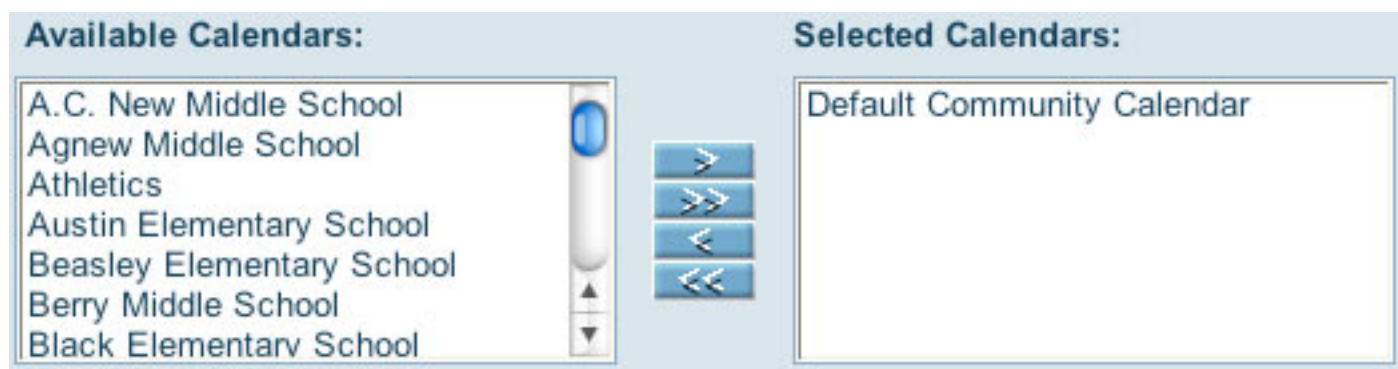


Customizing Your Calendar

Selecting only the Calendars you want to see

You can select which schools/organizations, etc. that you would like to see on your personal calendar. This will allow you to see only the schools and events that you are interested in.

1. At the top of the page, click on the “My View” tab.
2. Select (click on) the calendar you want to see from the “Available Calendars” list. (i.e. Austin Elementary).
3. Click on the single “>” to move the calendar you want to the “Selected Calendars” list.
4. To remove a calendar from your “Selected Calendars” list, select the calendar from the “Selected Calendars” list and click on the single “<”.
5. If you would like to add all of the calendars to your “Selected Calendars” list, you can click on the double arrow (“>>”) box. All of the calendars from the “Available Calendars” list will be moved to the “Selected Calendars” list.
6. To remove all of the calendars from the “Selected Calendars” list, click on the “<<” box. All of the calendars will be moved back to the “Available Calendars” list except for the Default Community Calendar, which will always be available in you calendar view.



Selecting only the Events you want to see

You can select specific categories of events to view on your calendar.

1. Select (click on) the event you are interested in from the “Available Event Types” list. (i.e. Band).
2. Click the “>” box to move the event from the “Available Event Types” to the “Selected Event Types”.
3. Continue to select the events you would like on your calendar and click on the “>” box to move the events from the “Available Event Types” to the “Selected Event Types”.
4. To remove an event from the “Selected Event Types” to the “Available Event Types”, select (click on) the event in the “Selected Event Types” and click the “<” box to move it back to the “Available Event Types”.
5. To move all of the event types to your selected event list, click on the double arrow (“>>”) box.
6. To remove all of the event types from your “Selected Event Types” back to the “Available Event Types”, click on the double arrow (“<<”) box.

Customizing Your Calendar, Continued

Available Event Types:		Selected Event Types:
Academics Art Assembly Band Baseball Board of Trustee Meeting Book Fair		All Event Types

Subscribing to Event Notifications

If you would like to receive an e-mail when a new event is posted (or updated) for specific schools and organizations, you can sign up through the “Subscriptions” section.

1. Click on the “Subscriptions” tab at the top of the page.
2. Type in your e-mail address in the “Please enter your e-mail address:” box.
3. Retype in your e-mail address in the “Confirm your e-mail” box.
4. Click on the “Submit” button.

Calendar	My View	Search	Print	Subscriptions & Reminders
<p>Please enter your e-mail address: <input type="text" value="username@email.com"/></p> <p>Please confirm your e-mail address: <input type="text" value="username@email.com"/> <input type="button" value="Submit"/></p>				

Subscription Information

If you are a first time user, enter your e-mail address to choose from one or more calendars and event types to subscribe to. Your subscription will alert you via e-mail for any new events, changes or cancellations relating to your selections.

A new page will appear that allows you to “Manage Your Subscriptions”.

Subscribing to Event Notifications, Continued

Calendar

My View

Search

Print

Subscriptions & Reminders

Manage Your Subscriptions and Event Reminders

[Calendar Subscriptions](#)

Choose this option to add one or more calendars and event types to your subscription. You can return any time to update your choices. You will be notified via e-mail for any new events that relate to your selections.

[Event Reminders](#)

Choose this option to modify the individual event reminder notifications you have requested. You can delete one or more events you have subscribed to and change the associated e-mail notification intervals.

[Update E-mail Address](#)

Choose this option to modify your subscription e-mail address.

Click on the “Calendar Subscriptions” link. A box titled “Current Calendar Subscriptions” will appear.

How to Select a Calendar to receive e-mail notifications

1. Select the calendars you want to receive e-mail notifications from in the “Available Calendars” list.
2. Click on the “>” box to move the calendar to the “Selected Calendars” box.
3. Continue to select the calendars from the “Available Calendars” box and move them to the “Selected Calendars” box until you have all of the schools and/or organizations you want.
4. To receive e-mail notifications from all of the calendars, click on the “>>” box.
5. To remove all of the calendars from the “Selected Calendars” list, click on the “<<” box.

The screenshot shows a web interface titled "Current Calendar Subscriptions". At the top, it says "Calendar Subscriptions" and provides instructions: "Choose your selections from the available calendars and event types by using the center arrow keys on the screen. You may choose one or more items to subscribe to." The interface is divided into four main sections: "Available Calendars:", "Selected Calendars:", "Available Event Types:", and "Selected Event Types:". The "Available Calendars" list includes: A.C. New Middle School, Agnew Middle School, Athletics, Austin Elementary School, Beasley Elementary School, and Bery Middle School. The "Available Event Types" list includes: Academics, Art, Assembly, Band, Baseball, and Board of Trustee Meeting. Between the "Available" and "Selected" sections are four arrow buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). At the bottom of the interface are two buttons: "Submit" and "Back".

Subscribing to Event Notifications, Continued

How to receive e-mail notifications about events

1. Click on the events you want from the “Available Event Types” list and click on the “>” box to move that event to the “Selected Event Types” box.
2. Continue to select each event you would like and click the “>” box to move them to the “Selected Event”.
3. To select all the event types, click on the “>>” box.
4. To remove all of the event types, click on the “<<” box.
5. Click on the “Submit” button to save your choices.

(Note: You can add, delete or change an e-mail subscription at any time by returning to the subscription page and making the appropriate changes.)

How to schedule e-mail reminders for specific events

1. You can set your calendar to e-mail you a reminder about an upcoming event.
2. Click on the event in the calendar.
3. At the bottom of the “Event Details” is a section titled “Set Event Reminder Notification”.
4. Make sure your e-mail address is correct and then select the schedule to receive an e-mail reminding you about the event. (i.e. Day of Event, 1 Day Before, 2 Days Before, etc.)
5. Click on “Set Reminder”.

The screenshot shows a web interface for event details and reminders. The top section, titled "Event Details", lists the following information: Name: Early Release Day; Description: Elementaries release students at 1:25 p.m. Middle Schools release students at 1:55 p.m. High Schools release students at 2:15 p.m.; Date: 12/19/2008; Time: Unspecified time; Building / Location: All campuses; Calendar: Default Community Calendar; Type: District Wide Event. Below this is the "Set Event Reminder" section, which prompts the user to enter their e-mail address (shown as "username@email.com") and select a notification interval. The intervals are: Day Of Event, 1 Day Before, 2 Days Before, 3 Days Before, 4 Days Before, 5 Days Before, 6 Days Before, and 7 Days Before. A "Set Reminder" button is located to the right of these options. A "Back" button is at the bottom left.