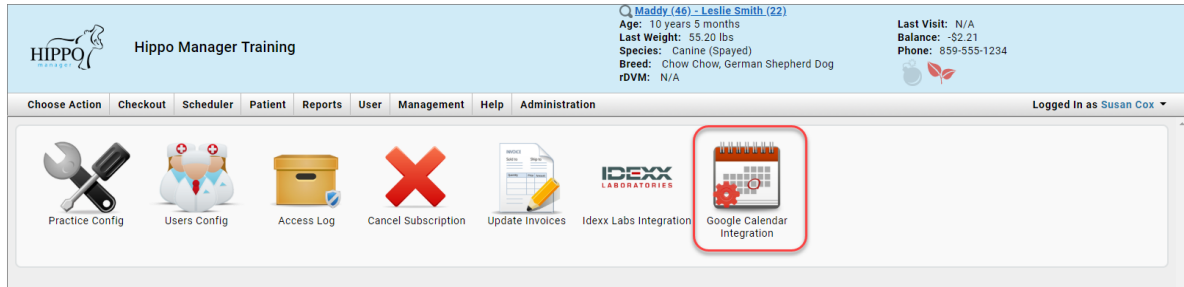


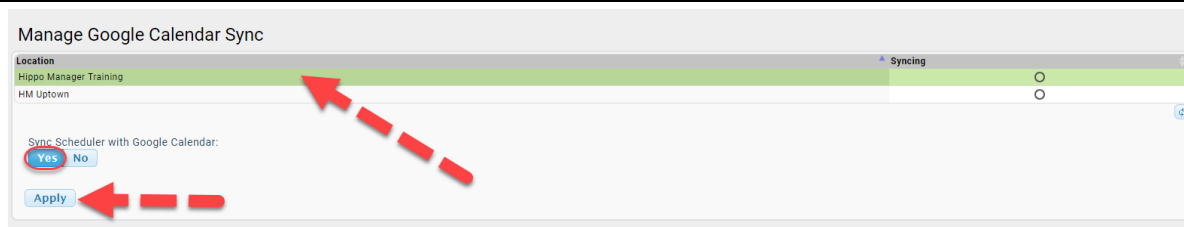
To start the Google-Calendar Two-Way Sync process, email support@hippomanager.com. Hippo Support has to validate your site with Google and turn on the integration.

Google Calendar Integration

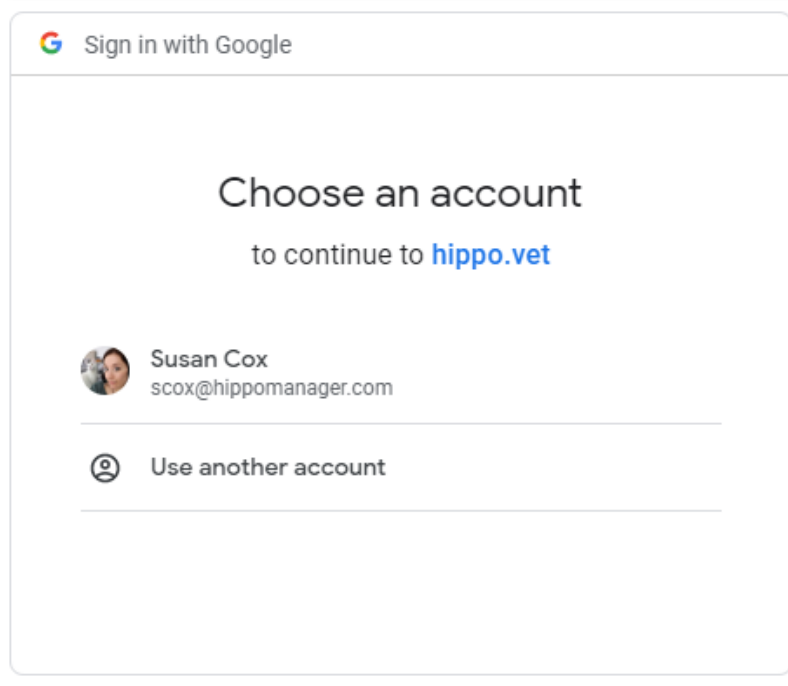
Once Support has confirmed that your Google calendar integration has been initiated, go to the Administration tab and click on “Google Calendar Integration.”



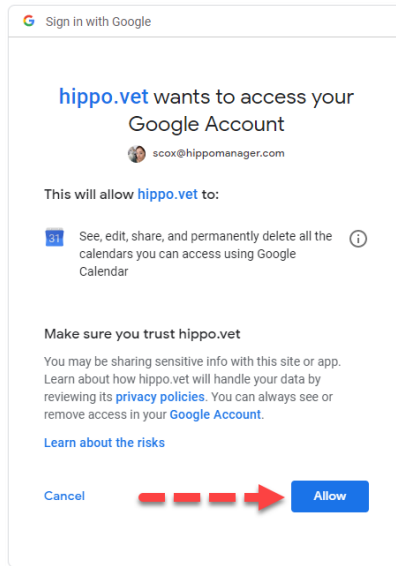
Select the location that you wish to sync with the Google calendar, select “Yes” under “Sync Scheduler with Google Calendar,” then click “Apply.”



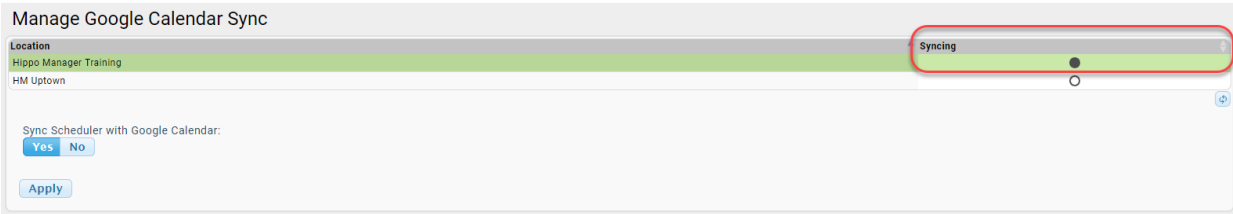
This will display a prompt to select a Google account or select “Use another account:”



Select "Allow" at the next prompt to allow Hippo to access your Google account:

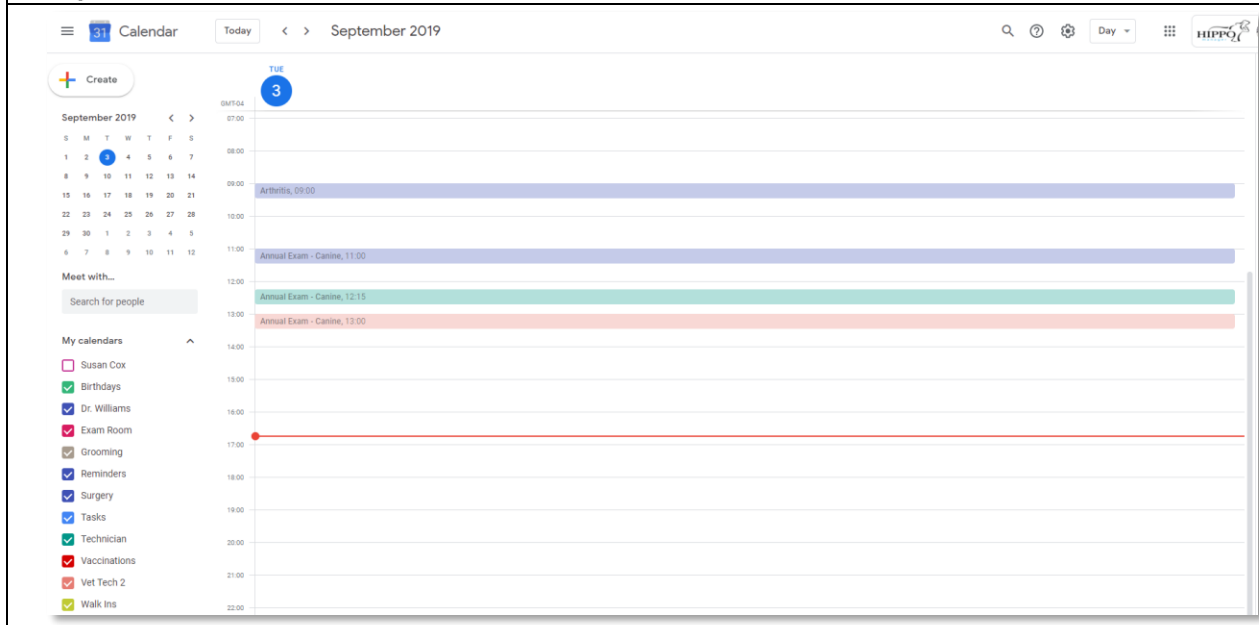


This step may take a few seconds to complete. Once the location has been synced with the Google calendar, it will show as "syncing" under the Administration menu and "Google Calendar Integration."



Updating Appointments, Hippo to Google

Once the sync is complete, appointments for the synced location and its resources will appear on the Google calendar.



Any changes made in Hippo to the scheduler appointments will be automatically updated on the Google calendar (may take a few seconds or a browser refresh).

Updating Appointments, Google to Hippo

Changes made in Google to appointments added via the sync from Hippo to Google will be automatically updated in Hippo on the Scheduler. First, make the desired changes in Google, such as time, duration, date, resource, and click "Save:"

The screenshot shows the Google Calendar interface for editing an event titled "Arthritis". The event is scheduled for September 3, 2019, from 09:30 to 10:00 AM in the Eastern Time zone. The event details include a location field, conferencing options, and notification settings. The event description is "X-rays, possible injection". On the right side, there are options to add guests and control guest permissions, with "Invite others" and "See guest list" checked.

The changes may take several seconds to replicate in Hippo; once it has synced, it will appear on the Scheduler with the updated information.

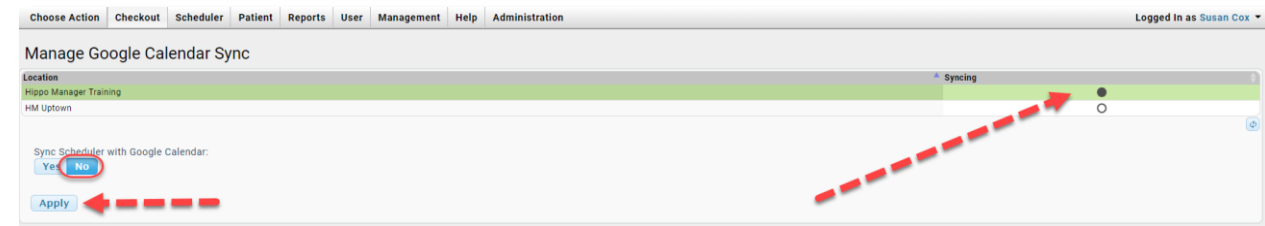
The screenshot shows the Hippo Appointment Scheduler interface for Tuesday, Sep 3, 2019. The interface includes a calendar grid with columns for resources: Dr. Williams, Exam Room, Grooming, Surgery, Technician, Vaccinations, Vet Tech 2, and Walk Ins. The grid shows appointments for 11am and 9:30am. The 11am appointment is for "11e Maddy (Leslie Smith) General Exam - Annual Exam - Canine". The 9:30am appointment is for "9:30a Maddy (Leslie Smith) General Exam - Arthritis".



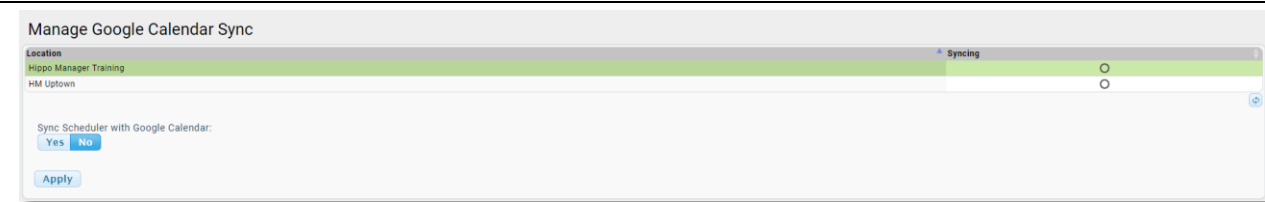
Appointments deleted on the Google calendar will be removed from Hippo's scheduler. Use caution when deleting from Google. As well, appointments deleted in Hippo will be removed from Google.

Disabling the Google Sync

If at any point you want to disable the Google Sync, either to completely disable it or to sync with a different Google account, go to “Administration” and select “Google Calendar Integration” as in the first step. Select the location that needs to be un-synced and click “No” under “Sync Scheduler with Google Calendar,” then click “Apply.”



Once the sync has been disabled for the location, it will no longer show “Syncing” under “Google Calendar Integration.”



Appointments and resources that were originally visible in Google as a result of the sync will remain visible, but any changes will not sync with Hippo. If desired, these Resources’ calendars can be removed from Google by clicking on the “X” next to each of the Resources that appear under “My calendars.” This will remove them from the list and all associated appointments.

