



# Findlay City Schools 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.


[calendar](#)
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## Findlay City Schools

Today ◀▶▶ June 2017

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SUN 28	MON 29	TUE 30	WED 31	THU 1	FRI 2	SAT 3
	NO SCHOOL-Memorial Day	JH/HS Periods 1,3,5,7 JH Drama Production Week MACK: Chapel, 8:35- 8:35a 9:15, MPR MACK 4th Gr. 2:00p Marketplace, MPR, 2-2:30 p.m. Bellevue Community 6:30p Band	Early Release - NO PM PRESCHOOL JH/HS Periods 2,4,6 JH Drama Production Week RWishart Gym Use 6:00a District Celebration 1:30p Day/Retirement Reception	JH/HS Periods 1,3,5,7 JH Drama Production Week MACK PTF E-Board 8:30a meeting, 8:30 - 10:00 a.m., conference room 3PTS Chapel 8:45a MACK 4th Gr. 2:00p Marketplace, MPR, 2-2:30 p.m. JH Drama Performance 7:30p	JH/HS Periods 2,4,6 JH Drama Production Week RWishart Gym Use 7:00a MACK 4th - 6th 8:30a Grade Track Meet, Woolsey Stadium at King's School, 8:30 - 2:30 p.m. JH Drama Performance 7:30p	JH Drama Production Week JH Drama Performance 3:00p
SUN 4	MON 5	TUE 6	WED 7	THU 8	FRI 9	SAT 10
	JH/HS Periods 1-7 3PTS PTF Meeting 8:30a MACK PTF New 3:00p family ice cream social, 3:00 - 4:00 p.m., MPR BCS Booster's 6:30p Meeting JH Choir/JH Band 7:30p Concert	JH/HS Periods 2,4,6 Senior & Studio Art 8:00a Show MACK Preschool 8:30a Last Day - Mrs. Howland/Mrs. Schroeder MACK: Chapel, 8:35- 8:35a 9:15, MPR VPG Meeting 1:00p Bellevue Community 6:30p Band HS Instrumental 7:30p Concert	JH/HS Periods 1,3,5,7 RWishart Gym Use 6:00a HS Teams Mission 12:50p Experience Meeting	JH/HS Periods 2,4,6 PRESCHOOL Last 8:30a Day - Mrs. Kaskes, Mrs. Holmgren, Mrs. Ribera 3PTS Chapel 8:45a HS Choral Concert 7:30p	JH/HS Periods 1,3,5,7 MACK Preschool Last Day - Mrs. Kelly/Mrs. Wasson RWishart Gym Use 7:00a MACK PTF Meeting, 8:30a 8:30 - 10:00 a.m., Library	

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


The Findlay City Schools calendar can be found at <https://fcs.tandem.co>

### 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

## My Schedule - Your personal headquarters for the Tandem calendar:

 + request event
 inbox
 my schedule
 calendar
 reports

BCS  
Demo User 

### member events

[No Events]

### followed events

[subscribe](#)

Name	Date Start	Time Start	Location
<a href="#">HS Volleyball Varsity DISTRICT/Chimacum HS</a>	11/05/2015 (Thu)	6:15 pm	Chimacum High School
<a href="#">HS Volleyball Varsity DISTRICT</a>	11/07/2015 (Sat)	All Day	TBD
<a href="#">HS Volleyball Banquet</a>	11/09/2015 (Mon)	6:30 pm	Clyde Hill B103-Home Ec Room
<a href="#">Finance Committee Meeting</a>	11/10/2015 (Tue)	5:00 pm	Clyde Hill Large Conference Room
<a href="#">HS Volleyball STATE</a>	11/12/2015 (Thu)	All Day	Sundome - Yakima
<a href="#">View calendar</a>			

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**:

The screenshot shows a user interface with a top navigation bar containing icons for '+ request event', 'inbox', 'my schedule', 'calendar', and 'reports'. On the right side of the navigation bar, the user is identified as 'BCS Demo User' with a dropdown arrow. Below the navigation bar, the page title is 'My Profile'. A user menu is open on the right, showing options: 'my profile', 'help', and 'sign out'. The main content area is titled 'My Associations' and lists several groups: 'Group Follower edit', 'BCS Board', 'Scrip', 'Finance Committee', 'HS Volleyball JV', 'HS Volleyball JV2', and 'HS Volleyball Varsity'. Below this, there are five sections with icons and right-pointing arrows: 'My Event Requests' (A list all my requested events and changes.), 'My Facility Rentals' (A list all my facility rental requests and changes.), 'Event Templates' (Create and manage your event templates for faster event creation.), 'Event Reminders' (Manage your event reminders.), and 'Followed Events' (A list of your followed events on the calendar.).

## 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.