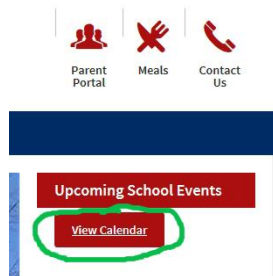
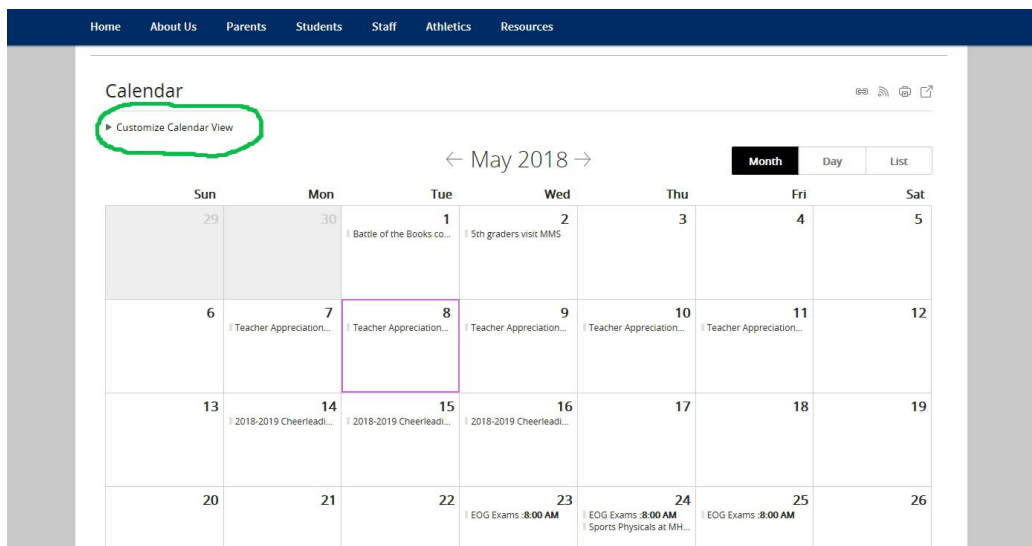


On the school's homepage find and click the calendar link.



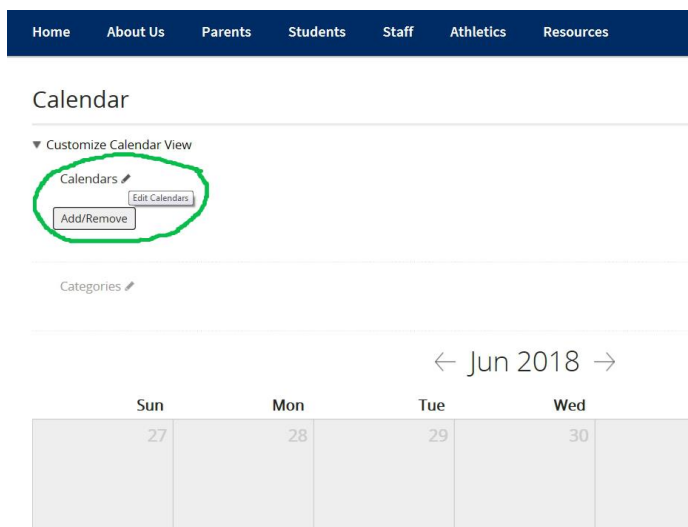
Here's where you customize the events so your calendar shows you just the information you need, click Customize Calendar View.

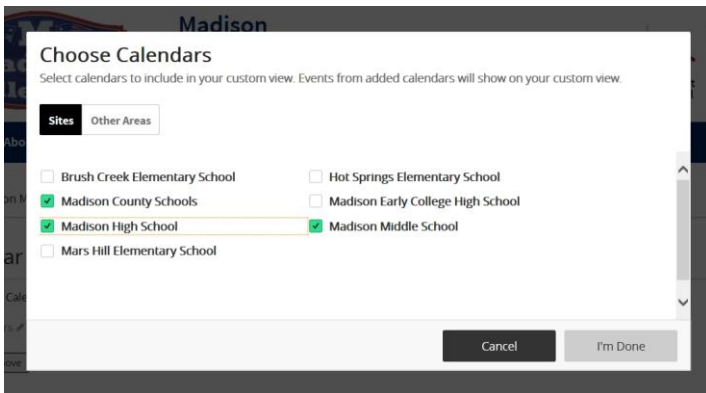


In this window you can add additional calendars and choose which categories are meaningful to you.

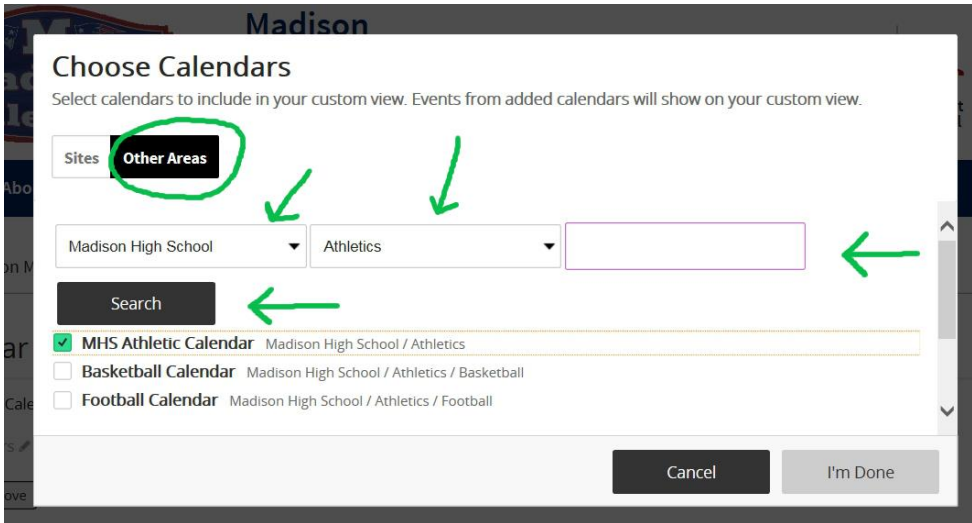
By default, the school you chose displays its school calendar and this calendar can't be removed from your calendar listing.

Now if you want to add additional calendars click the pencil and then add/remove.





In the Choose Calendars window, select additional schools' or district calendars that are meaningful to you.



Whereas in Other Areas, you can select calendars by the school or district, by Channel, or Search for specific calendar in a selected school or district, Channel or Section.

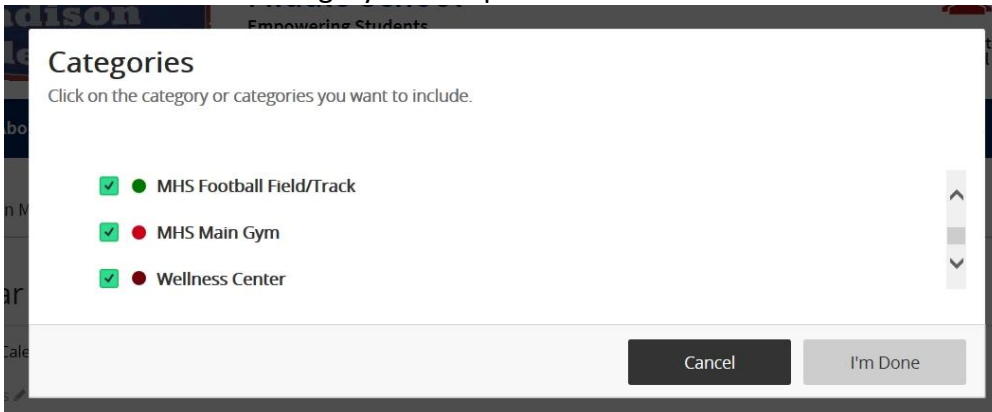
Feel free to select multiple calendars, in more than one school, because Customize Calendar View will hold the selected calendars in memory until you select I'm Done.

Now at some point down the road when you decide to remove some of the calendar choices simply click the X and they're gone. When you're finished editing your calendar list select I'm Done.

To further customize so you don't want to see all the schools events on your calendar, just the ones that you want, simply remove categories from your calendar view.

To edit your calendars select the pencil icon next to Categories.

You'll see that each category color represents an event.



Calendar



Customize Calendar View

Calendars

Madison Middle School Madison High School X Athletics X MHS Facilities X Add/Remove

Categories

Little Theater X Lunchroom X MHS Main Gym X Wellness Center X Add/Remove

← Jun 2018 →

Month		Day	List			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2

And if you accidentally remove a category, you simply click the add/remove button. Now Click I'm Done.

Home About Us Parents Students Staff Athletics Resources

Calendar

Customize Calendar View

← May 2018 →

Month		Day	List			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1 Battle of the Books co...	2 5th graders visit MMS	3	4	5
6 Teacher Appreciation ...	7 Teacher Appreciation ...	8 Teacher Appreciation ...	9 Teacher Appreciation ...	10 Teacher Appreciation ...	11 Teacher Appreciation ...	12
13 2018-2019 Cheerlead...	14 2018-2019 Cheerlead...	15 2018-2019 Cheerlead...	16 2018-2019 Cheerlead...	17	18	19
20	21	22	23 EOG Exams :8:00 AM	24 EOG Exams :8:00 AM Sports Physicals at MH...	25 EOG Exams :8:00 AM	26

As you can see, you have customized your calendar to show you the events that are most important to you.