

Calendar Introduction & Instructions

Our school is now using Tandem for Schools to manage all school calendars and events. It will be THE place for you to find all school event information.

Sign up for a FREE User Account to get these great benefits:

- * Get directions and a Google Map to event locations
- * Import events into your personal calendar like Outlook, Google, iCal, Yahoo and more
- * Track events involving specific groups
- * Receive email and text message updates when events change

Here's a link to a video that shows you how you can maximize your use of the calendar:

http://help.intand.com/index.php?section=public_invite

The Archbishop Murphy Tandem calendar can be found on our school website www.am-hs.org.

Set up a User Account:

1. Click Sign In (located at the top right of the Tandem calendar)
2. Click Sign Up
3. Enter your email address, first and last name and answer the security question provided.
4. You will receive an email with a link to activate your account.
5. Click on the "Activate Account" link provided in the email.
6. When the Account Activation screen opens, you are only required to complete the fields that are in **Bold** text. All other fields are optional.
7. Enter a password (there are no restrictions)
8. (Optional) Click "Add" to select the Schools that you are interesting in seeing events for.
9. (Optional) Click "Add" to select the Groups that you are interesting in tracking. (If you choose to select groups here, you are opting in to receive email notifications when events for these groups are added, cancelled or modified)
10. (Optional) Enter your Address. If you provide your address the Tandem calendar will automatically use that address when getting directions to events. You can access these directions by clicking on the "Get Directions" link on the Event Details page.
11. (Optional) Enter additional contact information or an image of yourself.
12. Click the "Activate" button at the bottom of the page.
13. Sign into the calendar with your email address and password.

If you already have a user account:

1. Click Sign In
2. Enter your email address and password.

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Tracking Groups:

You can manage the groups that you are tracking in the *My Tandem* section of the calendar.

1. Sign In
2. Click on the *My Tandem* icon located at the top of the calendar.
3. Click on “+ Add/Remove tracked groups”. Then click on the “Add more” link. You can track as many different groups as you would like. Just click on the name of the group so it is highlighted.
4. If you would like to remove any groups, just click on the orange X to the right of the group name.
5. Click “Modify” to save your changes.



My Month: **May 2010** ◀ ▶ View: [Month](#) [Week](#)

My Tracked Groups	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	1 Sat
HS Boys Baseball <input checked="" type="checkbox"/>		Sr. High All Day Schedule 1-7	Sr. High All Day Schedule 1.3.5.L.7	Collaboration Day-Early Dismissal 1pm	Sr. High All Day Schedule 1.3.5.L.7	Sr. High All Day Schedule 2.C.4.L.6	HS Drama 9am Set Construction
Varsity <input checked="" type="checkbox"/>		HS Drama 9am Set Construction	HS Photo 9:50am Field Trip	Sr. High All Day Schedule 2.4.6	HS Drama 9am Set Construction	HS Drama 9am Set Construction	Baseball Practice 5pm
HS Boys Soccer <input checked="" type="checkbox"/>		HS Home 4pm Baseball Game	HS Drama 9am Set Construction	HS Drama Set 9am Construction	Spanish 4 1pm Field Trip	HS 10:45am Environmental Science Field Trip	
High School Drama <input checked="" type="checkbox"/>		HS Drama 3:15pm Rehearsal	HS Photo 11:30am Field Trip	HS Drama Rehearsal 2pm	HS Baseball Practice 3:15pm	Sr. High 12:10pm TEST MAKE-UP	
High School Parents <input checked="" type="checkbox"/>			HS Drama 3:15pm Rehearsal	HS Baseball 3:15pm Practice	HS Drama 3:15pm Rehearsal	Spanish 3 1:40pm to Lake Hills Elementary	
High School Students <input checked="" type="checkbox"/>			HS Home 7pm Baseball Game			HS Baseball Game 3:30pm	
+ Add/Remove tracked groups						HS Drama 3:15pm Rehearsal	
Tracked Events							
Individually tracked							
Yearly Calendars							
Clyde Hill HS Clyde Hill JH							
+ Add/Remove schools							

Manage your Email and Text Message Preferences:

1. Sign In
2. Click on “Preferences” at the top of the page next to the Welcome, Your Name!
3. Check the boxes if you would like to receive Email Updates and/or Reminders.
4. Check the boxes if you would like to receive Text Message (Phone Delivery) Updates and/or Reminders.
 - a. Enter your cell phone number with no dashes
 - b. Choose your mobile provider from the drop down menu
 - c. Scroll to the bottom and click “Update Preferences”

Calendar Support

Click on the Help Icon located at the top right of your calendar to access the Help Section.

View all of our Video Tutorials: <http://www.intand.com/training-videos>

Visit the Support Forum: <https://support.intand.com/>

