue' (redacted). A 'Members' section shows a bar chart for May 2026, with the chart area redacted. A 'Public view' button is in the top right corner.

6

Upload your .ics file in the **Files** section of WildApricot by clicking **Browse** and selecting your file.

The screenshot shows the WildApricot Files section. The top navigation bar includes: Site pages, Page templates, System pages, **Files** (highlighted), Colors and styles, Theme, CSS, Theme overrides, Trash, Settings, and Public view. The main content area is titled 'Files' and shows a file manager interface. The file manager has a sidebar with 'EmailTemplates' and a main area with a table of files. The table has columns: Name, Size, Type, Date Modified, and Access permissions. A folder named 'ics files for events' is highlighted. At the bottom right of the file manager, a 'Browse...' button is highlighted with a red box. Below the table, there is a note: 'To upload drag and drop files here or into folder structure.'

7

After you've uploaded your .ics file to WildApricot. **Right click** on it and select **Properties**.

ates System pages **Files** Colors and styles Theme CSS Theme overrides Tr

Name	Size	Type	Date Modified	Access permissions
2026-04-04-atd-sa-groundwork-ground	507 B	File ICS	3/7/26 1:47 PM	
2026-04-08-beyond-literacy-building-ai	517 B	File ICS	3/7/26 2:26 PM	
2026-04-30-connect-grow-new-braunfe	416 B	File ICS	4/19/26 11:20 PM	
2026-05-28-the-power-of-p3-mid-year-	464 B	File ICS	5/2/26 4:35 PM	
2026-06-26-from-b		File ICS	5/17/26 11:52 AM	
Beyond AI Hype.ic		File ICS	3/9/26 10:29 AM	
Beyond-the-Smile-		File ICS	2/1/26 5:20 PM	
GroundWorksMarc		File ICS	2/27/26 6:29 PM	
Turning-Uncertain		File ICS	2/5/26 8:10 AM	

Update File...
Download
Copy
Cut
Rename...
Delete
Properties...
Access permissions...

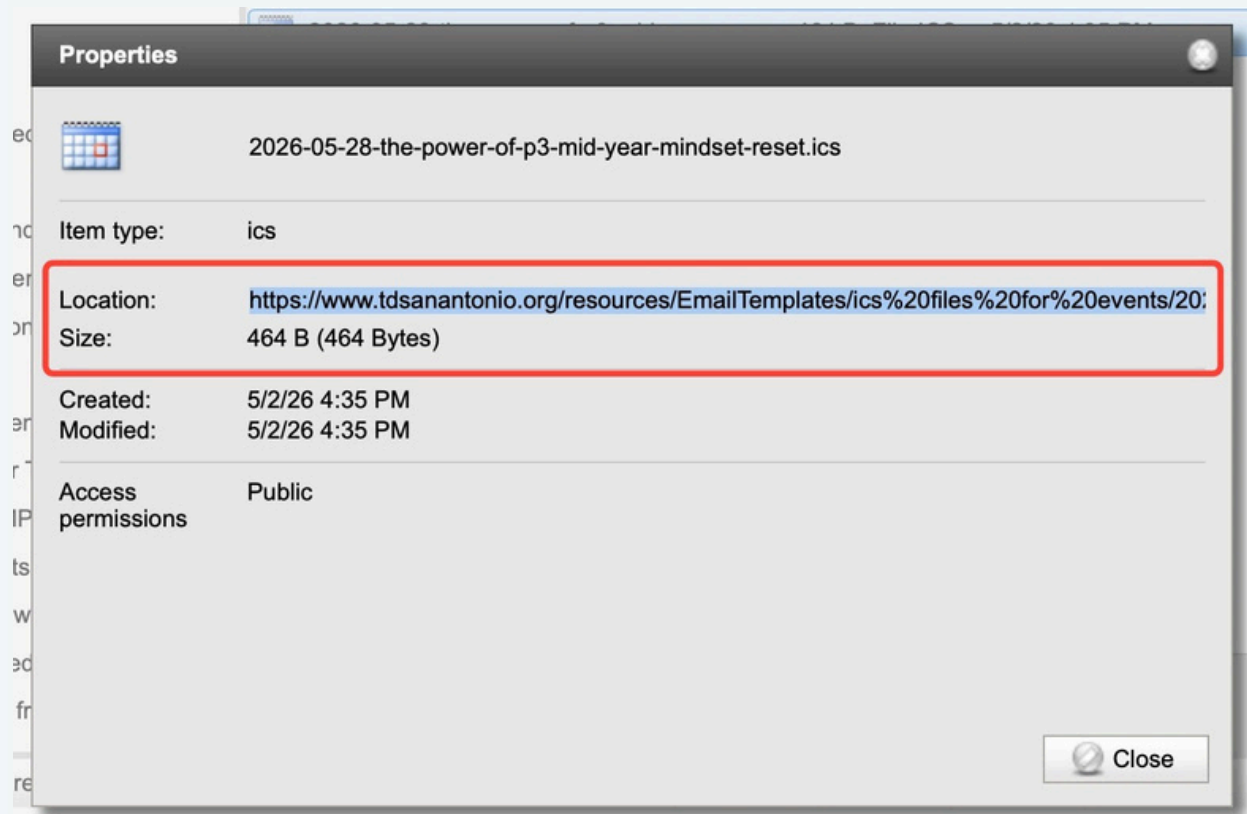
er T

side To upload drag and drop files here or into folder structure. [Browse...](#)

%	Uploaded	File Size	Speed	Left	Elapsed
---	----------	-----------	-------	------	---------

8

Copy the **Location** url.



Generate the Code for the Calendar Buttons

9

Go back to the GPT and paste the **Location** url

<https://www.tdsanantonio.org/resources/EmailTemplates/ics%20files%20for%20events/2026-06-26-from-business-problem-to-training-solution.ics>

10

The GPT will then respond with the **Calendar button** code snippet. **Copy** it.

HTML

```
<div style="font-family: Arial, sans-serif; line-height:1.5;">
  <p style="margin:0 0 8px 0;"><strong>From Business Problem to Training Solution: Case Studies + F
  <p style="margin:0 0 8px 0;">June 26, 2026 • 11:30 AM-12:30 PM CST</p>
  <p style="margin:0 0 16px 0;">Online via Zoom: <a href="https://us06web.zoom.us/j/87065919963" st

  <a href="https://calendar.google.com/calendar/render?action=TEMPLATE&text=From%20Business%20Probl
    style="display:inline-block; background:#005b8e; color:#ffffff; text-decoration:none; padding:
    Add to Google Calendar
  </a>

  <a href="https://outlook.live.com/calendar/0/deeplink/compose?subject=From%20Business%20Problem%
    style="display:inline-block; background:#4a545f; color:#ffffff; text-decoration:none; padding:
    Add to Outlook Calendar
  </a>

  <a href="https://www.tdsanantonio.org/resources/EmailTemplates/ics%20files%20for%20events/2026-06
    style="display:inline-block; background:#85bf42; color:#ffffff; text-decoration:none; padding:
    Download .ics File
  </a>
</div>
```

Add the Code Snippet to your Communications

11

Open your event registration confirmed email (or whatever email you want to add the calendar buttons to).

The screenshot shows the TDSanAntonio.org event management interface. On the left is a sidebar menu with options: Account, Contacts, Members, Events (highlighted), Store, Donations, Finances, Communication, Apps, Settings, Website, Profile, and Help center. The main content area is titled 'Event organizer' and includes a description: '(used as reply-to for announcements and reminders; receives copies of all event emails)'. Below this is a section for 'Organization email (Info@tdsanantonio.org); copy according to system email recipients settings'. The main area is divided into three columns: 'Announcements (to people not yet registered)', 'Reminders (to those already registered)', and 'Registration emails'. The 'Registration emails' column is highlighted with a red box and contains the following information:

- Event registration confirmed**
Sent after registration was paid or confirmed by administrator
 - Send to registrant
 - Send copy to organizer
- Event registration pending**
Sent after registration was submitted and payment is required
 - Send to registrant
 - Send copy to organizer
- Event registration canceled**
Sent when registration is canceled by the registrant or automatically (not sent when canceled manually by an admin)
 - Send to registrant

At the bottom right, there is a timestamp: GMT20260423-165706_Recc.

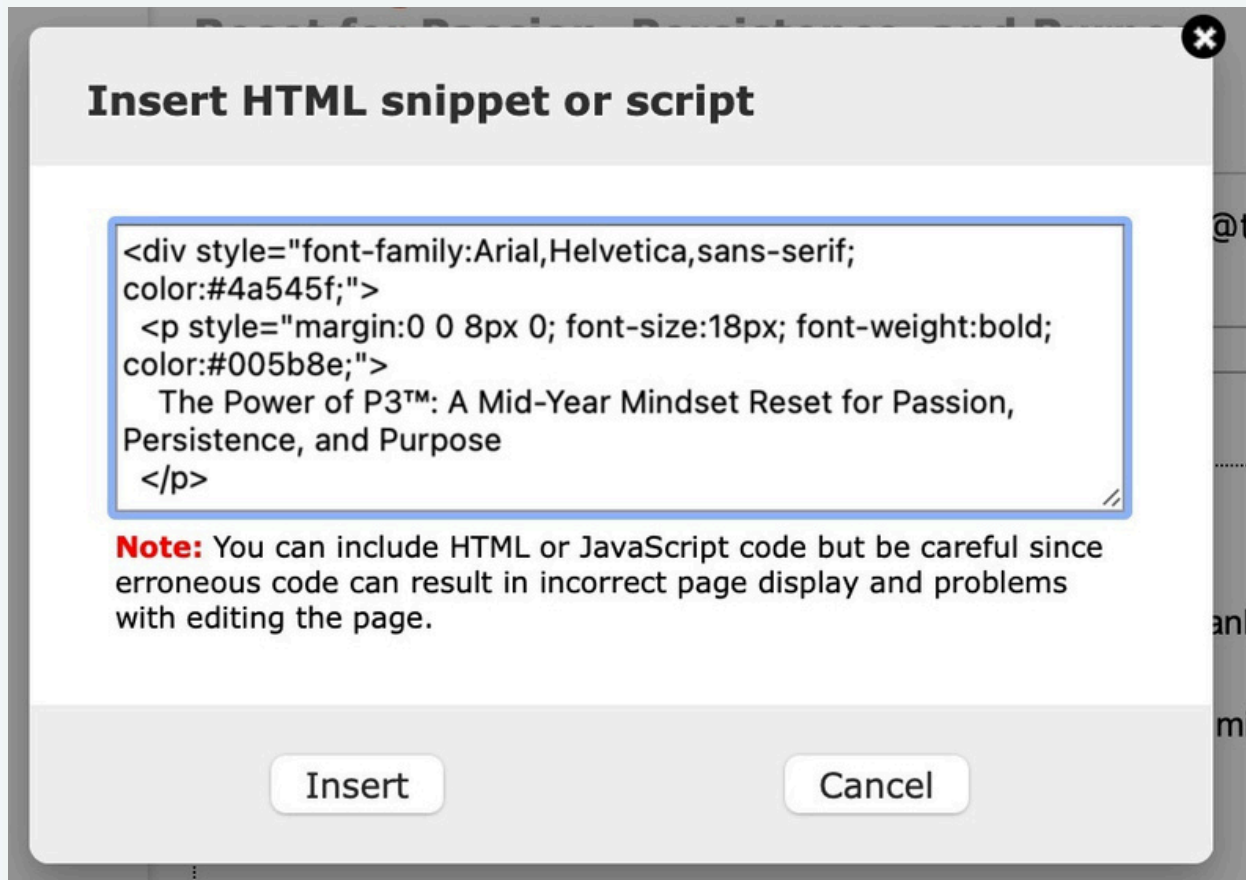
12

Select the **<S>** to add the code snippet.

The screenshot shows an email editor interface. At the top is a toolbar with various icons. The icon for inserting an HTML snippet, labeled '<S> HTML', is highlighted with a red rectangle. Below the toolbar, the email content is displayed. It starts with a 'Back' button and a title: 'Event registration confirmed - The Power of P3™: A Mid-Year Mindset Reset for Passion, Persistence, and Purpose'. Below the title is the text 'Email template'. The email body includes a 'Reply to:' field with 'ATD - San Antonio Chapter <info@tdsanantonio.org>', a 'Subject:' field with 'You're Registered for {Event_Title} !', and a main content area with the following text: '{Registration_First_Name},', 'Your event registration for {Event_Title} has been completed! Thank you for registering!', 'No one likes FOMO, add this event to your calendar so you don't miss it!', and 'Happy Learning,'. At the bottom of the content area is a link: 'ATD - San Antonio Chapter'.

13

Paste the code snippet and select **Insert**.



14

Select **Save** and you're all done!

Event registration confirmed - The Power of P3™: A Mid-Year Mindset Reset for Passion, Persistence, and Purpose

Email template

Reply to: ATD - San Antonio Chapter <info@tdsanantonio.org>

Subject: 🎉 You're Registered for The Power of P3™: A Mid-Year Mindset Reset for Passion, Persistence, &

Director,

Your event registration for The Power of P3™: A Mid-Year Mindset Reset for Passion, Persistence, and Purpose has been completed! T

No one likes FOMO, add this event to your calendar so you don't miss it!

The Power of P3™: A Mid-Year Mindset Reset for Passion, Persistence, and Purpose

Thursday, May 28, 2026 · 5:30 PM–7:30 PM Central

434 N Loop 1604 W, San Antonio, TX 78232

Add to Google

Add to Outlook

Download .ics