

Using the SCS Calendar

SCS has been using Tandem for Schools to manage all school calendars and events. It will be THE place for you to find all school event information. <http://seattlechristian.tandemcal.com/> This link is also on the SCS website.

Sign up for FREE to get these great benefits:

- * Find all the calendar information you need in one place
- * Integrate school calendars with other tools like Cozi, Outlook, Google or iCal based on the groups you specify
- * See pictures of past events
- * Read the latest school news
- * and so much more!

Start by Signing in or Signing up (if you don't have an account, you'll need to "Sign up")

The screenshot shows the Tandem for Schools interface for Seattle Christian Schools. The top navigation bar includes 'calendar', 'schedules', 'news', and 'photos'. The main header features the Seattle Christian Schools logo and name. Below the header, there is a search bar, a filter icon, a 'Month' dropdown, a printer icon, and a subscription status '(551) subscribed' with a calendar icon. The calendar grid displays events for May 1st through 14th. A red arrow points to the 'sign in' link in the top right corner, and another red arrow points to the Seattle Christian Schools logo in the top left corner.


SUN	1	MON	2	TUE	3	WED	4	THU	5	FRI	6	SAT	7
		Girls' Golf 3:05p	AP Spanish Language Exam 8:00a Girls' Golf 3:27p Boys' Golf 3:30p MB Baseball 3:30p MS Softball 3:30p Boys' Soccer / Win 5-0 3:45p Gym Reserved 5:00p PTF Meeting 6:30p	AP Spanish Language Exam 8:00a The Ned Show 8:00a MS Track & Field 3:15p Boys' Soccer / Win 2-1 3:30p Baseball 4:00p Girls' Softball / Win 18-0 4:00p Drama Rehearsal 5:30p	Calculus AP Exam 8:00a The Ned Show 8:00a MS Track & Field 3:15p Boys' Soccer / Win 2-1 3:30p Baseball 4:00p Girls' Softball / Win 18-0 4:00p Drama Rehearsal 5:30p	Cinco De Mayo English Literature and Composition AP Exam 8:00a Elementary Chapel 8:15a HS Track/Field 3:30p Baseball 4:00p Girls' Softball / Win 11-1 4:00p Drama Rehearsal 5:30p Elementary Spring Program 6:45p	Boys' Golf - Egbers Invite TBD United States History AP Exam 8:00a Country Fair 3:00p MB Baseball 3:15p MS Softball 3:30p Baseball 5:00p Drama Rehearsal 5:30p	Girls' Softball - Royal City Tournament 9:00a Open Gym 9:00a Gym Reserved 10:00a Drama Rehearsal 12:00p Junior/Senior Banquet (JSB) 6:30p					
SUN	8	MON	9	TUE	10	WED	11	THU	12	FRI	13	SAT	14
		Girls' Softball / Win 14-2 4:00p Drama Rehearsal 7:00p	Gym Reserved 3:30p MB Baseball 3:30p MS Softball 3:30p Education and Curriculum Advisory Committee Meeting (ECAC) 4:00p Boys' Soccer - Tri-Districts / Win 2-1 5:30p Drama 7:00p	Gym Reserved 3:30p MB Baseball 3:30p MS Softball 3:30p Education and Curriculum Advisory Committee Meeting (ECAC) 4:00p Boys' Soccer - Tri-Districts / Win 2-1 5:30p Drama 7:00p	Drama Set-Up 8:00a MS Track & Field 3:15p Drama Rehearsal 7:00p	Drama Set-Up 8:00a MS Track & Field 3:15p Drama Rehearsal 7:00p	Boys' Golf League Championships TBD Gym Reserved 3:30p HS Track/Field - League Meet 3:30p MB Baseball 3:30p Girls' Softball / Loss 1-6 4:00p Drama 7:00p	HS Track/Field - League Meet 3:30p Boys' Soccer - Tri-Districts / Loss 1-2 7:00p Drama Production 7:00p	Open Gym 8:00a Gym Reserved 10:00a Boys' Soccer - Tri-Districts / Win 1-0 3:00p Drama Production 7:00p				

The logo is also a link to the main SCS website.

Log in or Sign Up

tandem [help](#) [sign in](#)

[calendar](#) [schedules](#) [news](#) [photos](#)

 **Seattle Christian Schools**


Sign In


Email

Password

Sign me in automatically each visit
[Forgot my password](#)

Sign In

or  [Sign in with Twitter](#)

or  [Login with Facebook](#)

Sign Up for a free Tandem account to:

- Track events in your Outlook, iCal, Google or Cozi, Calendar
- View pictures of past events
- Read news stories
- Get RSS feeds
- and so much more!


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Once signed in you will see “your” dashboard and any events you may be tracking (it will be black if you just signed up).

Seattle Christian Schools Kevin Thomas [account](#) [help](#) [sign out](#)


[dashboard](#) [calendar](#) [schedules](#) [news](#) [photos](#) [configuration](#)

Dashboard


 **notifications**

Title **On**

[No Notifications]

 **tracked events**

Name	Date Start	Time Start
Memorial Day	05/30/2011 (Mon)	
K-12 No School	05/30/2011 (Mon)	All Day
HS Awards Assembly	06/02/2011 (Thu)	12:45 pm
Elementary Field Day	06/07/2011 (Tue)	TBD
Staff Appreciation	06/07/2011 (Tue)	3:15 pm
Finals - Gr. 7-12 Half Days	06/08/2011 (Wed)	7:45 am
K-6 Half Days	06/08/2011 (Wed)	8:00 am
MS Awards Assembly	06/08/2011 (Wed)	10:15 am
6th Grade Recognition	06/09/2011 (Thu)	10:00 am
6th Grade Reception	06/09/2011 (Thu)	11:00 am
View all		

 **tandem** [more](#)

Under Account Preferences you can put your cell phone and carrier to receive text messages for reminders if you prefer. Otherwise you will receive emails for reminders.

Seattle Christian Schools Kevin Thomas account help sign out

dashboard calendar schedules news photos configuration

My Account » Preferences


Default Location

email delivery options

Email Updates

Email Reminders

phone delivery options

Phone Updates 

Phone Reminders

Cell Phone

Mobile Provider

general

Show Tooltip Help

Records Per Page

Email Verbosity Basic Extremely Verbose

+5/-5 Minutes Buttons Show Hide

calendar

Default Event Filter All Events Only All Day Events

Auto School Filter

Display Weekends Yes No Remember From Last Visit

Show News in Calendar

Update

In your account settings, Settings, Tracking you will be able track certain groups.

Seattle Christian Schools Kevin Thomas account help sign out


dashboard **2** calendar schedules news photos configuration

My Account

my stuff

- Event Templates
- Event Reminders
- Tracked Events

settings

- Profile
- Preferences
- Tracking 
- School Yearly Calendars

actions

- Change Email
- Change Password

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Here is where you select the groups you want to track. In this case this person is an Elementary Parent and on Staff so they are tracking those two groups but you can track as many groups as you like. Any Event that includes these groups will now include me and send me an email each time an event for that group gets added or modified. Event Tracking will not “Remind” me but only alert me if there is an addition or change.

Seattle Christian Schools Kevin Thomas account help sign out

dashboard calendar schedules news photos configuration

My Account » Tracking

Tracked Groups

SCS Faculty	X
SCS Parents Elementary	X
SCS Staff	X
SCS Students Elementary	X
Add more	

Tracked Facilities

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From back on My Account I can click on Tracked Events to see what Events I am tracking:

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dashboard **2** calendar schedules news photos configuration

My Account

my stuff

- Event Templates
- Event Reminders
- Tracked Events**

settings

- Profile
- Preferences
- Tracking
- School Yearly Calendars

actions

- Change Email
- Change Password

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In the Filter you see that this Calendar shows only "My tracked Events".

Seattle Christian Schools Kevin Thomas account help sign out

dashboard **calendar** schedules news photos configuration

Add Event

Today ◀▶▶ June 2011 🔍 📶 Month 📄 (561) subscribed 31

Filter: **My Tracked Events**, Seattle Christian School [clear]

SUN	29	MON	30	TUE	31	WED	1	THU	2	FRI	3	SAT	4
		Memorial Day K-12 No School				Cub Scouts 7:00p		HS Awards Assembly 12:45p					
SUN	5	MON	6	TUE	7	WED	8	THU	9	FRI	10	SAT	11
				Elementary Field Day TBD Staff Appreciation 3:15p		Finals - Gr. 7-12 7:45a Half Days K-6 Half Days 8:00a MS Awards Assembly 10:15a Elementary Soccer Camp 12:30p		Elementary Soccer Camp Finals - Gr. 7-12 Half Days K-6 Half Days 6th Grade Recognition 10:00a 6th Grade Reception 11:00a		Last Day of School Elementary Soccer Camp 12:00a Finals - Gr. 7-12 Half Days 12:00a K-6 Half Days 12:00a			
SUN	12	MON	13	TUE	14	WED	15	THU	16	FRI	17	SAT	18
		Elementary Basketball Camp 9:00a Elementary Cheer Camp 12:00p		Elementary Cheer Camp 9:00a Elementary Basketball Camp 9:00a		Elementary Cheer Camp 9:00a Elementary Basketball Camp 9:00a		Elementary Cheer Camp 12:00a Elementary Basketball Camp 9:00a					
SUN	19	MON	20	TUE	21	WED	22	THU	23	FRI	24	SAT	25

From here I can hover over an event, then click (you can do this from the main calendar as well)

Seattle Christian Schools Kevin Thomas account help sign out


dashboard **calendar** schedules news photos configuration

Add Event

Today ◀▶▶ June 2011 🔍 📶 Month 📄 (561) subscribed 31

Filter: **My Tracked Events**, Seattle Christian School [clear]

SUN	29	MON	30	TUE	31	WED	1	THU	2	FRI	3	SAT	4
		Memorial Day K-12 No School				Cub Scouts 7:00p		HS Awards Assembly 12:45p					
SUN	5	MON	6	TUE	7	WED	8	THU	9	FRI	10	SAT	11
				Elementary Field Day TBD Staff Appreciation 3:15p		Finals - Gr. 7-12 7:45a Half Days K-6 Half Days 8:00a MS Awards Assembly 10:15a		Elementary Soccer Camp Finals - Gr. 7-12 Half Days K-6 Half Days 6th Grade Recognition 10:00a 6th Grade Reception 11:00a		Last Day of School Elementary Soccer Camp 12:00a Finals - Gr. 7-12 Half Days 12:00a K-6 Half Days 12:00a			
SUN	12	MON	13	TUE	14	WED	15	THU	16	FRI	17	SAT	18
		Elementary Basketball Camp 9:00a Elementary Cheer Camp 12:00p		Elementary Cheer Camp 9:00a Elementary Basketball Camp 9:00a		Elementary Cheer Camp 9:00a Elementary Basketball Camp 9:00a		Elementary Cheer Camp 12:00a Elementary Basketball Camp 9:00a					
SUN	19	MON	20	TUE	21	WED	22	THU	23	FRI	24	SAT	25



Event Details (Click for more)

Location: Auditorium

End: 5:00 pm

This brings up the Event and allows me to Set a Reminder and/or add it to my Outlook Calendar. You can track any event and set reminders for any event even if you are not tracking them.

The screenshot shows the Seattle Christian Schools website's calendar interface. The main content area displays the event 'Staff Appreciation' (active) with a 'Like' button. The event details include: Date: Tue 06/07/2011 - 3:15 pm to 5:00 pm; Location: Auditorium (with 'get directions' and 'track this' links); Group: SCS Faculty (with 'stop tracking this' link); School: Seattle Christian School; and File Attachments (with 'add attachment' link). The right sidebar contains several sections: 'actions' (Edit, Copy, Cancel, Delete, View Log); 'follow' (Add to My Calendar, Set Reminder, QR Code); 'contribute' (Upload Photos, Write News); and 'share' (Tweet, Add to Facebook, Email, Print). A red arrow points to the 'Set Reminder' button in the 'follow' section.

From here I hover over "Set Reminder" and click to set a reminder.

This screenshot is identical to the previous one, but with a tooltip displayed over the 'Set Reminder' button. The tooltip has a yellow background and contains the following text: 'Set Reminder' followed by 'Set up a reminder email and/or text message that is sent to you at a designated time before this event starts.' A red arrow points from the text above to the 'Set Reminder' button.

The screenshot shows the Seattle Christian Schools website's calendar interface. At the top, the user is logged in as Kevin Thomas. The main navigation includes 'dashboard', 'calendar', 'schedules', 'news', and 'photos'. The current page is titled 'Staff Appreciation' (active) with a 'Like' button. The event details are: 'Tue 06/07/2011 - 3:15 pm to 5:00 pm'. Location: Auditorium (with 'get directions' and 'track this' links). Group: SCS Faculty (with 'stop tracking this' link). School: Seattle Christian School. There is a 'File Attachments' section with an 'add attachment' link. On the right side, there are 'actions' (Edit, Copy, Cancel, Delete, View Log) and 'follow' options (Add to My Calendar, Set Reminder, etc.). A 'Set Reminder' dialog box is open, showing a dropdown menu set to '1 hour' and the text '...before the event starts.' with a 'Set Reminder' button. A red arrow points from the event details area towards the dialog box.

Click the video link below to see a 3-minute video of how Tandem for Schools works, and then click the calendar link to get started!

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

Please note that the video was made using an older version of the Tandem calendar; however, navigation should be fairly similar. We appreciate your patience as Tandem updates this and other video tutorials.

And here is the calendar itself:

<http://seattlechristian.tandemcal.com/>