How to Sync your Google Calendar

https://www.star.hawaii.edu/appointment-advisor/login.jsp
How to Sync your Google Calendar to Balance Calendar

Login to Balance Administrator. Click [cog menu] and click Google Calendar. Click the Sign In button.

Enter the email address and click the Next button.
Login with your UH Username and Password.

Click the Allow button.
Select the Calendar you’d like to sync (this is because some users have more than 1 google calendar) and then click the **Apply** button.

To change to a different calendar or re-sync, select the calendar and click the **Sync** button.
Below is an example of what a Google Calendar event looks like on the Balance Calendar.

Note:
- **All day reminders** (i.e., birthday or vacation) will block the availabilities in Student Balance.
- Making an event on Google calendar (i.e., lunch or meeting) will remove the availability slots in Student Balance.
- User can sync up to 3 months of future events and view 60 days of past events.
- Changing to a different calendar or unsyncing will delete the Google Calendar data.
- If the event goes into the next day (i.e., start at 5 pm one day, and goes on until 12 pm the next day), then the event will not sync to Balance. Please create two different events.
Contact Us

starhelp@hawaii.edu

PH: (808) 956-4036