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 appointments live in one calendar and your deal deadlines live in Pipeline. When a due date shows up only on the *Tasks* page, it's easy to miss on a day that's already full.

Calendar syncing puts your Pipeline tasks in the calendar you already use. You copy a link from the *Tasks* page once, add it to your calendar app, and your task due dates show up next to everything else, on your computer and on your phone. It runs one way, from Pipeline to your calendar. New tasks appear and finished ones drop off without copying the link again.

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

Frequently Asked Questions

Which calendars can I sync my tasks to?

Google Calendar, Apple Calendar (iCal), Outlook, or any app that accepts a subscription link. You add the link Pipeline gives you using your calendar's "subscribe from URL / web" option.

How do I sync my tasks to Outlook on the web?

Copy the link from Pipeline, then subscribe to it in Outlook. Click [Sync Tasks] on the Tasks page to copy the link. In Outlook on the web, go to Calendar, click [Add Calendar], choose [Subscribe from web], paste the link, name the calendar, and save. Your Pipeline tasks will then appear in Outlook.

Why doesn't clicking the Outlook link sync my tasks directly on the web?

Direct-open is for the Outlook desktop app. For Outlook on the web, copy the link instead and add it through [Add

Calendar] → [Subscribe from web].

Can I sync only some of my tasks instead of all of them?

Yes. Search or filter your task list first — by Key Date tasks, your @ Tasks, agent-checked tasks, status, or due-date range — then click [Sync Tasks], and only the tasks in that filtered view will sync.

Do completed tasks disappear from my calendar, and how often does it update?

Yes — completed tasks drop off and new ones are added automatically. Your calendar app refreshes the feed in the background. How often that happens depends on the app you use.

How do I stop syncing my tasks?

Unsubscribe from the "Pipeline Tasks" calendar in your calendar app. Open your calendar, find that subscribed calendar, and use its remove or unsubscribe option. Your Pipeline tasks then stop showing up there.