


# Lake Washington 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.



Lake Washington School District

Last updated:  
7/30/2018 11:32 am

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Today < **September 2018** > Year [Month](#) [Week](#) [Day](#) [List](#)

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
	HS Football Practice 3:00p	First Day of School	HS Football Practice 3:00p	HS Football Practice 3:00p	HS Football Practice 3:00p	Football vs LCA/SHS 6:00p
	HS XC Practice 3:15p	HS Football Practice 3:00p	HS Drama Rehearsal 3:15p	HS Girls Soccer Practice/MM#5 3:00p	HS Drama Rehearsal 3:15p	
	HS JV2/Varsity VB Practice 3:30p	HS Drama Rehearsal 3:15p	HS XC Practice 3:15p	HS Drama Rehearsal 3:15p	HS XC Practice 3:15p	
	HS JV VB Practice 4:30p	HS XC Practice 3:15p	HS Girls Soccer Practice/MM#6 3:30p	HS XC Practice 3:15p	HS Girls Soccer Practice/MM#6 3:30p	
	HS Girls Soccer Practice/MM#4 5:00p	HS Girls Soccer Practice/MM#4 3:30p	HS JV/JV2 VB Practice 3:30p	HS JV/JV2 VB Practice 3:30p	HS JV/JV2 VB Practice 3:30p	
		HS JV2/Varsity VB Practice 3:30p	HS Varsity VB Practice 4:30p	HS Varsity VB Practice 4:30p		
		HS JV VB Practice 4:30p				
2	3	4	5	6	7	8
	Labor Day NO SCHOOL	HS Football Practice 3:00p	HS Football Practice 3:00p	HS Football Practice 3:00p	HS Football Practice 3:00p	HS XC Meet @ Ellensburg Invite 10:00a
	HS Football Practice 3:00p	HS Drama Rehearsal 3:15p	HS Drama Rehearsal 3:15p	HS Drama Rehearsal 3:15p	HS Drama Rehearsal 3:15p	
	HS XC Practice 3:15p	HS XC Practice 3:15p	HS XC Practice 3:15p	HS XC Practice 3:15p	HS XC Practice 3:15p	
	HS Girls Soccer Practice/MM#6 3:30p	HS JV2 VB Practice 3:30p	HS Girls Soccer Practice/MM#6 3:30p	HS Girls Soccer Varsity vs CPC/MM#6 4:00p	HS JV/JV2/VB Practice 3:30p	
	HS JV2/Varsity VB Practice 3:30p	HS Girls Soccer Varsity @ UPrep 4:00p	HS JV/JV2 VB Practice 3:30p	HS Volleyball JV @ SWHS 5:15p	Football @ FHHS 6:30p	
	HS JV VB Practice 4:30p	HS Volleyball JV vs UPrep 4:00p	HS Varsity VB Practice 4:30p	HS Volleyball Varsity @ SWHS 7:00p		
		HS Volleyball Varsity vs UPrep 5:30p				

## 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 **Lake Washington School District** calendar can be found at <http://lakewashington.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:



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### My Schedule

#### Member Events

[No Events]

#### Followed Events

Name	Date Start	Time Start	Location
<a href="#">HS VB Practice</a>	08/20/2018 (Mon)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/21/2018 (Tue)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/22/2018 (Wed)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/23/2018 (Thu)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/24/2018 (Fri)	3:30 pm	Clyde Hill Edwards Gymnasium

[View calendar](#)

[subscribe](#)

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**:



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**My Profile**

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## My Profile


 **My Associations**


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Group Follower [edit](#)


[HS Boys Golf](#)  
[HS Volleyball JV](#)


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 **My Event Requests**  
A list all my requested events and changes.


 **My Facility Rentals**  
A list all my facility rental requests and changes.

 **Event Templates**  
Create and manage your event templates for faster event creation.

 **Event Reminders**  
Manage your event reminders.

 **Followed Events**  
A list of your followed events on the calendar.

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 **Profile**  
Change your address, name, phone, and other details about yourself.

## 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.