

Reference:

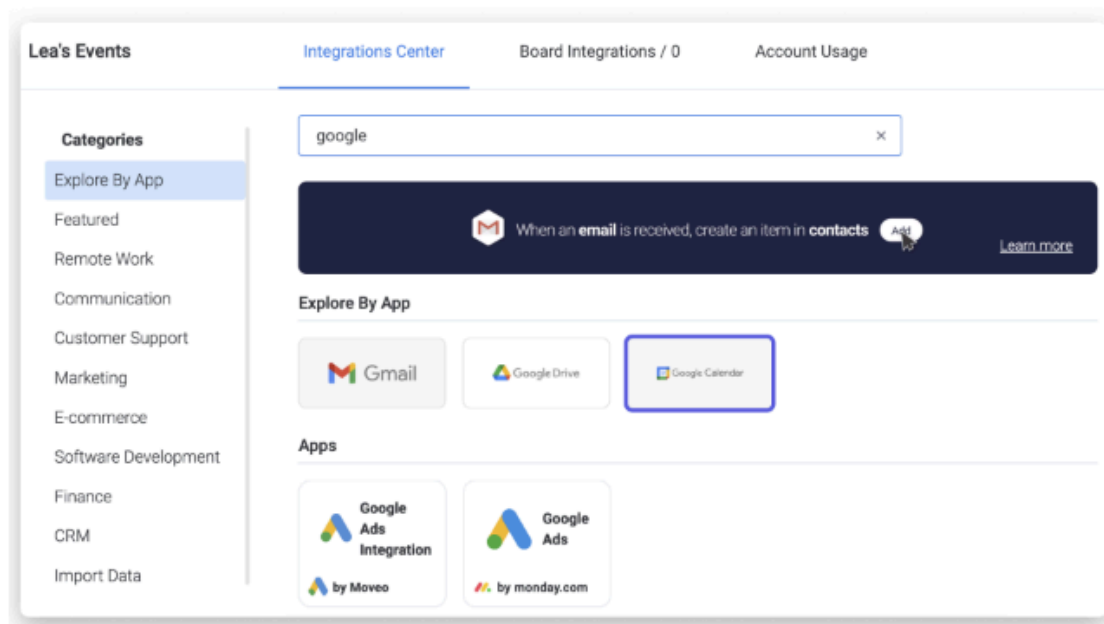
<https://support.monday.com/hc/en-us/articles/4404712420754-Google-Calendar-Integration>

## Setup automation for monday to integrate with google calendar

Add another column for description in board

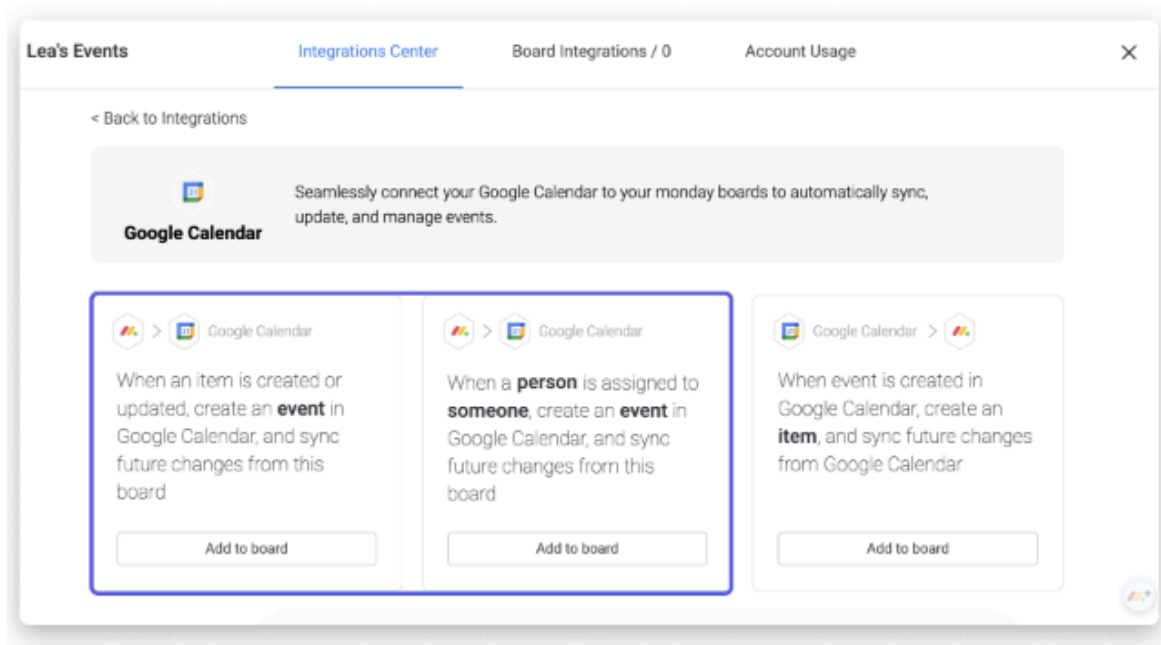
- **Step 1 - Add a Date Column and locate the integration recipes**

First, make sure your board includes a [Date Column](#) and start filling all of your data. Once done, open the [integration center](#) located on the top right of your board and select "Google Calendar":



- **Step 2 - Add the first recipe and connect your account**

Select a recipe that will create an event in Google Calendar based off an item on your board (one of the two outlined below).



- **Step 3 - Configure the first integration recipe**

After completing the connection of your account, you'll be redirected to the recipe that you chose. There, click on the underlined fields in the recipe to configure it. In our example below, we selected the "event" field to map out how the Google Calendar event will appear according to the columns on our board.

< Back

Off ☒ On

More actions ▾

When an item is created, create an event in Google Calendar and sync future changes.

Set how fields in Google Calendar will populate from current board columns ⓘ

Start time

Date × +

End time

Date × +

Title

Add text +

Description

Description × Add text +

Location

Add text +

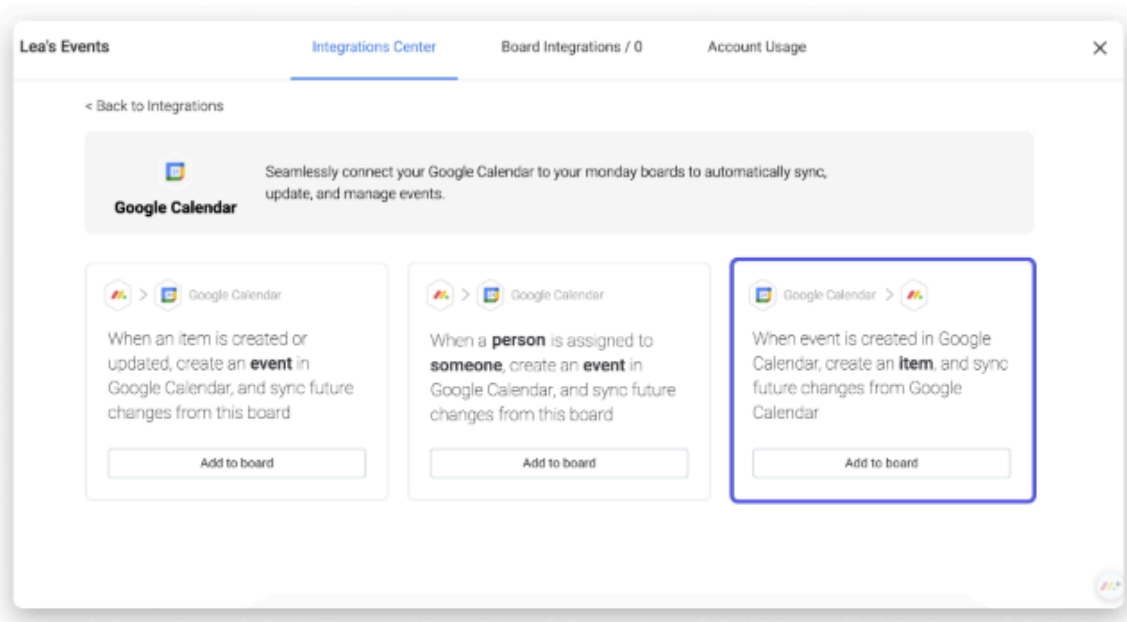
+ Add column

Cancel

Done

- Step 4 – Add the second recipe and configure it

Now that your first recipe is complete that will allow for an event to be created in Google Calendar based off of an item on your board, it's time to add the second recipe to create **an item** on your board based off of a Google Calendar event.





Action: Select send sms to phone from your business name (sms can choose to send data in description column from board)

## Then Send **SMS** to Phone from CKS2

Update automation

Type your message to personalize it with fields from your board  
{item's Description}

You can create new appointment or task in Google Calendar, both will create new row in monday and send sms to phone number

### 1) Create new appointment

Click Create > Appointment schedule in top left corner

Calendar

Today


< >

September 2024

Create

Event

Task

Appointment schedule   
To create multiple appointment schedules with their own booking pages, upgrade to a Google One Premium plan. [Explore plan](#)

SUN 1 Sept							MON 2						
Holiday for Malaysia's National Day (n													
8							9						
							● 4:30						

22 23 24 25 26 27 28

29 30 1 2 3 4 5

- - - - -

[Take a tour](#)[Feedback](#)

## BOOKABLE APPOINTMENT SCHEDULE

# CKS APPOINTMENT



### Appointment duration

How long should each appointment last?

1 hour ▾



### Availability

Set when you're available for appointments. [Learn more](#)

Doesn't repeat ▾

6 Sept 2024

9:00am – 5:00pm



[Add a date](#)

(GMT+08:00) Malaysia Time - Kuala Lumpur ▾



### Scheduling window

60 days in advance to 4 hours before



### Booked appointment settings

No buffer time · No maximum bookings per day · Guest permissions



### Calendars ●

Chong Kok Sian · Avoid scheduling conflicts



Next

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## BOOKABLE APPOINTMENT SCHEDULE

### CKS APPOINTMENT



#### Booking page photo and name

See how your identity is displayed on the booking page



#### Location and conferencing

Would you like to meet in person, via phone or video conference?

Phone call ▾

The person making the appointment will provide the phone number



#### Description

Add a note that explains your service. This will appear on your booking page and in confirmation emails.

**B*****I*****U**

hello



#### Booking form

First name • Surname • Email address • Phone number



#### Booking confirmations and reminders

Calendar invitation • Email reminder



Select phone call in location



WED  
4

THU  
5

FRI  
6

9am

CKS APPOINTMENT

13

1910860312

20

2:30am 1911351999

BOOKABLE APPOINTMENT SCHEDULE

CKS APPOINTMENT

60 min appointments

Open booking page

Share

See all of your booking pages

Phone call

The person making the appointment will provide the phone number

hello

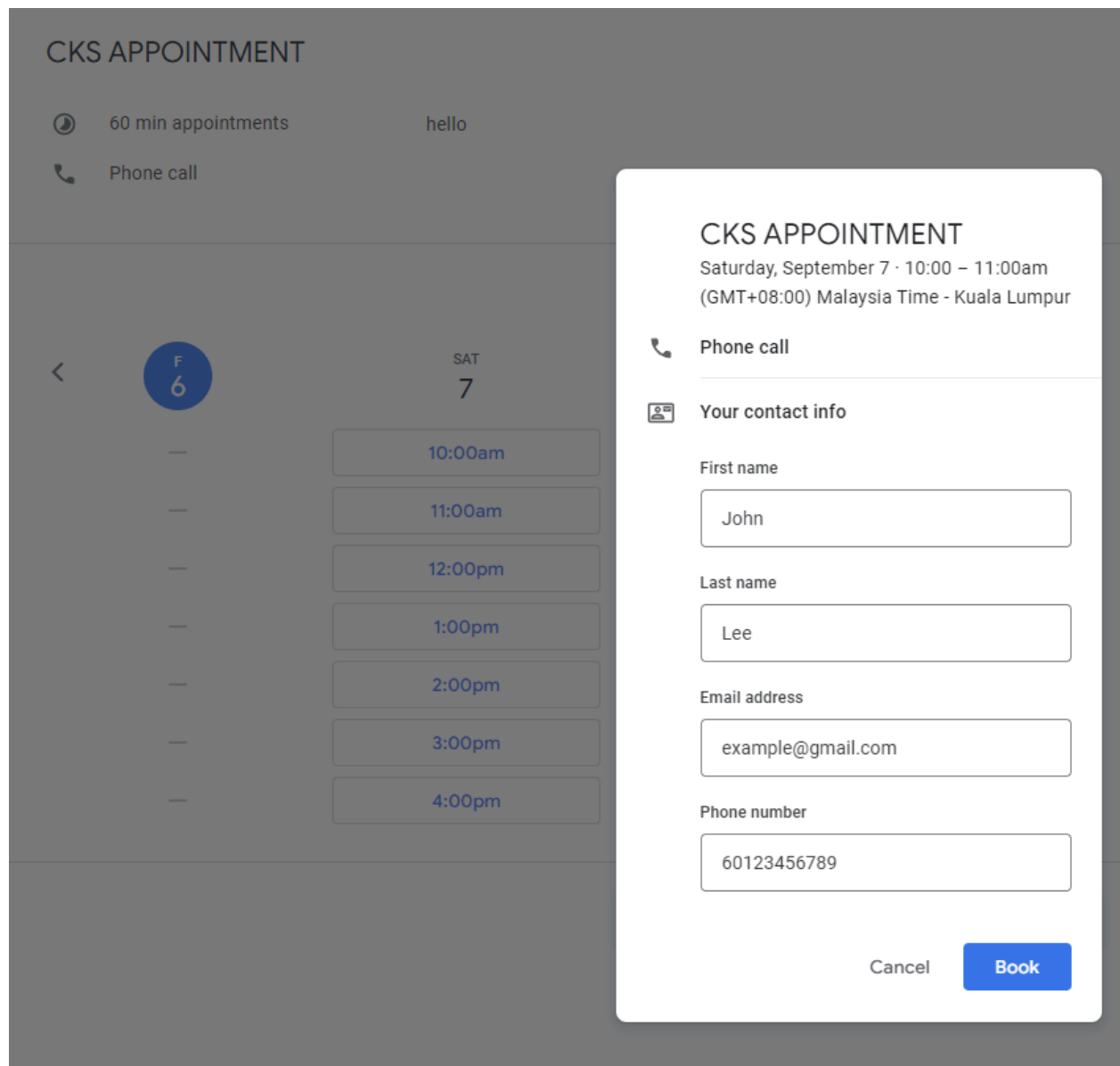
Booking form

First name · Surname · Email address · Phone number

Chong Kok Sian

Busy times on this calendar are unavailable for booking

Click open booking page



Select a time and fill up phone number

<input type="checkbox"/>	CKS APPOINTMENT (Chong Kok Sian)			confirmed	7 Sep, 9:00 AM	+60 12 345 6789	<a href="https://www.google...">https://www.google...</a>	<b>Booked by</b>...
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A new row is created in monday board

## 2) Create new task

Click on any date in calendar to create new task

NEW TITLE

Event

Task

🕒

Wednesday, 11 September 5:45pm – 6:45pm

☐ All day
 Time zone

Doesn't repeat ▾

Find a time

👤

Add guests

📺

Add Google Meet video conferencing

📍

60123456789

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B

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☰

☰

🔗

✂

my description

📎

Add attachment

📅

Chong Kok Sian ●

Busy · Default visibility · Notify 30 minutes before

More options

Save

11

● 5:45pm NEW TITLE

18

25

● 2:30am 1910660564

2

A new row is created in monday board

<input type="checkbox"/>	NEW TASK	👤	👤	confirmed	10 Sep, 4:30 PM	🇲🇾 +60 12 345 6789	https://www.google...	my description
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When the date reaches, a sms with content in description column will be send to the phone number in phone column at the time that is configured in automation