# School Calendar

## Accessing Site Manager

- Open the district website.



- Select "**Our Schools**" and click on your campus.
- Then select "**User Options**" and click "**Sign In**"
- When the Sign In page opens, use your network username and password then click **SIGN IN**
- Select "**User Options**" again (there will be more options now) and then click "**Site Manager**"
- You will see the admin side of the website
- You should see links to the Homepage and your School Calendar toward the top of the page.

## School Calendar

- In the *Site Manager*, click the calendar link to edit the calendar.



- This program uses different apps. The calendar app is the bottom app on the page. Hover over the app until you see a pencil icon. Click the pencil icon to open the calendar app program.

- Below are the steps to add an event:

1. Click **New Event** or double click on the date you want the event.
2. In the New Event window, enter your event details on the **Event tab**.
   a. Enter the Event Title.
   b. Set the event details, including the Start Date and End Date.
   c. You can also set the event time and choose if the event is All Day or has No End Time.
   d. Enter the Description of the event.
   e. Select an event Category.
3. If this event will recur regularly, click the **Recurrence tab** and let the system automatically recreate this event on the specified days.
4. Click the **Location tab** to add detail to your event.
5. Select **Save**.