

Calendar Syncing

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See your Pipeline task due dates right inside the calendar you already live in — Google, Apple, Outlook, or any app that takes a subscription link.

Introduction

Your week lives in one calendar and your deadlines live somewhere else. That's fine right up until the two disagree, and the appointment you can see wins over the task you'd have to go and look up.

Calendar syncing closes that gap. You copy a subscription link from your *Tasks* page, add it to whatever calendar you already use, and your Pipeline due dates start showing up alongside the rest of your day, on your desktop and on your phone. It's a live feed rather than a one-time export, so the calendar keeps itself current as dates move. And it runs one way: Pipeline sends the dates out, and nothing you do in your calendar comes back.

The difference between knowing a date is coming and finding out on the day is usually just where the date is written down, and now it's written down where you already look. You choose how much crosses over, everything on your *Tasks* page or only what a particular search returns, so a calendar stays readable instead of filling up with work that isn't yours to do.

How It Works

Syncing is a subscription. You grab a calendar link from Pipeline once, add it to your calendar app, and your tasks appear there automatically from that point on.

Sync Everything or Just What Matters

Copy the link with no filters on and your calendar shows every task you're allowed to see. Prefer a leaner feed? Search or filter your task list first — by Key Date tasks, your @ Tasks, agent-checked tasks, status, or due-date range — then copy the link, and only those tasks sync.

Works With Your Calendar App

The link works with Google Calendar, Apple Calendar (iCal), Outlook, or any calendar that accepts a subscription URL. You add it using your app's "subscribe from URL / web" option.

Stays Current on Its Own

Once you've subscribed, your calendar app handles the updates. New tasks arrive and completed tasks drop off in the background — no re-copying the link. How often it refreshes depends on the calendar app you use.

Sync Your Tasks to a Calendar

Copy your Pipeline calendar link and subscribe to it in your calendar app.

Who Can Do This: Anyone can sync tasks they have permission to view on the Tasks page.

To sync your tasks to a calendar:

1. Click [Tasks] from the top menu to open the Tasks page.
2. Optionally, search or filter your tasks to narrow what syncs (for example, Key Date tasks, your @ Tasks, or agent-checked tasks).
3. Click [Sync Tasks]. Pipeline copies the calendar link (an `.ics` subscription link) to your clipboard.
4. In your calendar app, find the option to add or subscribe by URL, paste the copied link, and save.

Your Pipeline tasks appear in your calendar and refresh there on their own.

Stop Syncing Your Tasks

Unsubscribe from the Pipeline tasks calendar in your calendar app.

Who Can Do This: Anyone who previously synced their tasks.

To stop syncing your tasks:

1. Open the calendar app where your Pipeline tasks are synced.
2. Find the subscribed calendar — it's named "Pipeline Tasks," or whatever name you gave it.
3. Use your calendar's remove or unsubscribe option, and confirm if prompted.

Once you remove it, your Pipeline tasks stop showing up in that calendar.

Get a Contract Date onto Your Calendar

What crosses over is tasks, and what makes a task cross over is its due date. A closing, an option deadline, an inspection date — if it lives only in a field on the transaction, there's no task carrying it, and nothing about it reaches your calendar. Giving that date a task on the checklist is what puts it in the feed.

A due date is what puts a task on your Tasks page, into your reminder emails, and onto your calendar — and taking it back off is how you quiet a task you no longer need.

See [Task Due Dates](#)

Calendar Syncing FAQ

Syncing subscribes your calendar app to your Pipeline task due dates, so they stay current without extra clicks. Answers to the common questions about which calendars work, syncing to Outlook on the web, and syncing only some tasks. See [Calendar Syncing FAQ](#).
