Hamilton CSD Calendar Introduction & Instructions



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

HAMILTON	Today <		ugust 2019		<u>Month</u> Week Day I			Subscribe
CENTRAL SCHOOL	SUN		MON	TUE	WED	THU	FRI	SAT
		28	29	30	31	1	2	
			Band Camp 8:00a FULL BAND	Band Camp 8:00a FULL BAND	Band Camp 8:00a FULL BAND	Band Camp 8:00a FULL BAND	Band Camp 8:00a FULL BAND	Band 9:00a Camp/PREVIEW SHOW
			Kickoff to 9:30a Kindergarten	Kickoff to 9:30a Kindergarten	Kickoff to 9:30a Kindergarten	Band Pictures 8:00a		Show
Hamilton CSD			Extreme 10:00a Science LS Camp	Extreme 10:00a Science LS Camp	MacBook 9:30a Rollout (New Students Grades	Incoming 9:00a Grade 6 Student Orientation (students only)		
Last updated: 8/5/2019 3:31 pm			Extreme 2:00p Science MS Camp	Extreme 2:00p Science MS Camp	6-12, Last Names: A-H)	Kickoff to 9:30a Kindergarten		
🗐 Calendar					Extreme 10:00a Science LS Camp	Rising 5th 9:30a Grade MacBook		
Sign In					MacBook 12:30p Rollout (New Students Grades 6-12, Last Names:	Rollout (Returning Last Names: A-K and All New 5th Graders)		
					I-Z)	Extreme 10:00a		
					Extreme 2:00p Science MS Camp	Science LS Camp		
					Science wis camp	Incoming 10:00a Grade 7 Student Orientation (students only)		
						New 8th 11:30a Grade Student Orientation (students only - students that will be new to HA)		
						Rising 5th 12:30p Grade MacBook Rollout (Returning Last Names: L-Z)		
						Football (JV 1:00p & Varsity) Pictures		
						Extreme 2:00p		

Sign up for a free account to get these great benefits:

- * Filter the calendar to only show the events that are important to you
- * Import events into your personal calendar like Outlook, Google, Apple, Yahoo and more
- * Receive email & text message notifications when events change
- * Get directions and a map to event locations

The Hamilton CSD calendar can be found at http://hamiltoncentral.tandem.co

Set up a User Account:

- 1. Click Sign In (located on the left side of the Tandem calendar)
- 2. Click Sign Up
- 3. Enter your email address, first and last name.

4. You will receive an email with a link to activate your account. (Don't forget to check your junkmail folder if you can't find it)

- 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. Click the "Activate" button at the bottom of the page
- 9. Sign into the calendar with your email address and password

My Schedule - Your personal headquarters for the Tandem calendar:

HAMILTON CENTRAL SCHOOL	My Schedule Member Events [No Events]			
Hamilton CSD	Followed Events *			subscribe
	Name	Date Start	Time Start	Location
Last updated: 7/30/2018 11:32 am	HS VB Practice	08/20/2018 (Mon)	3:30 pm	Clyde Hill Edwards Gymnasium
	HS VB Practice	08/21/2018 (Tue)	3:30 pm	Clyde Hill Edwards Gymnasium
🗐 Calendar	HS VB Practice	08/22/2018 (Wed)	3:30 pm	Clyde Hill Edwards Gymnasium
	HS VB Practice	08/23/2018 (Thu)	3:30 pm	Clyde Hill Edwards Gymnasium
Reports	HS VB Practice	08/24/2018 (Fri)	3:30 pm	Clyde Hill Edwards Gymnasium
+ê Cian In	View calendar			

After signing in to the Tandem calendar, check out the "My Schedule" tab.

The **Member Events** area will populate with upcoming events for any group that the school staff has assigned you as being a member.

The Followed Events area will populate with upcoming events for any Groups or Facilities you are following.

Use the **Subscribe** button to set up a sync of these events into your personal calendar.

Note: Click the Gear icon to add or remove Groups and Facilities from your followed list.

Following Groups & Facilities:

You can manage the Groups & Facilities that you are Following by clicking on Your Name, then My Profile:

HAMILTON CENTRAL SCHOOL	My Profile					
	My Associations					
	Group Follower edit					
Hamilton CSD	HS Boys Golf HS Volleyball JV					
Last updated: 7/30/2018 11:32 am	A list all my requested events and changes.					
🗐 Calendar	A list all my facility rental requests and changes.					
← Collapse	Event Templates Create and manage your event templates for faster event creation.					
🕀 Use old design	Event Reminders					
👤 My Profile	Manage your event reminders.					
Help	Followed Events A list of your followed events on the calendar.					
🖒 Sign Out						
👤 Demo User 🗸 🗸	Profile Change your address, name, phone, and other details about yourself.					

Manage your Email and Text Message Preferences:

- 1. Click on **My Profile > Preferences**
- 2. Check the boxes if you would like to receive Email Updates and/or Reminders.
- 3. Check the boxes if you would like to receive Text Message (Phone Delivery) Updates and/or Reminders
- 4. Scroll to the bottom and click "Update Preferences"

Note: If you see a "My Associations" area use the edit link to add or remove Groups and Facilities from your followed list.