

# Google Calendar Integration

Version 1.2

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## **OVERVIEW**

Google Calendar Integration allows GradLeaders to integrate with an administrator, candidate, or staff's Google calendar for GradLeaders events. This document provides step by step instructions on how to configure Google Calendar Integration.

## Google Calendar Integration Configuration Steps

The following steps are required in order to configure google calendar integration:

- Create service account email address
- Create certificate file and password
- Share all candidate calendars with the service account

This document provides all the information you need to complete the steps mentioned above

## Required Items for Integration

Once you've completed the configurations steps mentioned above, you will need to provide the following items to MBAFocus:

- Service account email address
- Certificate file and password



# CREATING A SERVICE ACCOUNT EMAIL ADDRESS AND CERTIFICATE FILE

The following instructions explain how to create a service account and certificate file using the Google Developers Console:

- 1. Go to <u>https://cloud.google.com/console/project</u> and login with your admin account
- 2. Click Create Project

Google Developers Console	
Projects Billing Account settings	

You don't have any projects! Create a new project to get started.



3. Update the Project Name and click Create

Drainet name	8				
Project name	9				
Project ID	0		(	0	



4. Once the project is created you should see a screen similar to the image below.

My Project 1	Project ID:	Project Number:
Overview		
APIs & auth		
Permissions		
Settings	We	lcome. Not sure what to do next?
Support		
	Get s	tarted with
App Engine		Mobile Backend Starter
Compute Engine		A ready to deploy, general purpose cloud backend with Android and iOS client libraries.
Cloud Storage	100	Photofeed Java sample ann
Cloud Datastore		A simple web app run or App Engine, Cloud Storage and your choice of Cloud Datastore
Cloud SQL		or Cloud SQL.
Cloud Development		

- 5. Click on the **APIs & auth** menu option. You will be brought to a page with several API listings, ignore the API's that are enabled by default
- 6. Find the **Calendar API** listing and click the **OFF** button under the status column to enable the Calendar API. You will have to accept the terms and conditions.
- 7. Once the Calendar API is enabled, click the Credentials menu option

Google Devel	lopers Console	
( My Project 1	S APRE	OLOTA STATUS
Overview	Bigany AR	0N: OF
APIn & aut	Calendar API	04 04
APh Codectals	Gangle Cland SQL	ок
Contrast across	Geegle Cleed Storage	94
Puth	Georgie Claud Storage JSCN 4P	04
Permains	Ad Exchange Buyer API	1,000 requirementer 000 F
Settings Support	Ad Exchange Bulai AP	10 D03 regulation (COF
Ant Form	Admn SDK	152,000 requestations CPF
Campula Exgine	AdServe Host AP	1002.000 (representantary OFF
Cloud Steage	AdServe Management AP	10 000 returnstructure 200
Cloud SQL	Avalytics XPI	50 600 Vegentilating CPF
Cloud Development	Audit API	10 002 repentative OFF



### 8. On the Credentials page, click Create New Client ID

OAuth OAuth 2.0 allows users to share specific data with you (for	Compute Engine and Ap	p Engine Learn more
example, contact lists) while keeping their usernames, passwords, and other information	Email add <sup>r</sup> ess	
private. Leam more	Download JSON	
CREATE NEW CLIENT ID		
Public API access		
Use of this key does not require any user action or consent, does		
not grant access to any account information, and is not used for		
Learn more		
CREATE NEW KEY		

#### 9. Select Service Account, then click Create Client ID

Cr	eate Client ID
Ар	plication type
0	Web application Accessed by web browsers over a network.
•	Service account Calls Google APIs on behalf of your application instead of an end-user. Learn more
0	Installed application Runs on a desktop computer or handheld device (like Android or iPhone).



10. Once you click **Create Client ID**, you will see this popup message. Make a note of the private key password as this is the password to the certificate file, you will need to send the password to MBA Focus.



11. Once you click **Okay, got it**, the Service Account information will be available on the screen and the certificate file will be available in your downloads folder. The email address listed under the Service Account section is the email address you will need to send to GradLeaders.

OAuth	Compute Engine and App Engine Learn more
Specific data with you (for	Client ID
example, contact lists) while keeping their usernames, passwords, and other information	Email address
private. Learn more	Download JSON
CREATE NEW CLIENT ID	Service Account
~	Client ID
$\rightarrow$	Email address
	Public key fingerprints
	Generate new key Download JSON Delete

12. Go to your downloads folder, save the certificate file to your local machine and rename it to **"key.p12"**. This is the certificate file you will need to send to GradLeaders.



# **SHARING GOOGLE CALENDAR**

Now that you have the service account email address, certificate file and certificate password, you will need to update the share calendar settings of all the candidates participating in the google calendar integration. The candidate calendars must have their calendar setting set to share with the service account email. This could take a while to setup. The following instructions show you how to update a candidates share calendar setting:

- 1. Login into the Google Calendar account: https://www.google.com/calendar
- 2. Click the Gear icon, then select Settings

						•
Day	Week	Month	4 Days	Agenda	More *	¢-
Thu 3/20		Fri	3/21	Display Density: Comfortable Cozy Compact Calendar set Settings Help Labs	up	
				Offline Sync with me	obile device	
				Send feedba	ck	

3. You will be brought to the Calendar Settings page, click the Calendars tab

Google	Search Calendar		- Q
Calendar Setting	Suble Setup Labs		
Back to calendar     Save	Cancel		
Language:		English (US)	
Country:		United States (choose a different country to see other time zones)	•
Your current time zone: 😨		(GMT-05:00) Eastern Time Display all time zones Show an additional time zone	• Label:
Date format:		12/31/2014 •	
Time format:		1:00pm •	



4. Under the **Calendar** section, click **Share this Calendar** 

Calendar Settings			
General Calendars Mobile Setup Labs			
« Back to calendar			
My Calendars Calendars I can view and modify			
calendar <	SHOW IN LIST all none	NOTIFICATIONS	SHARING
	2	Reminders and notifications	Share this calendar
m Tasks	8		

5. Under the **Share with specific people** section, enter the service account email address in the textbox and select the **Permission Setting** of **Make changes AND manage sharing**, then click **Add Person** 

Calendar Details Share this Calendar Reminders and notifications	
Back to calendar Save Cancel	
Make this calendar public Learn more This calendar will appear in public Google search results.	
Share only my free/busy information (Hide details)	
Share with specific people	
Person	Permission Settings
Enter ernal address	See all event details   Add Person
"gla.testeree@gmail.com" <gla.testeree@gmail.com></gla.testeree@gmail.com>	Make changes AND manage sharing

6. Once you've added the service account email, it should be listed under your email account

## Send Information to GradLeaders

After you update the candidate's calendar setting, send the following information to GradLeaders:

- Service Account email address
- Certificate file and password