Bellevue 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.

	Today <	June 2020	> Month	<u>h</u> Week Day List	Q Search	Ŷ	Get Updates
$\nabla \bullet$	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
Bellevue School District	JH Drama Production Week	JH Drama Production Week	JH Drama Production Week	JH Drama 3:00p Performance		3PTS PTF 8:30a Meeting	Senior & 8:00a Studio Art Show
	RWishart 6:00a	MACK PTF E- 8:30a	RWishart 7:00a	- chomanae		Recurring 10:54a Practice	MACK 8:30a
Last updated: 12/4/2019 11:49 am	Gym Use test event 12:00p District 1:30p	Board meeting, 8:30 - 10:00 a.m., conference room 3PTS Chapel 8:45a	Gym Use MACK 4th - 8:30a 6th Grade Track Meet, Woolsey			MACK PTF 3:00p New family ice cream social, 3:00 - 4:00 p.m., MPR	Preschool Last Day - Mrs. Howland/Mrs. Schroeder
📋 Calendar	Celebration Day/Retirement Reception	MACK 4th 2:00p Gr. Marketplace, MPR, 2-2:30 p.m.	Stadium at King's School, 8:30 - 2:30 p.m.			BCS 6:30p Booster's Meeting	MACK: 8:35a Chapel, 8:35-9:15, MPR
🔩 Sign In		JH Drama 7:30p	JH Drama 7:30p Performance			JH Choir/JH 7:30p Band Concert	VPG Meeting 1:00p
Signin		Performance	Performance				Bellevue 6:30p Community Band
							HS 7:30p Instrumental Concert
	7	8	9	10	11	12	13
	JH/HS Periods 1,3,5,7	JH/HS Periods 2,4,6	JH/HS Periods 1,3,5,7			JH/HS Periods 1-7	JH/HS Exam Schedule /HS
	RWishart 6:00a	PRESCHOOL 8:30a	MACK Preschool			8th Grade 9:00a Graduation	Finals1,4,5/JH 1-7
	Gym Use HS Teams 12:50p Mission Experience Meeting	Last Day - Mrs. Kaskes, Mrs. Holmgren, Mrs. Ribera 3PTS Chapel 8:45a HS Choral 7:30p Concert	Last Day - Mrs. Kelly/Mrs. Wasson RWishart 7:00a Gym Use MACK PTF 8:30a Meeting, 8:30 - 10:00 a.m., Library			Rehearsal 3PTS 9:30a	MACK: 8:35a Chapel, 8:35-9:15,
						Kindergarten Field	MPR Bellevue 6:30p
						Recurring 10:54a	Community Band
						Practice 8th Grade 7:00p Graduation Ceremony	Elementary 7:00p BAND Concert
	14	15	12	17	10	10	20

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 Bellevue School District calendar can be found at

https://app.tandem.co/Bellevue-School-District/Tyee-Internal-Building-Use-Scheduling-Calendar/?

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:

	L My Schedule							
	Member Events [No Events]							
Bellevue 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				
I 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				
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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:

1.1	L My Profile					
	My Associations					
	Group Follower edit					
Bellevue School District	HS Boys Baseball Varsity HS Girls Basketball JV					
Last updated: 12/4/2019 11:49 am	Here 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.					
👤 My Profile	Event Reminders					
(\$) Upgrade	Manage your event reminders.					
Help	Followed Events A list of your followed events on the calendar.					
() Sign Out	a Death					
👤 Demo User 🗸 🗸	Profile Change your address, name, phone, and other details about yourself.					
	NA Dreferences					

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.