

# Thomas Metcalf School 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.

**tandem**
help sign in

calendar
schedules

## Thomas Metcalf School

Today
◀▶▶ January 2014
🔍 📶
Month ▼
🖨️ ▼
(63262) subscribed

SUN	29	MON	30	TUE	31	WED	1	THU	2	FRI	3	SAT	4
	No School - Christmas Vacation	No School - Christmas Vacation	No School - Christmas Vacation	No School - Christmas Vacation	No School - Christmas Vacation	New Year's Day No School - Christmas Vacation		No School - Christmas Vacation	No School - Christmas Vacation	No School - Christmas Vacation			
SUN	5	MON	6	TUE	7	WED	8	THU	9	FRI	10	SAT	11
		MACK Talent Show sign-ups Scrip Due		MACK Talent Show sign-ups		MACK Talent Show sign-ups		MACK Talent Show sign-ups 3PTS Chapel 8:45a		MACK Pizza Friday MACK E-Board 8:30a meeting, 8:30-10:00 a.m. Scrip Delivery 2:00p			
SUN	12	MON	13	TUE	14	WED	15	THU	16	FRI	17	SAT	18
		MACK Talent Show Try-Outs		MACK Talent Show Try-Outs Finance 5:00p Committee Meeting		MACK Talent Show Try-Outs		3PTS Chapel 8:45a BCS School Board Meeting 6:00p		Scrip Due MACK PTF Meeting, 8:30-10:00 a.m.			
SUN	19	MON	20	TUE	21	WED	22	THU	23	FRI	24	SAT	25
		<b>Martin Luther King Day</b> No School - MLK Jr Day		HS 2014 Spanish Cultural Tour Meeting 7:00p		<b>Early Release Day 1pm - No Preschool</b> 3PTS Talent Show Tryouts 1:00p MACK Talent Show Dress Rehearsal, 1:30-4:30 p.m. 1:30p		3PTS Chapel 8:45a		MACK Pizza Friday Scrip Delivery 2:00p MACK Talent Show, 5-9 p.m. 5:00p			
SUN	26	MON	27	TUE	28	WED	29	THU	30	FRI	31	SAT	1
				Education Committee Meeting 7:00p		3PTS Talent Show Dress Rehearsal 3:00p		3PTS Chapel 8:45a 3PTS Talent Show Performance 6:00p		<b>No School - In-Service / Workday</b>		Eastshore Solo/Ensemble Vocal / Instrumental	

Today
◀▶▶

## Sign up for a FREE User 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, iCal, Yahoo and more
- \* Receive email & text message notifications when events change
- \* Get directions and a maps to event locations

The **Thomas Metcalf School** calendar can be found at <http://metcalf.tandemcal.com>

## 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. (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

## DASHBOARD - Your personal headquarters for the Tandem calendar:

Thomas Metcalf School Share Tandem!  Charlie Root [account](#) [help](#) [sign out](#)

**dashboard** [calendar](#) [schedules](#) [event requests](#) [facility rentals](#) [transportation](#) [configuration](#)

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 **notifications**

[No Notifications]

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 **member events**

[No Events]

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 **tracked events**

Name	Date Start	Time Start	Location
<a href="#">Football vs Port Townsend/LWHS</a>	09/28/2013 (Sat)	7:00 pm	
<a href="#">Football @ Cascade Christian/Sunset Chev Stadium</a>	10/05/2013 (Sat)	7:00 pm	
<a href="#">Football @ Cedar Park/Juanita HS</a>	10/11/2013 (Fri)	7:00 pm	
<a href="#">Football vs Eatonville/LWHS</a>	10/19/2013 (Sat)	7:00 pm	
<a href="#">Football vs Charles Wright/LWHS</a>	10/26/2013 (Sat)	7:00 pm	

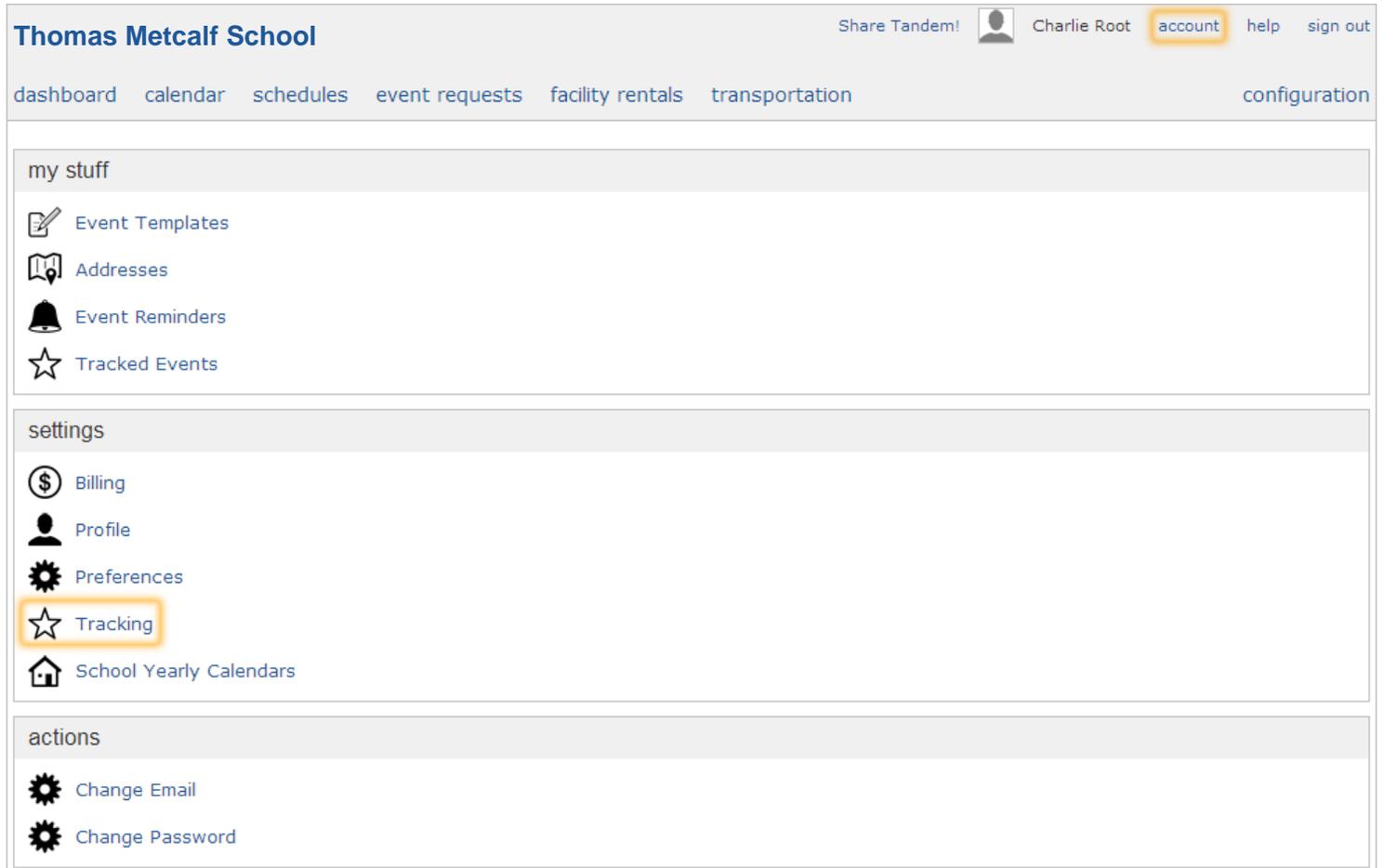
[View all](#) | [Add to my calendar](#)

Upon signing in to the Tandem calendar, you will be taken to the tab "**Dashboard**". **Dashboard** is where you can see:

- \* Any important **Notifications** posted by Tandem or your school administrators
- \* Any **Events, Groups, or Facilities** you are Tracking
- \* Any event requests you need to approve

## Tracking Groups & Facilities:

You can manage the **Groups & Facilities** that you are Tracking by clicking on **Account > Tracking**:



The screenshot shows the user interface for Thomas Metcalf School. At the top, the school name is displayed on the left, and user information (Share Tandem!, Charlie Root, account, help, sign out) is on the right. Below this is a navigation bar with links for dashboard, calendar, schedules, event requests, facility rentals, transportation, and configuration. The main content area is divided into three sections: 'my stuff', 'settings', and 'actions'. In the 'my stuff' section, there are links for Event Templates, Addresses, Event Reminders, and Tracked Events. In the 'settings' section, there are links for Billing, Profile, Preferences, Tracking (highlighted with an orange box), and School Yearly Calendars. In the 'actions' section, there are links for Change Email and Change Password.

## Manage your Email and Text Message Preferences:

1. Click on **Account > 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**"