# Santa Ynez Valley Union High School District Calendar Introduction & Instructions



Our district is using "Tandem" to manage all school calendars and events. It will be the place for you to find school event information.

B	Today	<	A	ugust 2019	>	Year I	<u>Month</u> Week	Day L	.ist	Q, Sea	rch	Ŷ	Subscribe
		SUN		MON	TU	E	WED	)	TH	U	FRI		SAT
Pirates			28	29		30		31		1		2	3
				Band Camp 8:00a FULL BAND	Band Camp FULL BAND		Band Camp FULL BAND	8:00a	Band Camp FULL BAND		Band Camp FULL BAND	8:00a	Band 9:00a Camp/PREVIEW SHOW
				Kickoff to 9:30a Kindergarten	Kickoff to Kindergarte	9:30a	Kickoff to Kindergarter	9:30a	Band Pictur	es 8:00a			3104
Santa Ynez Valley Union High School District Last updated: 8/5/2019 3:31 pm				Extreme 10:00a Science LS Camp Extreme 2:00p Science MS Camp	Extreme Science LS Extreme Science MS	10:00a Camp 2:00p	MacBook Rollout (New Students Gra 6-12, Last Na A-H)	9:30a v ades ames:	Incoming Grade 6 Stu Orientation (students o Kickoff to Kindergarte	nly) 9:30a			
Calendar							Extreme Science LS ( MacBook Rollout (New Students Gra	12:30p /	Rising 5th Grade Mact Rollout (Ret Last Names and All New	urning s: A-K			
⁺≗ Sign In							6-12, Last N I-Z)		Graders) Extreme	10:00a			
							Extreme Science MS	2:00p Camp	Science LS				
								Cump	Incoming Grade 7 Stu Orientation (students o				
									New 8th Grade Stude Orientation (students o students the be new to H	nly - at will			
									Rising 5th Grade Mact Rollout (Ret Last Names	Book			
									Football (J\ & Varsity) P	ictures			
									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 Santa Ynez Valley Union High School District calendar can be found at http://santaynezcaus.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:

	My Schedule			
Pirates	Member Events			
And Sec.	[No Events]			
Santa Ynez Valley	Followed Events *			subscribe
Union High School District	Name	Date Start	Time Start	Location
.ast 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 district staff has assigned you as being a member.

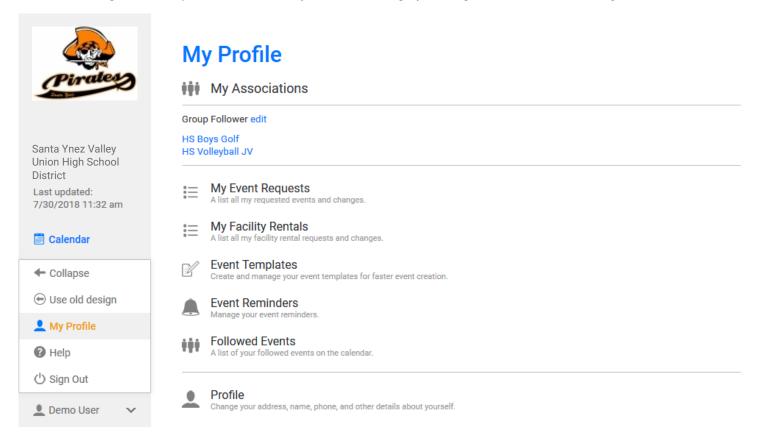
The Followed Events area will populate with upcoming events for any Groups or Facilities you are following.

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:



### 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.