Get Your Pipeline Deadlines Onto Your Own Calendar

Last Modified on 09/04/2026 11:09 am EDT

Pipeline syncs tasks, not transaction dates — which is why your closings never showed up. Turn each date into a task and your whole deal calendar follows.

Introduction

You typed the close date on the transaction. You subscribed to the Pipeline calendar. And the closing isn't there. Nothing is broken, and nothing is switched off. The feed carries a different kind of thing than the one you were looking for.

What travels to a calendar is a *task*: something with a due date, an owner, and a name someone can act on. A date sitting in a field on a transaction is data about the deal, not a commitment on anyone's day, so Pipeline doesn't put it on a calendar. The move is to make each milestone you care about a task, let its due date count off the transaction's own date, and let the sync carry it from there.

The second half of this job is scope, and it's the part people get wrong twice. The calendar link inherits whatever is on screen when you copy it. What you filter to is what you get, and an unfiltered link on an admin's account means every task in the office lands in their personal calendar.

When to Use This

- Your close dates and inspection dates never appear in Google Calendar, even though the transaction clearly has them.
- You subscribed and got every task in the brokerage instead of your own handful.
- You're the broker and you want one calendar showing every agent's deadlines.
- You only want the milestones on your calendar — closings, inspections, expirations — not every document you're chasing.
- Your Pipeline calendar link keeps opening in the wrong app.

Why This Isn't a Setting You're Missing

Almost everyone arrives at this looking for a checkbox: something on the transaction, or in their profile, that says *sync my dates*. There isn't one, and the absence isn't an oversight. A close date can move three times before it's real, it belongs to the deal rather than to a person, and half the offices reading this have four people who'd need it. As a calendar event, it has no owner and no reliable time.

A task has both. Give the closing a task and it suddenly has a name someone reads, a person it belongs to, and a due date that recalculates when the closing moves — and every piece of Pipeline that watches tasks picks it up at once: the Tasks page, the daily reminder email, and the calendar feed. So the work here isn't finding a hidden setting. It's deciding which dates matter enough to be somebody's task.

1. Make the Milestone a Task

Start on the checklist template your deals already use and add a task for each date you want to see on a calendar — *Close*, *Inspection*, *Financing Contingency*, *Listing Expires*. Name it the way you'd want to read it at a glance on a Tuesday morning, because that name is exactly what your calendar will show.

The tasks on a checklist are the documents to collect and the steps to finish on a transaction.

See Document Names or Tasks to Track

2. Let the Task's Due Date Follow the Transaction's Date

Don't type the date. Set a relative due date on the template built off the transaction's own Close, Acceptance, Listing, or Expiration date, and Pipeline works out the real date on every deal the checklist touches. That's what keeps the calendar honest: when a closing slides two weeks, the task moves with it and so does the calendar entry — no one edits anything.

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

3. Flag the Ones That Are Real Milestones

If you want a calendar of closings and inspections rather than a calendar of paperwork, mark those tasks as key dates. The flag is what lets you pull the milestones out as their own set later, which is the difference between a useful calendar and one you stop looking at.

Mark a task as a key date and its deadline flows onto coversheets, calendars, and your emails.

See Key Dates

> The flag isn't what makes a task sync — any task with a due date already reaches the feed. What the flag buys you is the ability to filter down to milestones before you copy the link.

4. Filter the Tasks Page Before You Copy the Link

This is the step that decides what you actually get, and it happens *before* you touch your calendar app. Open the Tasks page and narrow it to the set you want to live with: **@ Tasks** for the ones you've been @mentioned on, your own name, a single agent, key dates only, a due-date range. The link picks up whatever the page is showing.

Narrow the Tasks page to an exact set — search by task or transaction name, then filter by @mention, agent, due date, status, and more.

See Tasks Search

> The brokerage-wide calendar is the exception that trips people up: to get every agent's deadlines onto one calendar, an admin who can view all those transactions has to copy the link with *no* filters applied at all. Any filter narrows it — there's no "all agents" filter to select.

5. Point Each Person at Their Own Slice

Everyone syncing the same unfiltered feed is how a good idea dies in week two. Give each person a filter that's genuinely theirs — @mention them on the template task and they can sync their @ Tasks view and nothing else. A role works as well as a name, so an @mention aimed at your coordinators reaches whoever holds that role.

Type @ and a name to highlight a task for the person who owns it, right where they'll look.

See Task @Mentions

> Task visibility is already doing some of this work for you. An agent's feed can only ever carry tasks they're allowed to see, so a template with admin-only tasks on it never puts those in an agent's calendar.

6. Subscribe Your Calendar to the Link

With the page filtered the way you want it, copy the calendar link and add it in your calendar app using its subscribe-from-URL option. From then on it's a live feed rather than a copy — new tasks appear, completed ones drop off, and a date you change in Pipeline changes there too.

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.

See Calendar Syncing

> Give it a day before you judge it. The first sync can take up to 24 hours to fill in, and after that the refresh rhythm belongs to your calendar app — Google, for instance, re-checks roughly twice a day. If the link opens in the wrong app, set your preferred calendar as the default for `.ics` files, or paste the link into Outlook's own *Add Calendar → From Internet* option instead.