

HOW TO ADD BFN CALENDAR

Google · Apple · Outlook



betfin
network



BFN CALENDAR

All trainings, calls and events in one place

BFN calendar includes:

- trainings
- leadership cally
- events
- important dates

Once you add it:

- Everything is updated automatically
- You won't miss anything anymore.
- Do you understand what is happening

The calendar is a tool for leaders.
He who manages time, manages business.

GOOGLE CALENDAR

Step 1 – Open Google Calendar

- Go to: <https://calendar.google.com>
- Sign in to your Google account

Step 2 – Find “More Calendars”

- On the left you will find the section
- Other calendars

Step 3 – Add from URL

- Click on +
- Select From URL

Step 4 – Insert BFN calendar URL

- <https://calendar.google.com/calendar/ical/betfin.network.info%40gmail.com/public/basic.ics>
- Click Add calendar

Step 5 – Done

- The calendar will appear on the left.
- Events are automatically overwritten

Recommendation:

- Set color (gold / dark blue)
- Turn on notifications (10–30 min in advance)

2) Apple Calendar

iPhone / iPad

1. Copy the calendar URL:

<https://calendar.google.com/calendar/ical/betfin.network.info%40gmail.com/public/basic.ics>

2. Settings → Calendar → Accounts

3. Add account → Other

4. Add a calendar subscription

5. Enter URL → Confirm

Done.

Mac

1. Open the Calendar app

2. Top menu → File

3. New calendar subscription

4. Enter URL → Confirm

The calendar automatically syncs between:

- iPhone
- iPad
- Mac

3) Outlook Calendar

1. **Open Outlook – Calendar**
 2. **Click Add calendar**
 3. **Select From the web / From internet**
 4. **Enter calendar URL**
 5. **Enter a name → Import**
- Done.**

Synchronization is automatic.

Quick check If you see in the calendar:

- **trainings**
- **cally**
- **events**

→ Everything works correctly.

How to work with the calendar as a leader

1) Use the BFN calendar as a framework for the week

- Trainings = fixed points
- Plan the rest of the week around them.

2) Block time for performance, not just events

✗ “When I have time, I will do follow-ups.” ✓ “A 30–60 min block every day for follow-ups.”

3) 3 basic blocks of each builder

- Outreach – new contacts
- Follow-up – reports, care
- Education – trainings, videos

4) Recommended color system

- Gold – BFN training and calls
- Blue – your business activities
- Green – personal growth / study
- Red – family/personal time

Rule:

What is not on the calendar → does not exist.

How to work with the calendar as a leader

5) Weekly preparation (15 minutes)

Every Sunday:

- check BFN calendar
- set goals
- plan outreach and follow-ups

The calendar is not a limitation.

The calendar is freedom.

Who keeps track of time:

- has peace
- has consistency
- grows faster