



## Teamup User Guide

*Teamup* is the online calendar application that we use to schedule our FAME resources. Three sub-calendars are available, one for each artist during that half of the school year. This is the same program used by the Ceramic Arts Program, so it will look familiar if you are also a CAP volunteer.

*Teamup* can be accessed from a computer or mobile device and entries are synchronized instantly. I will send you a link to your teacher's FAME calendar. You do not need a *Teamup* account, and you do not need a login ID or password. All volunteers for the same teacher will use the same link. If you are volunteering in 2 different classrooms, you will be sent a link for each teacher. You can modify or delete events for your classroom but will only be able to 'view' all the other calendars. Teamup allows you to share your event with your team members electronically or add scheduled events to your personal calendar. Your team members can sign up for your event and enter comments, e.g. 'I will teach the music lesson.'

### ***Using Your Link on a Computer or through a Web Browser***

Click the link I sent you and the class's calendar will open. Select the green Plus sign in the right upper corner to add the calendar to your Dashboard. To toggle between calendars, go to Dashboard. To remove a calendar, from Dashboard hover cursor over the calendar to be deleted -> select Remove.

### ***Using Your Link in a Mobile App***

From your mobile device, download the Teamup app. Then go to the email I sent you, copy the link: hold your finger on the link and select copy. Go back to the app then select -> continue without account. In the URL field, delete the contents then -> Hold finger down in URL field to paste. The FAME window opens, tap on it. You are on your teacher's calendar.

If you are working with two classrooms: To add additional calendars, select the *person icon* (upper right, next to magnifying glass) -> Dashboard -> Select Plus sign -> Connect an existing calendar -> Paste link into URL field. To toggle between calendars, go to Dashboard.

## View of Calendar

teamup FAME - Folsom Hills Elementary Heather Brown

August 2025 Today August 2025 Week 6 Weeks Month Year List Tiles

S M T W T F S

27 28 29 30 31 1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30  
31 1 2 3 4 5 6

Calendars

- Admin
- Klee / Korsakov
- Manet / Sousa
- Monnet / St. Saens
- + Add / Edit

Filter

Instructions

Please sign up for dates/times that you are teaching as well as checking out a bag overnight.  
Questions? Call/text Heather at 916-474-1033

31 Jul 27, 2025 28 29 30 31 Aug 1 2

32 3 4 5 6 7 8 9  
First Day of School (Admin)

33 10 11 12 13 14 15 16

34 17 18 19 20 21 22 23

35 24 25 26 27 28 29 30

36 31 Sep 1 2 3 4 5 6  
Labor Day Holiday (Admin)

Pacific Time US & Ca Powered by teamup

### Scheduling a Resource

In the Title/Event field Enter Your Name. Enter the date and start/end times of your event, then select the sub-calendar you're scheduling, enter your phone number, teacher's name, and classroom number. Remember to select "Save" by clicking on the check mark.

✕
 Your name

🕒 From

To

All day

Repeats

🔔 Reminders: 0 [Show](#)

📅 Calendar

— Your phone number (required)

👤 Teacher name (required)

📍 Room number (required)

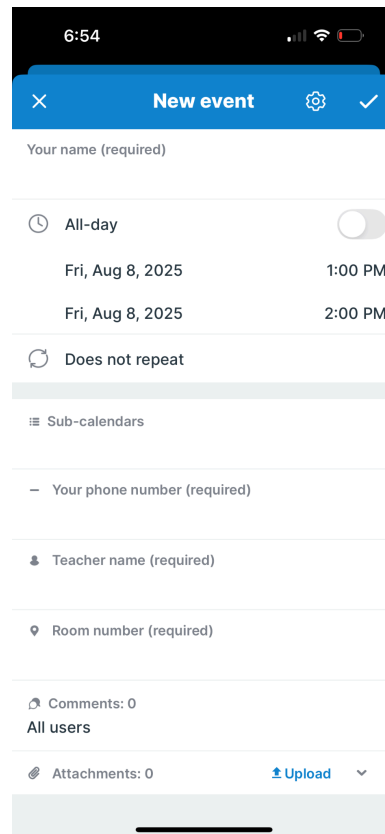
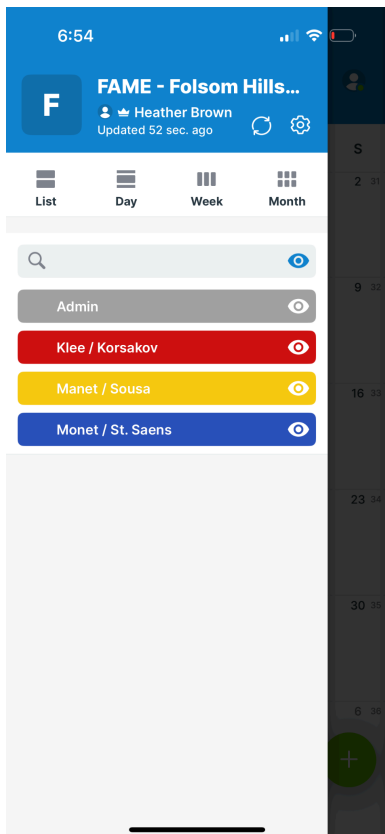
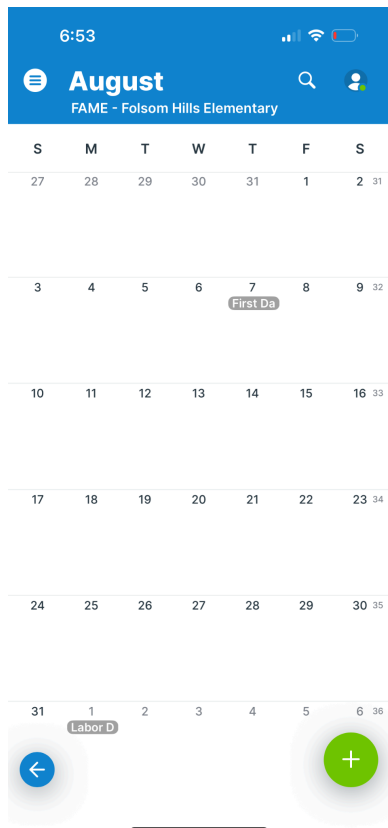
💬 Comments: 0 [Add Comment](#)

📎 Attachments: 0 [Show](#) [Upload](#)

Save

Options

## Mobile Device Views of Calendar, Menu, and Event Entry



### Getting Started

1. Views are available for day, week, month, and list on mobile. In a browser, three additional views are available: 6 weeks, year, and agenda. On a computer, change the view by selecting from the top right menu bar. On a mobile device, tap on the Menu icon, the 3 lines in the upper left corner.
2. Show or hide sub-calendars by clicking the “Eyeball” next to the sub-calendar name. Click it a second time to show it again. This could be helpful when trying to find an open date for a specific artist/composer.
3. You can view all events scheduled on the FAME calendar as *Read Only*.
4. You can edit or delete your or your team’s entries using the Edit Event function.
5. To view details of the event on a PC, hover over the event; on a mobile device, tap on the event.
6. When scheduling, the system will NOT allow you to double-book events.
7. When scheduling an artist bag to take home, enter the time you will be picking up the bag and the time you will be returning it. You can keep it as long as it is not reserved by someone else. You may also check out a bag over the weekend.
8. You can “Share” your events via text or email or add it to your personal calendar by opening the event and selecting the Share button.
9. Your team members can “Sign Up” for your event by selecting the Signup button.
10. You or your team members can enter “Comments” to facilitate communication. Team members enter their name and email address, and a comment field opens.

***If You Have Questions***

Should you have questions or encounter any problems, please let me know. If urgent, please call or text.

Heather Brown

916-474-1033

hnbrown@gmail.com