How to Manage and Transfer Secondary Calendars in GAT Flow

Calendar Audit & Management · https://gatlabs.com/knowledge/tech-tips/transfer-secondary-calendars-gat-flow/

Transfer Secondary Calendar Ownership in GAT Flow

Google Workspace links secondary calendar lifecycles to their owner's account status, which can put shared calendars at risk when an employee leaves the organization.

GAT Flow allows administrators to manage and transfer secondary calendar ownership across their Google Workspace domain.

Unlike primary calendars tied directly to a user's identity, secondary calendars are often created for projects, departments, or shared resources. GAT Flow provides targeted ownership management through the following capabilities:

- **Targeted Asset Reassignment:** Transfer individual secondary calendars between users in your organization without affecting primary calendars or user accounts.
- **Zero-Interruption Transfers:** Reassign ownership directly without sending email notifications or requiring recipient confirmation.
- **Full Administrative Control:** Update the underlying **Data Owner**, transferring calendar management and access rights to the designated user.

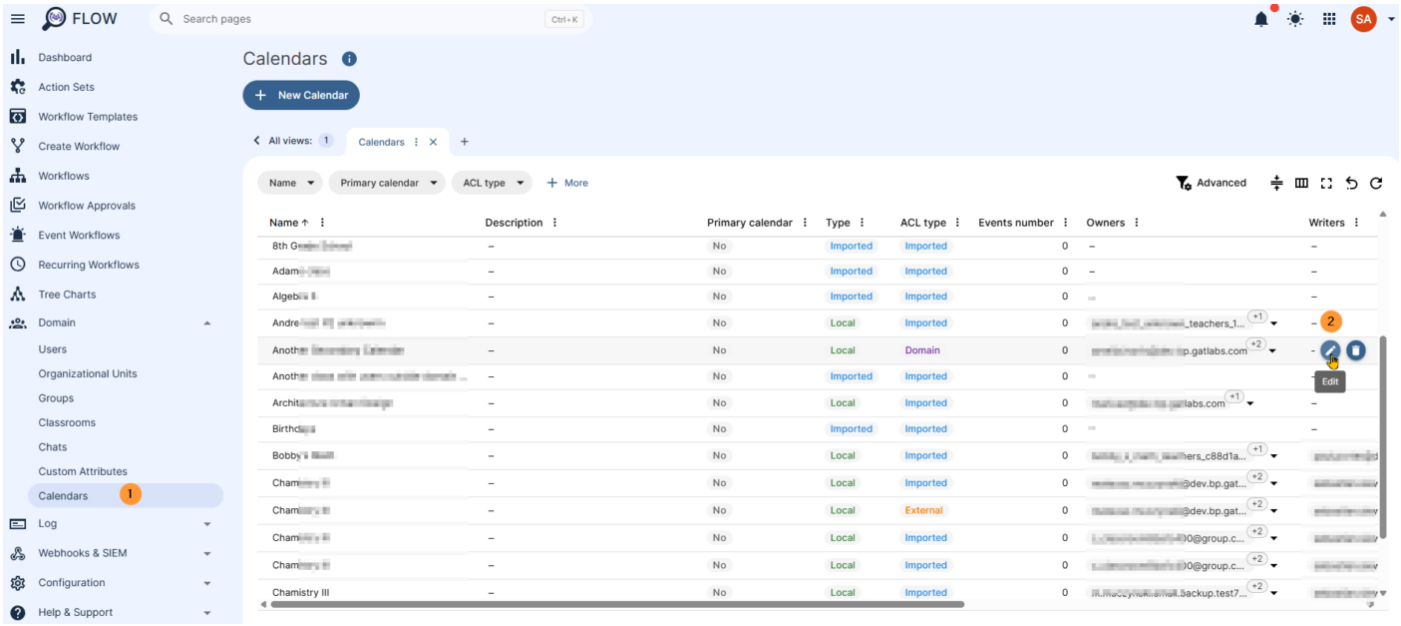
Administrators can transfer secondary calendars individually or use GAT Flow workflows to transfer multiple calendars during employee offboarding.

Update calendars and change the data owner

First, navigate to **GAT Flow > Domain > Calendars.**

Next, search for and select the calendar you want to update.

Then, hover over the calendar and click the pencil icon (2) on the right to edit it.



Transferring Data Ownership (Manual / Single Calendar)

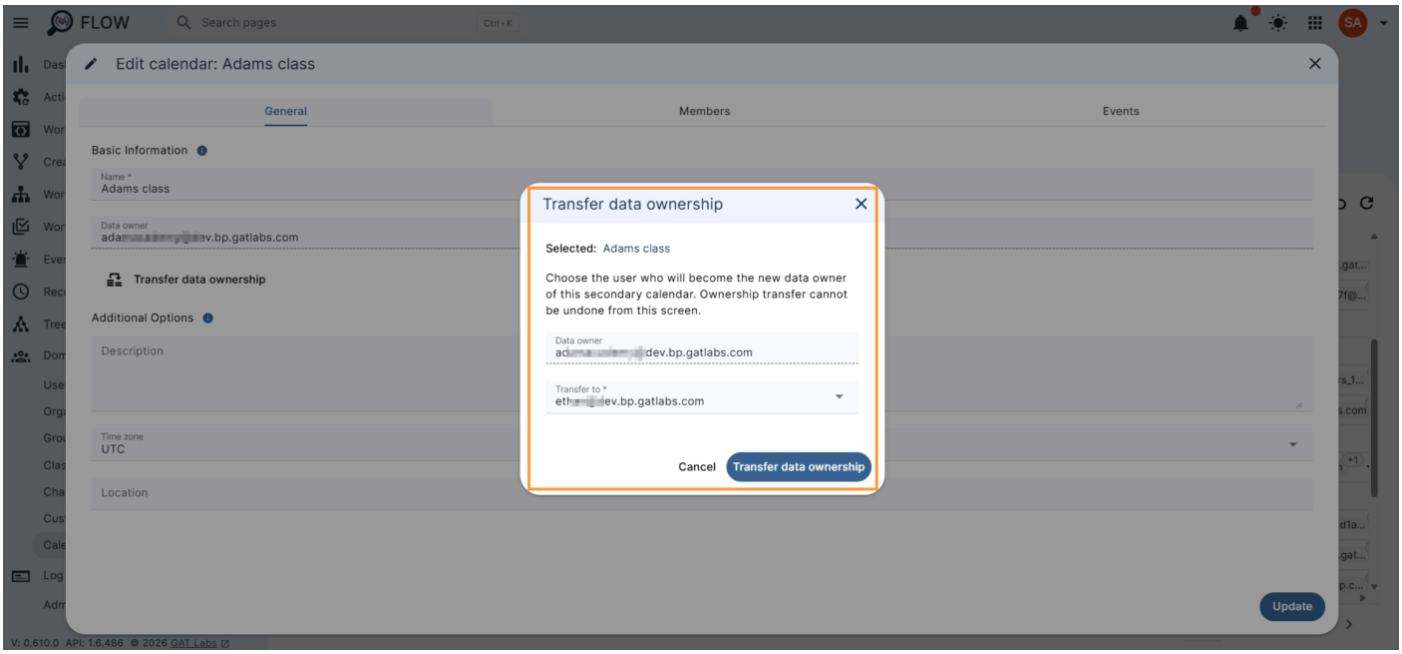
To reassign a specific calendar to a new user:

- In the edit view, locate the **Data owner** field and click **Transfer data ownership**.
- A pop-up window will appear asking you to choose the target recipient.
- **Select New Owner:** Choose the user who will become the new owner of the secondary calendar.
  - **Note:** Ownership transfer cannot be undone from this screen.
- Click **Transfer data ownership**.

Result: The secondary calendar ownership is updated instantly, and the new owner gains full administrative control over the calendar and its events.

Imported Calendars Note:

- **Imported calendar** - If a calendar was **imported** from an external source, it lacks a local domain owner. For these calendars, editing and ownership transfers are disabled, and an explanatory message will be displayed in the interface.
- **Primary calendars** - The primary calendars do not have a data owner, and therefore the data owner cannot be changed



Result

As a result of the change, the data ownership will be changed to the new user.

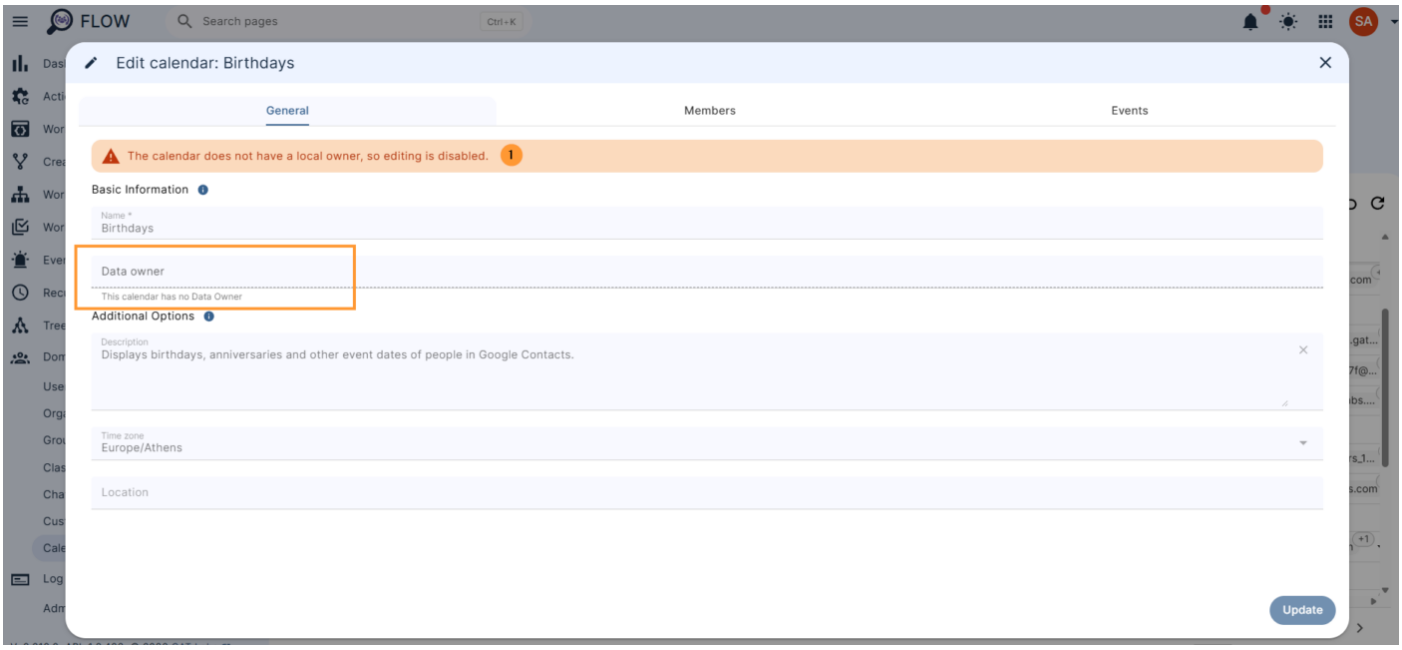
You will see the result right away.



Imported calendars

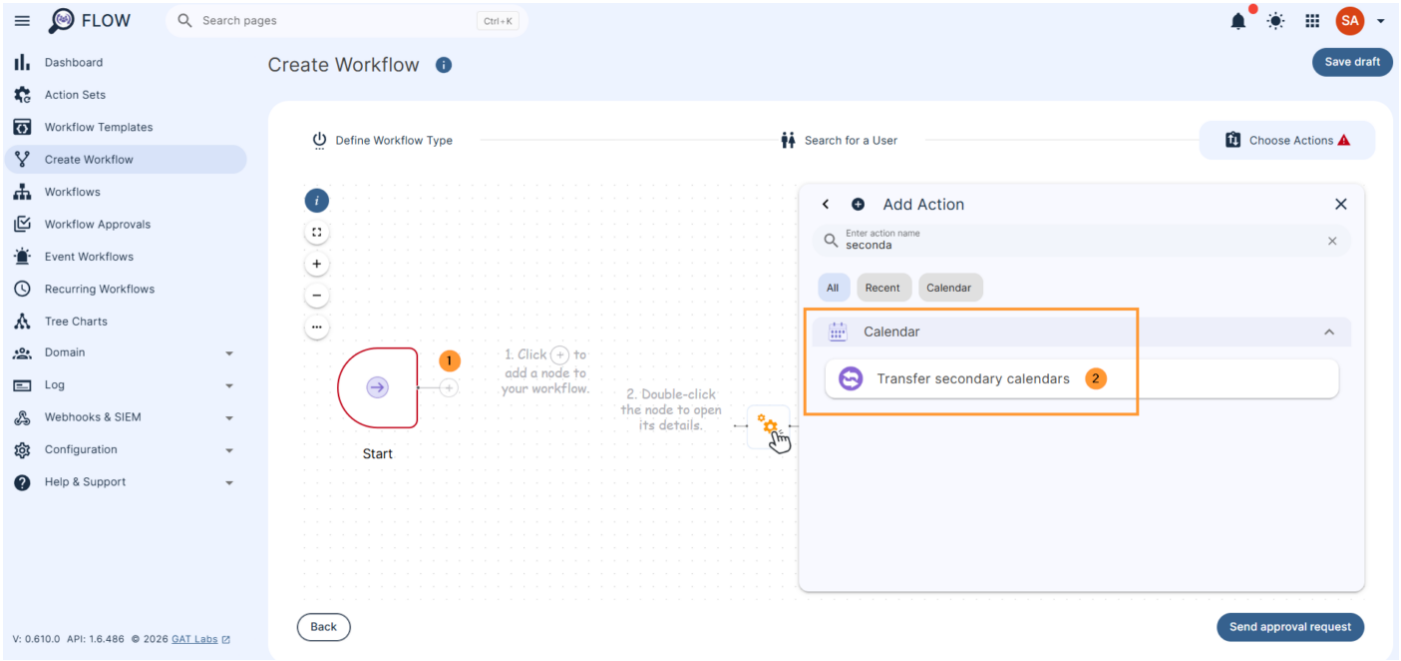
When the calendar is imported, the calendar does not have a local owner, so editing is disabled.

An appropriate message will be displayed



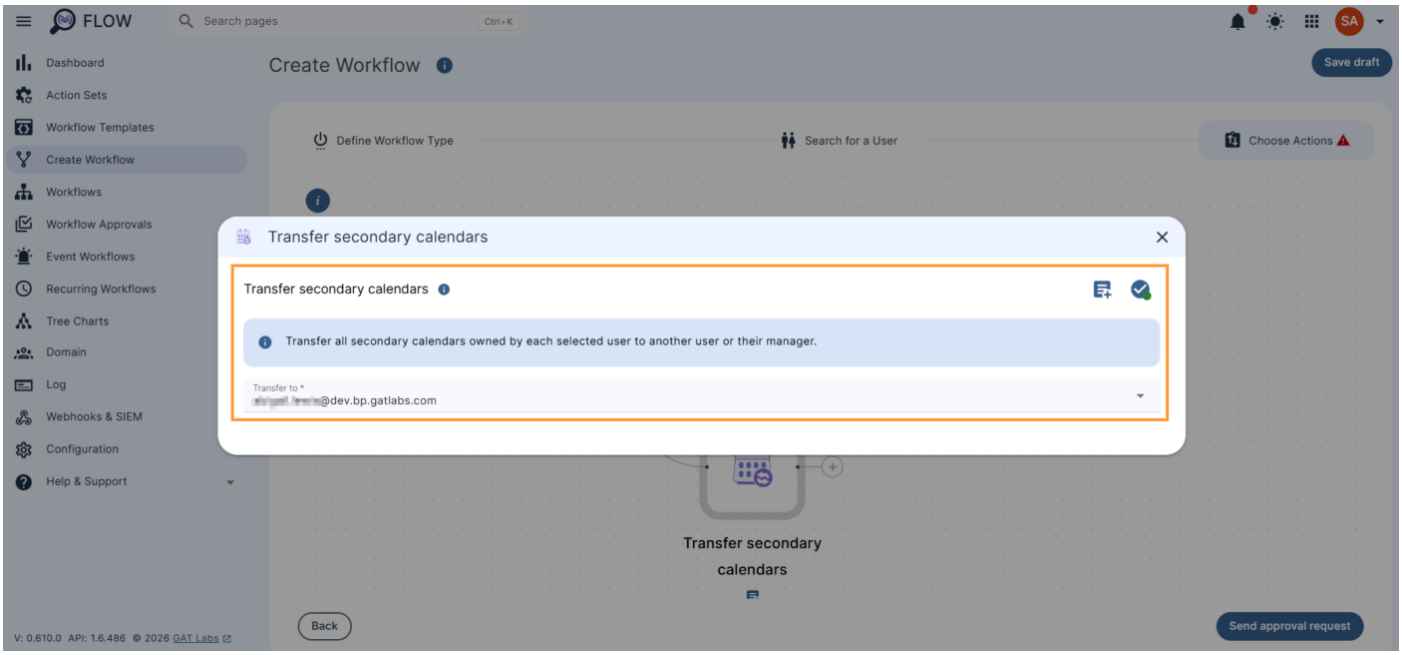
Transfer secondary calendars action

For bulk reassignments or offboarding procedures, GAT Flow provides a dedicated workflow action: **Transfer secondary calendars.**



- **Setup:** Create an Onboarding, Offboarding, Event-based, or Recurring workflow in GAT Flow.
- **Add Action:** Under **Choose actions**, search for and select **Transfer secondary calendars**.
- **Configure Target:** Specify the recipient (e.g., a specific user or the target user's Manager).
- **Execution:** When triggered, this action transfers **all** secondary calendars owned by the target user(s) to the selected recipient or manager.

This will **transfer all secondary calendars owned by each selected user to another user or their manager.** (whoever is selected)



Result for suspended users

This automated action **will not execute for suspended** Google Workspace users. Ensure transfers are scheduled prior to account suspension.

Conclusion

Leveraging Google's updated Calendar API within GAT Flow turns calendar governance from a messy operational hurdle into a seamless, automated process.

By removing the risk of orphaned schedules and streamlining offboarding procedures, your organization maintains business continuity and ensures valuable departmental assets remain accessible to the right team members at all times.

Frequently Asked Questions

Can I transfer ownership of a secondary Google Calendar to another user?

Yes. In GAT Flow, navigate to **Domain > Calendars**, select the secondary calendar, and click **Transfer data ownership**. Then select the new owner and confirm the transfer.

Can I transfer multiple secondary calendars at once?

Yes. GAT Flow provides a **Transfer secondary calendars** workflow action that transfers all secondary calendars owned by selected users to another user or their manager.

Can I automate secondary calendar transfers during employee offboarding?

Yes. Administrators can add the **Transfer secondary calendars** action to an offboarding workflow in GAT Flow.

Can I change the data owner of a primary Google Calendar?

No. According to the GAT Flow calendar management interface, primary calendars do not have a transferable Data Owner field. This feature applies to secondary calendars.

Can GAT Flow transfer secondary calendars belonging to suspended users?

The **Transfer secondary calendars** workflow action does not execute for suspended Google Workspace users. Administrators should schedule these transfers before suspending the user's account.