

Add to personal calendar

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Heylo makes it easy for members and hosts to add events directly to their personal calendar.

When an event is added, it will include:

- The **event name**
- The **date and time**
- A **link back to Heylo** for the latest event details

How to Add an Event to Your Calendar

- **From Web:**
 - Tap the event's date and time.
 - Choose your preferred calendar (Google Calendar, Outlook, or Apple Calendar).
 - Save the event to your calendar.
- **From Mobile App:**
 - Tap the event's date and time.
 - Grant calendar permissions (if prompted).
 - The event will be added to your system calendar.

Adding When Registering

When a member registers for an event, they will also be prompted to add the event to their personal calendar.

Notes

- Any event can be added to a personal calendar at any time by tapping its date and time.
 - Once added, the calendar entry **doesnot stay automatically synced** with Heylo. To see updates or the latest details, use the Heylo event link included in the calendar entry.
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