Custer County School District C-1 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.

| C Bobcats | Today < 🖌 | August 2019 | > Year I | <u>Month</u> Week Day L | .ist Q Sea | rch | Subscribe |
|--------------------------------------|-----------|-----------------------------------|-----------------------------------|--|---|------------------------------|------------------------------------|
| | SUN | MON | TUE | WED | THU | FRI | SAT |
| | 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| | | Band Camp 8:00a FULL BAND | Band Camp 8:00a FULL BAND | Band Camp 8:00a FULL BAND | Band Camp 8:00a FULL BAND | Band Camp 8:00a FULL BAND | Band 9:00a Camp/PREVIEW SHOW |
| | | Kickoff to 9:30a Kindergarten | Kickoff to 9:30a Kindergarten | Kickoff to 9:30a Kindergarten | Band Pictures 8:00a | | 3104 |
| Custer County School District C-1 | | Extreme 10:00a Science LS Camp | Extreme 10:00a Science LS Camp | MacBook 9:30a G Rollout (New O Students Grades (s 6-12, Last Names: A-H) K | Incoming 9:00a Grade 6 Student Orientation | | |
| Last updated: 8/5/2019 3:31 pm | | Extreme 2:00p Science MS Camp | Extreme 2:00p Science MS Camp | | (students only) Kickoff to 9:30a Kindergarten | | |
| 🗐 Calendar | | | | Extreme 10:00a | Rising 5th 9:30a Grade MacBook | | |
| →≗ Sign In | | | | MacBook 12:30p Rollout (New Students Grades 6-12, Last Names: | Rollout (Returning Last Names: A-K and All New 5th Graders) | | |
| | | | | I-Z) Extreme 2:00p Science MS Camp | Extreme 10:00a Science LS Camp | | |
| | | | | Science wis camp | Incoming 10:00a Grade 7 Student Orientation (students only) | | |
| | | | | | New 8th 11:30a Grade Student Orientation (students only - students that will be new to HA) | | |
| | | | | | Rising 5th 12:30p Grade MacBook Rollout (Returning Last Names: L-Z) | | |
| | | | | | Football (JV 1:00p & Varsity) Pictures | | |
| | | | | | Extreme 2:00p | | |

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 Custer County School District C-1 calendar can be found at http://ccbobcats.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:

| C Bobcats | My Schedule Member Events [No Events] | | | | | |
|--------------------------------------|---|------------------|------------|------------------------------|--|--|
| Custer County School District C-1 | Followed Events * | | | | | |
| | Name | Date Start | Time Start | Location | | |
| Last updated: 7/30/2018 11:32 am | HS VB Practice | 08/20/2018 (Mon) | 3:30 pm | Clyde Hill Edwards Gymnasium | | |
| | HS VB Practice | 08/21/2018 (Tue) | 3:30 pm | Clyde Hill Edwards Gymnasium | | |
| 📄 Calendar | HS VB Practice | 08/22/2018 (Wed) | 3:30 pm | Clyde Hill Edwards Gymnasium | | |
| | HS VB Practice | 08/23/2018 (Thu) | 3:30 pm | Clyde Hill Edwards Gymnasium | | |
| Reports | HS VB Practice | 08/24/2018 (Fri) | 3:30 pm | Clyde Hill Edwards Gymnasium | | |
| +® Cian In | View calendar | | | | | |

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:

| C Bobcats | My Profile | | | |
|--------------------------------------|--|--|--|--|
| | My Associations | | | |
| | Group Follower edit | | | |
| Custer County School District C-1 | HS Boys Golf HS Volleyball JV | | | |
| Last updated: 7/30/2018 11:32 am | A list all my requested events and changes. | | | |
| 🗐 Calendar | A list all my facility rental requests and changes. | | | |
| ← Collapse | Event Templates Create and manage your event templates for faster event creation. | | | |
| \odot Use old design | Event Reminders | | | |
| 👤 My Profile | Manage your event reminders. | | | |
| Help | Followed Events A list of your followed events on the calendar. | | | |
| () Sign Out | | | | |
| 👤 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.