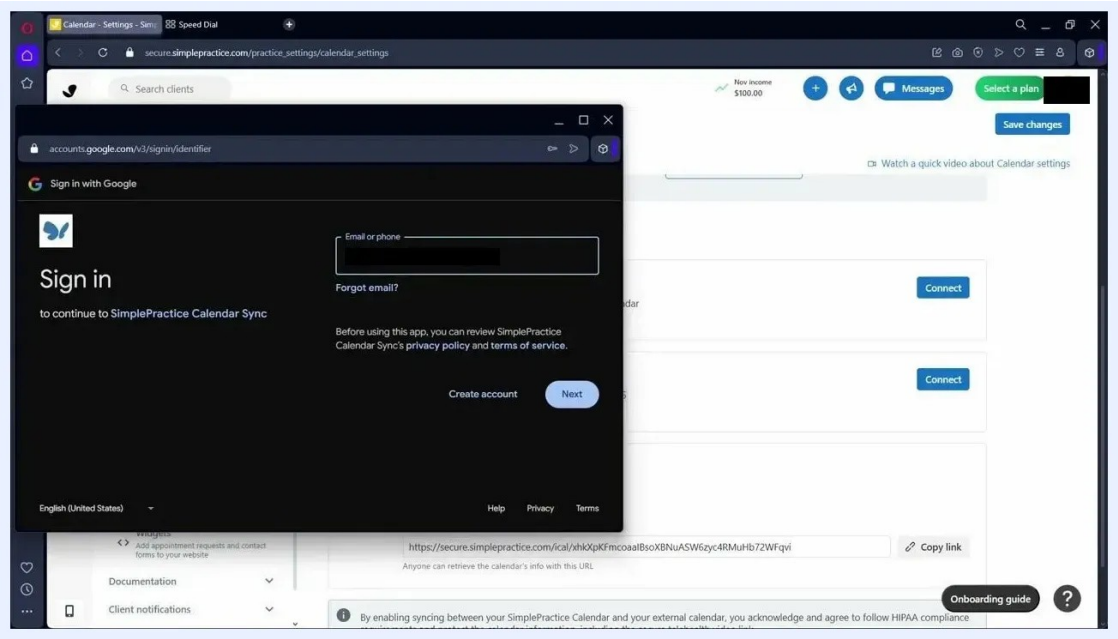
How to sync your calendar with Google Calendar in SimplePractice

This guide shows you how to sync your calendar with Google Calendar in SimplePractice. You connect your Google account from the Calendar settings, grant access, and save the connection. Your SimplePractice appointments then appear in a "Simple Practice" calendar in Google Calendar. The guide also covers how to verify the sync and what to check if appointments don't appear.



Google sign-in window with email and password fields for SimplePractice Calendar Sync

Prerequisites

Before you start, make sure you have:

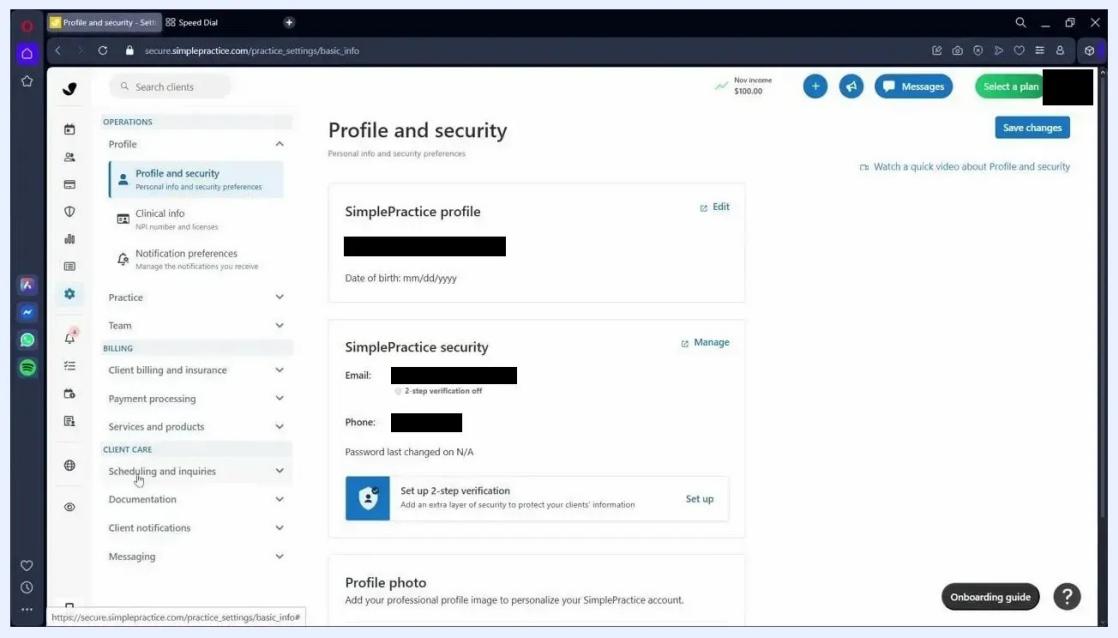
- Your SimplePractice login credentials
- The Google account you want to connect
- A web browser that allows the Google sign-in pop-up for SimplePractice

Open the Calendar settings in SimplePractice

1. Log in to your SimplePractice account

Open your web browser and go to the SimplePractice login page. Enter your credentials and sign in.

After you log in, the main dashboard shows a calendar view of your appointments. The left sidebar includes **Calendar**, **Clients**, **Billing**, **Insurance**, **Analytics**, **Activity**, and **Settings**.

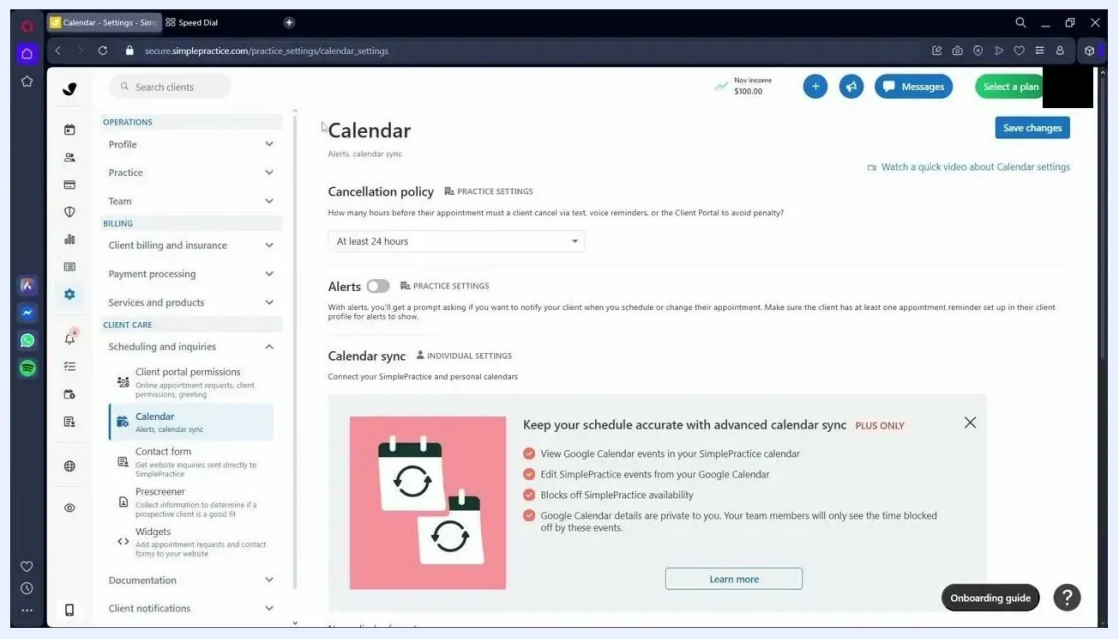


SimplePractice dashboard with the calendar and sidebar navigation visible

2. Go to Settings, then Calendar

In the left sidebar, click **Settings** (the gear icon).

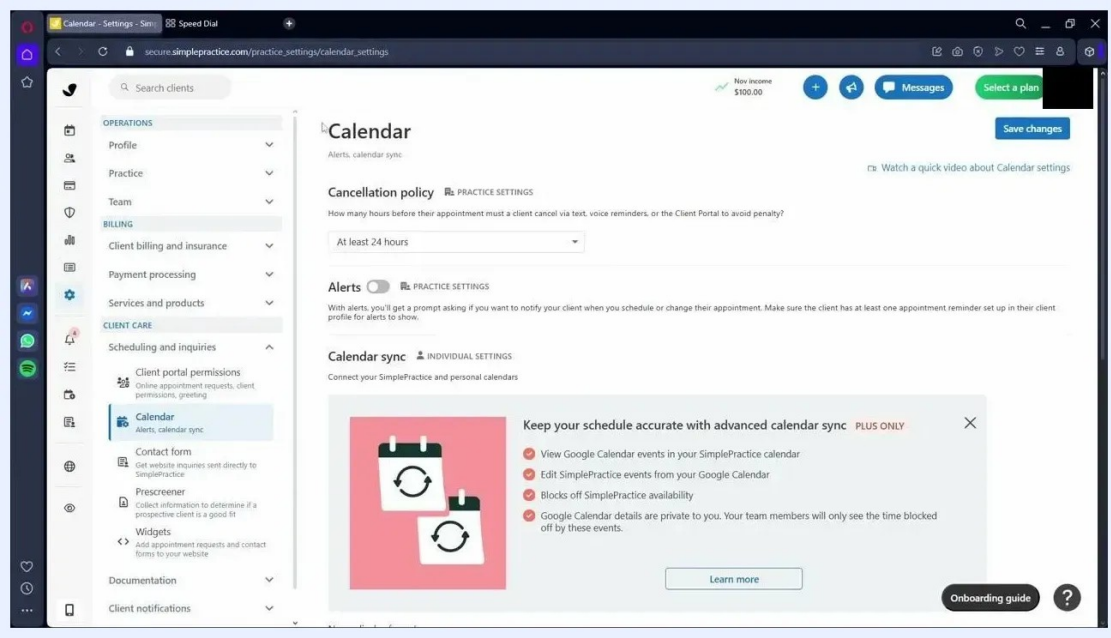
In the Settings menu, find the **Client Care** section and expand **Scheduling and Inquiries**. Then select **Calendar**. This section manages connections to external calendars, including Google Calendar.



Cursor hovering over the Settings option in the SimplePractice sidebar

3. Find the Google Calendar integration

On the Calendar settings page, scroll to the **Google Calendar** option. Click **Connect** next to Google Calendar to start the integration.

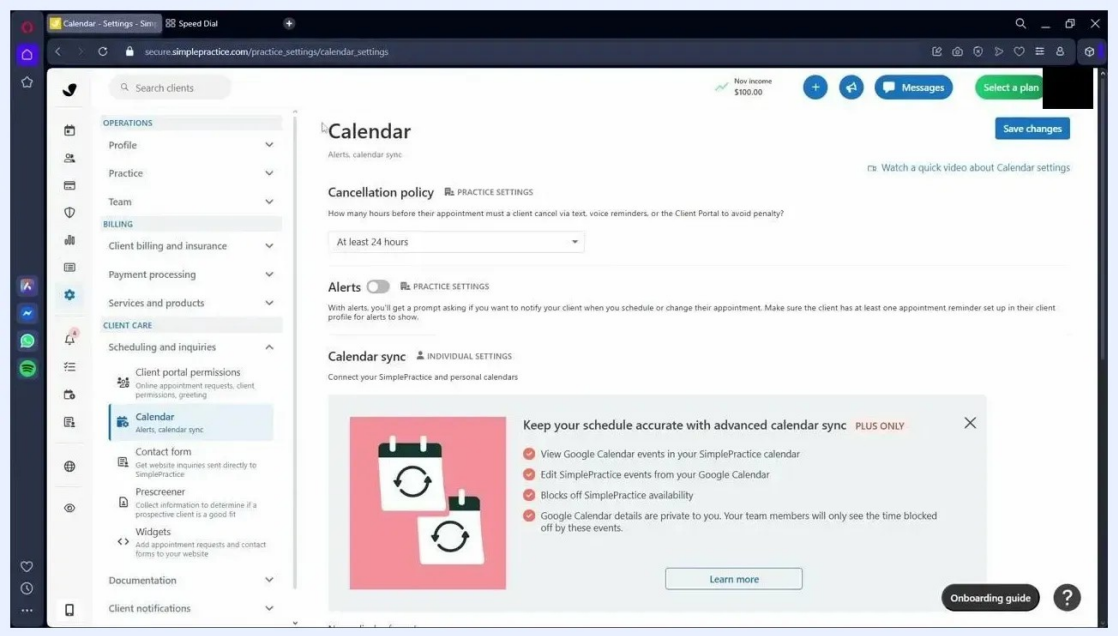


Calendar settings page showing the Google Calendar integration with the Connect button

Connect your Google account

4. Sign in to your Google account

A Google login pop-up appears. Choose the Google account you want to connect, or click **Use another account** to sign in with a different one.



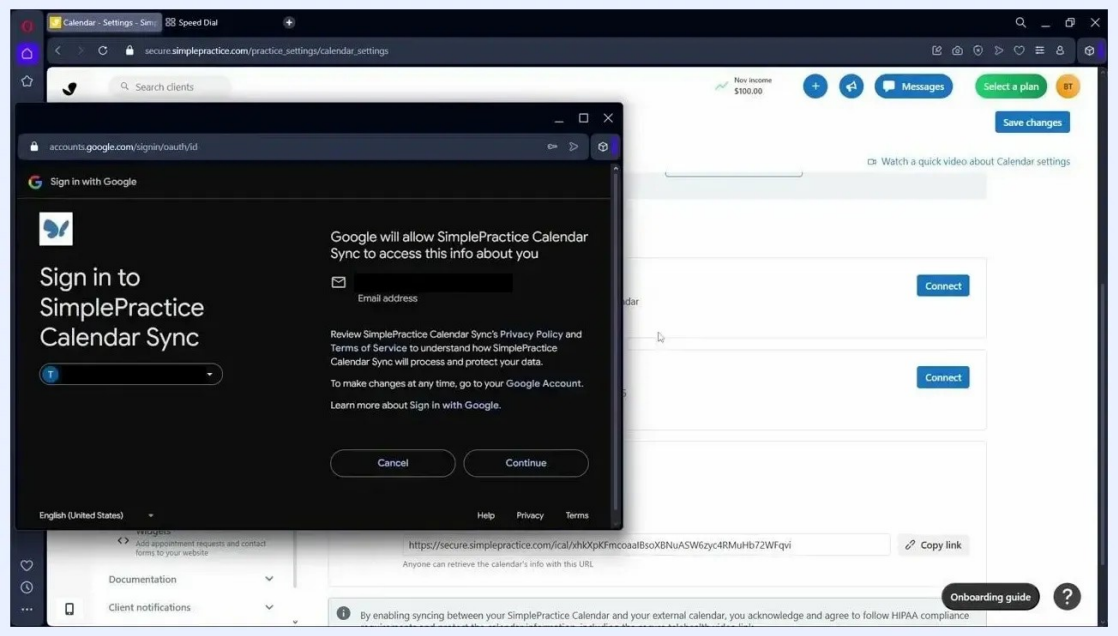
Google account chooser pop-up for SimplePractice Calendar Sync

If prompted, enter your email address and click **Next**. Then enter your password and click **Next** again.

5. Grant SimplePractice access to your Google Calendar

Review the permissions that SimplePractice requests. Click **Allow** or **Continue** to give SimplePractice the access it needs to sync your schedule.

This step uses Google's secure authorization flow. You can revoke this access later from your Google account settings if needed.



Google authorization window requesting access for SimplePractice Calendar Sync

6. Save the connection in SimplePractice

After you approve access, return to the SimplePractice Calendar settings page. Click **Save** to complete the integration. This finalizes the connection between SimplePractice and your Google Calendar.

Verify the sync

7. Find the "Simple Practice" calendar in Google Calendar

Look for the "Simple Practice" calendar in Google Calendar:

- **On the web:** Find **My Calendars** in the left sidebar of Google Calendar.
- **On mobile:** Look for the "Simple Practice" calendar in your calendar list or in the app's settings.

8. Wait for the initial sync

Your SimplePractice appointments begin to appear in the "Simple Practice" calendar. The first sync may take a minute, especially if you have many events.

9. Make sure the calendar is visible

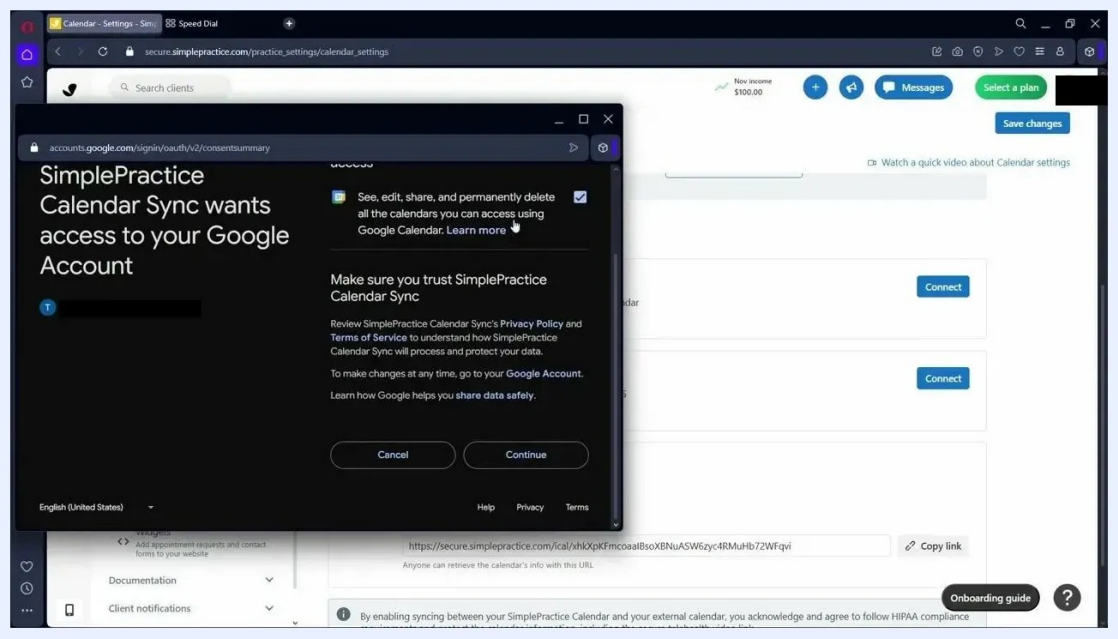
In Google Calendar, check that the checkbox next to "Simple Practice" is selected. Events appear only when this box is checked.

Troubleshoot your SimplePractice Google Calendar sync

10. Refresh Google Calendar

If appointments don't appear right away, refresh Google Calendar:

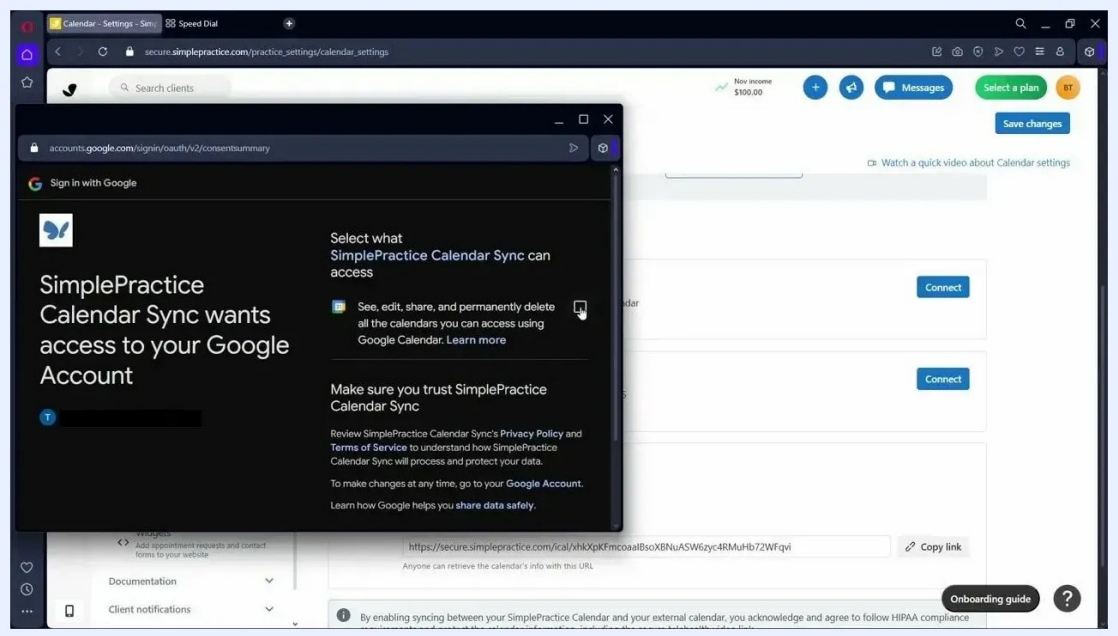
- **On the web:** Click the refresh button in your browser or within Google Calendar.
- **On mobile:** Pull down to refresh, or restart the app.



Google authorization window with the permission to see, edit, share, and permanently delete all calendars you can access using Google Calendar checked and the Continue button visible

11. Check that you're viewing the correct Google account

Confirm that you're logged in to the Google account you connected to SimplePractice. If you have multiple Google accounts, switch to the correct one in Google Calendar.



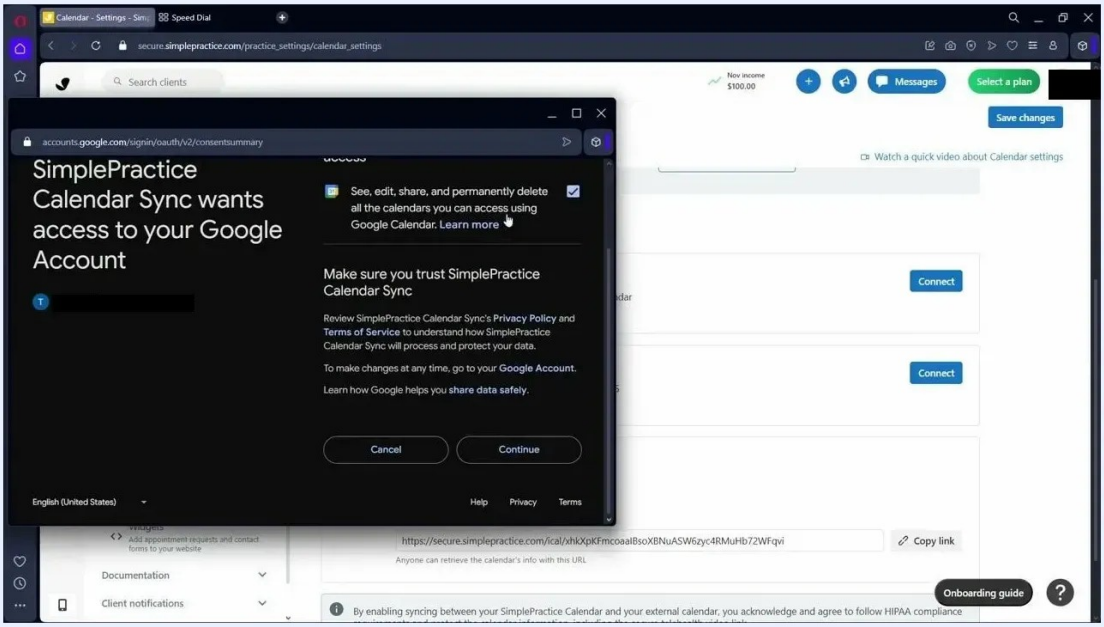
SimplePractice Calendar settings page showing Google Calendar, Microsoft 365, and Apple Calendar integration options

12. Check for browser pop-up blockers

Confirm that your browser didn't block the Google sign-in pop-up during setup. If it did, allow pop-ups for SimplePractice and repeat the connection process.

13. Monitor sync progress

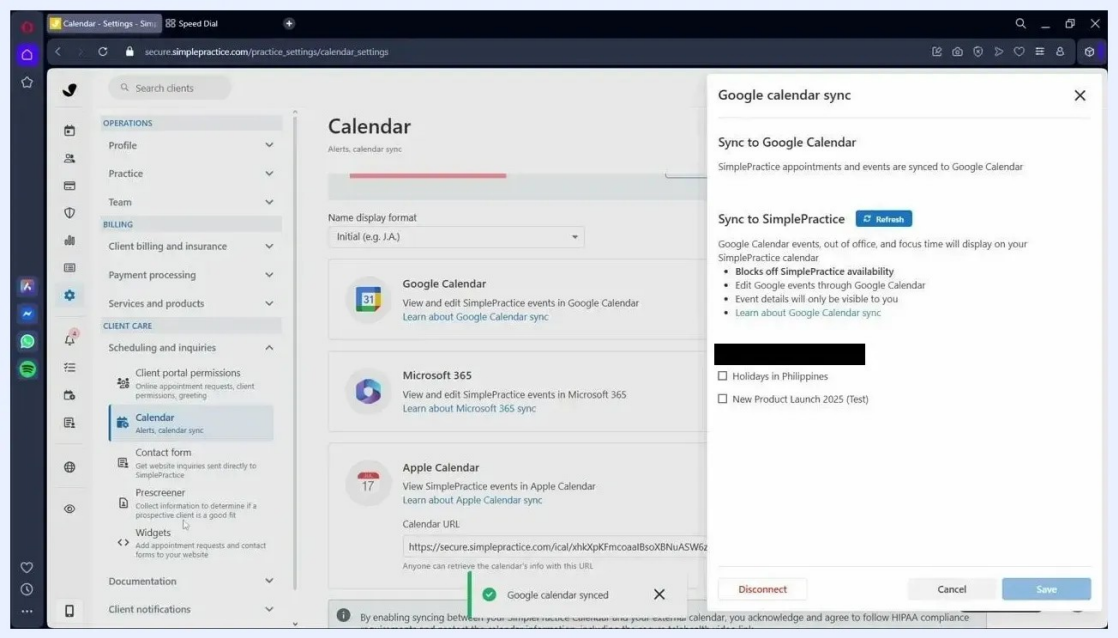
If syncing is still in progress, SimplePractice displays the message "Syncing in progress... This may take several minutes." You can close the message and keep using SimplePractice while the sync completes.



SimplePractice Calendar sync panel showing the "Syncing in progress..." message

14. Review and manage your sync settings

To adjust the connection or manage which calendars sync, return to the Calendar section in SimplePractice Settings. You can disconnect or refresh the sync as needed.



SimplePractice Calendar sync panel showing the sync status, the connected Google account, and options to sync additional calendars or disconnect

Summary

When you sync your calendar with Google Calendar in SimplePractice, your appointments appear in the "Simple Practice" calendar in Google Calendar. If you need to adjust or troubleshoot the connection, return to the Calendar section in SimplePractice Settings at any time.

What's next

- Check that the "Simple Practice" calendar is visible in Google Calendar on both web and mobile.
- Return to **Settings** > **Calendar** to manage or disconnect the sync when you need to.