

# School Website Calendar Training

For assistance, contact:

**Sara Kuffel**

Web Specialist

425-936-1443

[skuffel@lwsd.org](mailto:skuffel@lwsd.org)

**Shannon Parthemer**

Director, Communications and Community Engagement

425-936-1342

[sparthemer@lwsd.org](mailto:sparthemer@lwsd.org)

Created: February 9, 2018

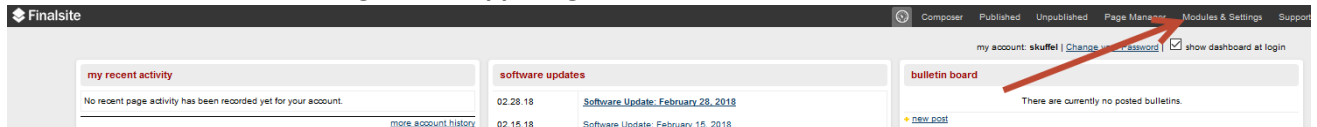
Updated: June 29, 2018

## Logging in:

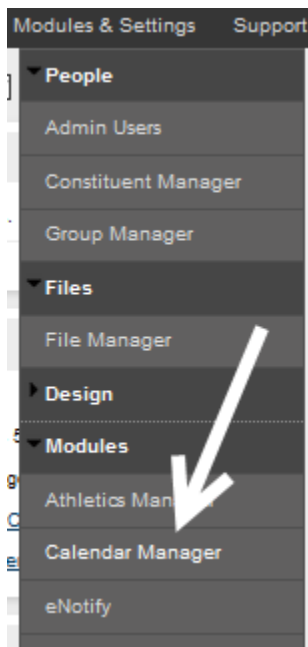
- Use Firefox or Chrome for the best experience when adding events to you school website's calendar.
- Go to <http://www.lwsd.org/admin>
- Type in your Username (full email address) and password. Click the **Login** button.

## Getting started:

Hover over **Modules & Settings** in the upper right corner

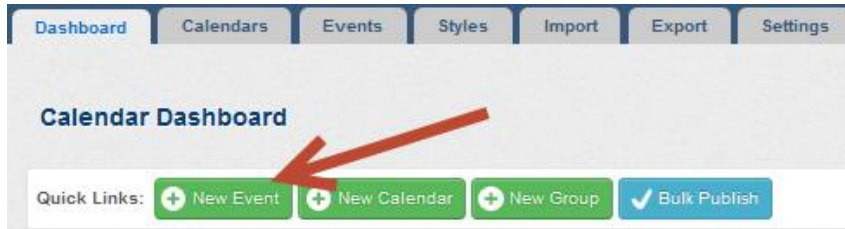


Under **Modules**, click **Calendar Manager**.



## Add new event:

1. On Calendar Dashboard, **click +New Event**

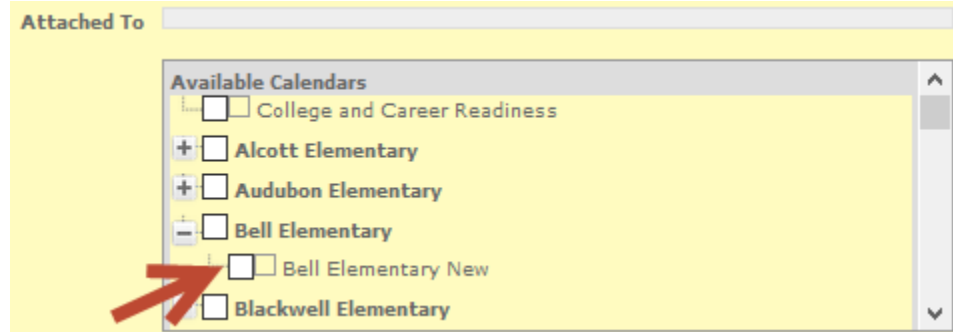



2. Fill in **Event Title using school acronym (listed below) before the event name**, as follows:
  - a. Your event title should use the school acronym followed by space hyphen space and then the title of the event.
    - i. Note: Keep the event title as short as possible
  - b. **Example: LWHS – Incoming Freshman Parent Night**

School Acronyms	
Alcott – ALC	Kirkland Middle – KiMS
Audubon – AUD	Kirk – KIR
Baker – EBE	Lakeview – LAK
Barton – CBE	Lake Washington High – LWHS
Bell – BEL	Mann – MAN
Blackwell – BLA	McAuliffe – MCA
Carson – CAR	Mead – MEA
Community School – CS	Northstar Middle – NSMS
Discovery – DCS	Redmond Elementary – RED
Dickinson – DIC	Redmond High – RHS
Environmental – EAS	Redmond Middle – RMS
Eastlake High – EHS	Rose Hill Elementary – RHE
Einstein – EIN	Rose Hill Middle – RHMS
Emerson High – EmHS	Rockwell – ROC
Emerson K-12 – EmK12	Rosa Parks – RP
Evergreen Middle – EMS	Renaissance – RSAR
Explorer – EXP	Rush – RUS
Finn Hill Middle – FHMS	Sandburg – SAN
Franklin – FRA	Smith – SMI
Frost – FRO	Stella Schola – SSMS
Futures School – FUT	Tesla STEM High – STEM
International – ICS	Transition Academy-Kirkland – TA-K
Inglewood Middle – IMS	Transition Academy-Redmond – TA-R
Juanita High – JHS	Thoreau – THO
Muir – JME	Twain – TWA
Juanita Elementary – JUA	WANIC Skill Center – WANIC
Kamiakin Middle – KaMS	Wilder – WIL
Keller – KEL	

3. **Fill in the event date, time and location fields.** Keep the location as short as possible.

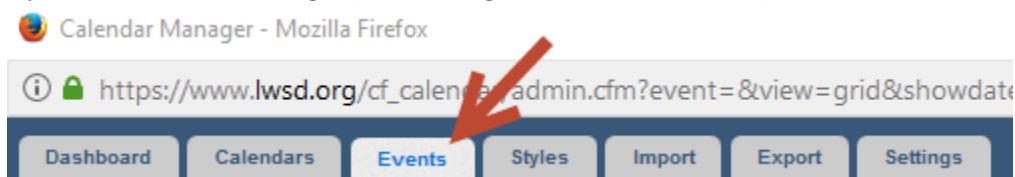
4. If your event will occur more than once, choose an option in the Repeat dropdown list. If not, leave this field on “None.”
5. Under “**Attached To,**” choose your school calendar AND other participating schools’ calendars
  - a. Scroll down the list and click the + next to your school’s heading. Check the box to the left of “Your School Name New”.
  - b. Repeat for any other participating schools.



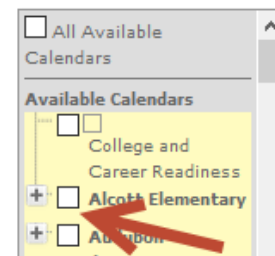
6. Notes field can be left blank. Text in the Notes field will only be visible to admin users internally. Any additional information about your event should be added to the Description field.
7. **Fill in the Description field with additional details about your event**
  - a. **If copying and pasting text** from an email or other source, copy and paste it into Notepad first. Then copy the text from Notepad and paste it onto the website.
  - b. **To add a link in the Description field:**
    - i. Type the text you will make into a link. Highlight the text. Click the link icon 
    - ii. Choose “Insert/Edit Link”
      1. **If linking to an external website**, remove the http:// that appears in the URL box and paste your link in that box
      2. **If linking to a page on the district website or your school’s website**, click Site Page > Browse Composer. Navigate to the page you want to link to. Fill in the Title field with a description of where the link goes
      3. **If linking to a PDF**, click Site File > Browse
        - a. If you already uploaded the file, navigate to your PDF
        - b. If you need to upload your file, click “+upload files”. Drag and drop as many files as you want to upload and follow the steps to complete the process. Click on the PDF you want to link to now.
    - iii. Fill in the Title field with the title/description of your file. Save.
8. Click **Save and Publish**

## Modify an event:

1. Open the Calendar Manager (see Getting Started section above) and click on Events tab



2. On the left side, under All Available Calendars, check the box next to your school's name. (NOTE: if you don't see All Available Calendars, click More Calendars)

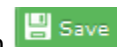


3. Click either blue Update View button



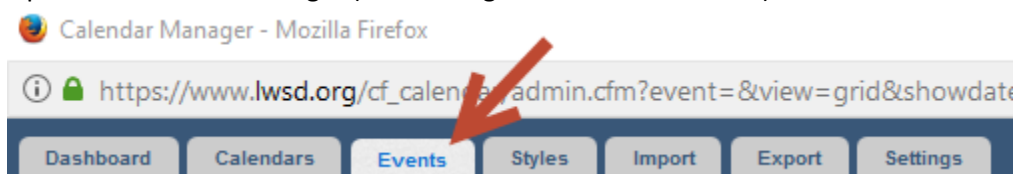
4. Locate the event you need to modify on the calendar grid

5. Click on the event name. Make your changes and click the green Save button

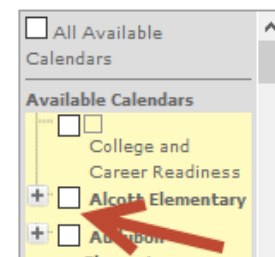


## Clone (copy) an event:

1. Open the Calendar Manager (see Getting Started section above) and click on Events tab



2. On the left side, under All Available Calendars, check the box next to your school's name. (NOTE: if you don't see All Available Calendars, click More Calendars)



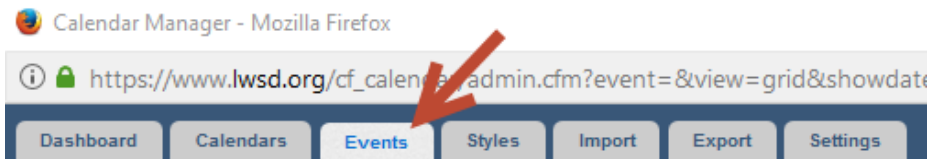
3. Click either blue Update View button



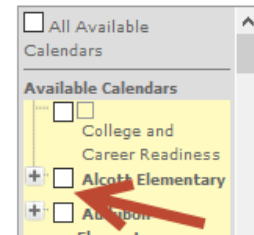
4. Locate the event you want to clone (copy) on the calendar grid. Click the event name to open it.
5. In the upper right corner, click the "Clone" button. This will copy the event and its details to a new event.
6. Update the new event's title (at least remove the word "Clone" from the end of the title), change the date and any other details that should be different.
7. Click "Save and Publish"

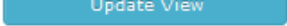

## Delete an event:

1. Open the Calendar Manager (see Getting Started section above) and click on Events tab



2. On the left side, under All Available Calendars, check the box next to your school's name. (NOTE: if you don't see All Available Calendars, click More Calendars)



3. Click either blue Update View button 
4. Locate the event you need to delete on the calendar grid
5. Click on the event name. In the upper right corner, click the dark gray Delete button 

## Notes about Using/Viewing the Calendar

1. **Event Alerts:** Alerts go out to individuals who sign up to receive alerts for your calendar at the timing they choose.
  - a. By default, an email alert goes out to people who subscribed to your calendar **18 hours before the event starts**. However, each subscriber may change this alert timing when they subscribe to your calendar.
  - b. Alerts **do not** go out when an event is created. So, you can feel free to create 30 events at once without your families receiving 30 alerts.
2. In addition to subscribing to alerts (using the yellow bell icon seen in the screenshot below), individual calendar viewers also have access to these calendar tools:
  - a. **Printing** the calendar – using the gray print icon shown below
  - b. **Filter** the calendar – using the blue funnel icon shown below. **This will allow users to filter the district calendar to see multiple school calendars at one time, as they could do on Tandem.** So, if a family has an elementary, middle school, and high school student, they can filter the calendar to see those three schools' events!
  - c. **Create an iCal feed** – using the light gray feed icon shown below. This allows users to import the calendar feed into their personal calendar system, such as Outlook.

