

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
- * See pictures and read news stories related to events

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 Indian Creek CUSD #425 Tandem calendar can be found on our school website <http://www.indiancreekschools.org>, or you can access the calendar directly at <http://indiancreekcusd425.intand.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.
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. (The district calendar will be pre-filtered for the schools that you select here anytime you visit the calendar)
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.

Calendar Introduction & Instructions

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.

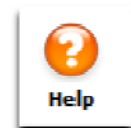



Manage your Email and Text Message Preferences:

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/>