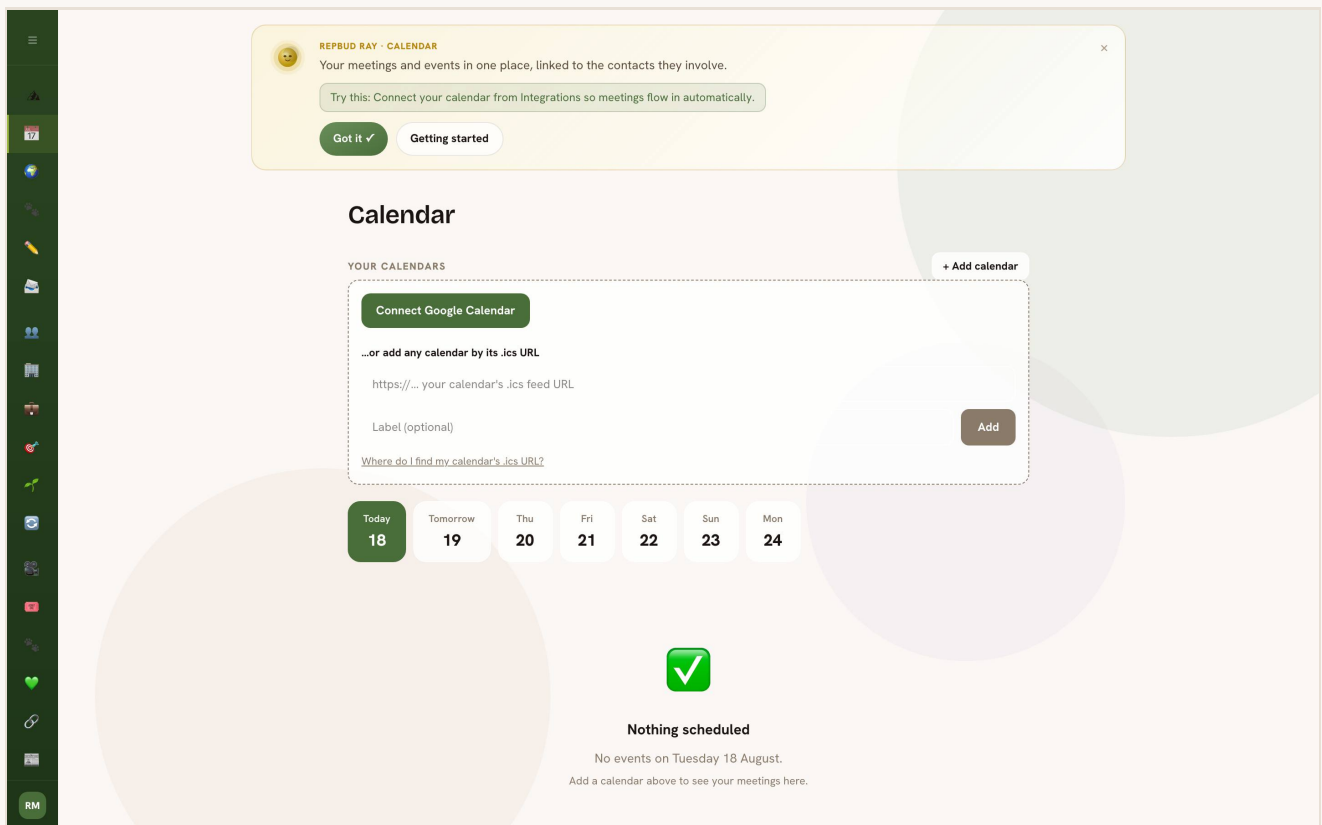


Calendar & meeting matching

Connect a calendar once, and your day lines up here — each meeting matched to the right contact, ready to prep and log.

Covers /dashboard/calendar · for rep, dmc



The screenshot shows the RepBud Calendar interface. At the top, a yellow notification box titled "REPBUD RAY · CALENDAR" states: "Your meetings and events in one place, linked to the contacts they involve." It includes a link "Try this: Connect your calendar from Integrations so meetings flow in automatically." and two buttons: "Got it ✓" and "Getting started". Below this is the "Calendar" section. It features a "YOUR CALENDARS" area with a "+ Add calendar" button. A dashed box contains a "Connect Google Calendar" button, a text input field for "https://... your calendar's .ics feed URL", an optional "Label" field, and an "Add" button. Below the input fields is a link "Where do I find my calendar's .ics URL?". Underneath is a "day strip" with buttons for "Today 18", "Tomorrow 19", "Thu 20", "Fri 21", "Sat 22", "Sun 23", and "Mon 24". At the bottom, a green checkmark icon is followed by the text "Nothing scheduled" and "No events on Tuesday 18 August. Add a calendar above to see your meetings here." A vertical sidebar on the left contains various icons, including a calendar icon, and a button labeled "RM" at the bottom.

The steps

01 Open the Calendar

From the sidebar, open Calendar. The day strip across the top runs from Today through the week — tap a day to jump to it.

02 Connect a calendar

Under Your calendars, add one in seconds: Connect Google Calendar, or paste any .ics feed URL — your Google secret iCal address, Outlook, Apple or a shared team calendar. Add as many as you like.

03 Your day fills in

Once connected, your meetings appear in the day view. The header counts the day — how many meetings, and how many RepBud matched to someone in your network.

04 Matched to your contacts

When a meeting names someone you know, RepBud shows the matched contact and their company, with a View link to their full record.

05 Company & soft matches

No specific person named? RepBud matches the company instead (e.g. an all-day "Northwind Voyages" block). A lone first name is flagged — "Matched on first name — tap to confirm" — so you stay in control.

06 Generate meeting prep

Open a matched event and tap * Generate meeting prep. RepBud reviews your history with that contact and gives you a short brief before you walk in.

07 Log it in one tap

After the meeting, tap Log meeting. It saves to that contact's timeline, so your record stays current without retyping.

08 Keep it tidy

Refresh re-syncs every connected calendar; the x removes one. Match, prep, log — straight from the calendar. RepBud is designed to assist, not replace, your professional judgement.

Next: Send meeting follow-ups

Questions

Which calendars can I connect?

Connect Google with one tap, or paste an .ics feed URL — that covers Google (its secret iCal address), Outlook/Microsoft 365, Apple iCloud and shared team calendars. You can connect more than one.

Where do I find my calendar's .ics URL?

In Google: Calendar -> Settings -> your calendar -> "Integrate calendar" -> copy the *Secret address in iCal format*. The "Where do I find my .ics URL?" link on the page lists Outlook and Apple too.

How does RepBud match a meeting to a contact?

It looks first at attendee email, then a full name in the title, then a single unambiguous first name, and finally a company name — as precise as the meeting details allow.

What happens when I log a meeting from the calendar?

It's saved to the matched contact's timeline with the meeting date, so it shows in their history and feeds your follow-ups — no separate data entry.

Is my calendar data shared with anyone?

No. Your calendar is read-only and private to your account; you can remove any connected calendar at any time with the x.