# Grants Pass School District 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.

<b>AD</b>	Today <	June 2020	> Month	n Week Day List	Q Search	$\widehat{\mathbf{Y}}$	Get Updates
	SUN	MON	TUE	WED	THU	FRI	SAT
	31	1	2	3	4	5	6
	JH/HS Periods 2,4,6	JH/HS Periods 1,3,5,7	JH/HS Periods 2,4,6	JH Drama Production Week		JH/HS Periods 1-7	JH/HS Periods 2,4,6
Grants Pass School District Last updated: 12/4/2019 11:49 am Calendar	2,4,0 JH Drama Production Week RWishart 6:00a Gym Use test event 12:00p District 1:30p Celebration Day/Retirement Reception	JH Drama Production Week MACK PTF E- 8:30a Board meeting, 8:30 - 10:00 a.m., conference room 3PTS Chapel 8:45a MACK 4th 2:00p Gr. Marketplace, MPR, 2-2:30 p.m. JH Drama 7:30p Performance	2,4,0 JH Drama Production Week RWishart 7:00a Gym Use MACK 4th - 8:30a 6th Grade Track Meet, Woolsey Stadium at King's School, 8:30 - 2:30 p.m. JH Drama 7:30p Performance	JH Drama 3:00p Performance		3PTS PTF     8:30a       Meeting     10:54a       Practice     10:54a       MACK PTF     3:00p       New family ice     cream social, 3:00 -       4:00 p.m., MPR     BCS       BCS     6:30p       Booster's Meeting       JH Choir/JH     7:30p       Band Concert	Senior & 8:00a Studio Art Show MACK 8:30a Preschool Last Day - Mrs. Howland/Mrs. Schroeder MACK: 8:35a Chapel, 8:35-9:15, MPR VPG Meeting 1:00p
	7	8	9	10	11	12	Bellevue 6:30p Community Band HS 7:30p Instrumental Concert 13
	JH/HS Periods 1,3,5,7 RWishart 6:00a Gym Use HS Teams 12:50p Mission Experience Meeting	JH/HS Periods 2,4,6 PRESCHOOL 8:30a Last Day - Mrs. Kaskes, Mrs. Holmgren, Mrs. Ribera 3PTS Chapel 8:45a HS Choral 7:30p Concert	JH/HS Periods 1,3,5,7 MACK Preschool Last Day - Mrs. Kelly/Mrs. Wasson RWishart 7:00a Gym Use MACK PTF 8:30a Meeting, 8:30 - 10:00 a.m., Library			JH/HS Periods 1-7 8th Grade 9:00a Graduation Rehearsal 3PTS 9:30a Kindergarten Field Trip Recurring 10:54a Practice 8th Grade 7:00p Graduation Ceremony	JH/HS Exam Schedule /HS Finals1,4,5/JH 1-7 MACK: 8:35a Chapel, 8:35-9:15, MPR Bellevue 6:30p Community Band Elementary 7:00p BAND Concert
	14	15	14	17	10	10	

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

The Grants Pass School District calendar can be found at https://grantspass.tandem.co

#### Set up a User Account:

- 1. Click Sign In (located on the left side of the Tandem calendar)
- 2. Click Sign Up
- 3. Enter your email address, first and last name.

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:

GP	L My Schedule							
	Member Events [No Events]							
Grants Pass School District	Followed Events *			subscribe				
Last updated: 12/4/2019 11:49 am	Name	Date Start	Time Start	Location				
	HS Girls BB Practice	12/19/2019 (Thu)	12:30 pm	Clyde Hill Edwards Gymnasium				
🗒 Calendar	HS Girls Basketball JV vs BHS	12/20/2019 (Fri)	5:00 pm	Clyde Hill Edwards Gymnasium				
	HS Girls BB Practice	12/26/2019 (Thu)	2:00 pm	Clyde Hill Edwards Gymnasium				
Reports	HS Girls BB Practice	01/03/2020 (Fri)	3:15 pm	Clyde Hill Edwards Gymnasium				
	HS Girls Basketball JV @ Meridian	01/03/2020 (Fri)	4:00 pm	Meridian High School				
+ Cian In								

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:

GP	L My Profile						
	My Associations						
	Group Follower edit						
Grants Pass School District	HS Boys Baseball Varsity HS Girls Basketball JV						
Last updated: 12/4/2019 11:49 am	A list all my requested events and changes.						
🚍 Calendar	Herein My Facility Rentals A list all my facility rental requests and changes.						
← Collapse	Event Templates Create and manage your event templates for faster event creation.						
👤 My Profile	Event Reminders Manage your event reminders.						
(\$) Upgrade							
Help	Followed Events A list of your followed events on the calendar.						
() Sign Out	e Drefie						
👤 Demo User 🗸 🗸	Profile     Change your address, name, phone, and other details about yourself.						

## 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.