

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.

Tandem
calendar
reports
sign in

Lake Washington School District

Today
June 2017
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SUN	28	MON	29	TUE	30	WED	31	THU	1	FRI	2	SAT	3
		NO SCHOOL-Memorial Day		JH/HS Periods 1,3,5,7 JH Drama Production Week MACK: Chapel, 8:35- 8:35a 9:15, MPR MACK 4th Gr. 2:00p Marketplace, MPR, 2-2:30 p.m. Bellevue Community 6:30p Band		Early Release - NO PM PRESCHOOL JH/HS Periods 2,4,6 JH Drama Production Week RWishart Gym Use 6:00a District Celebration 1:30p Day/Retirement Reception			JH/HS Periods 1,3,5,7 JH Drama Production Week MACK PTF E-Board 8:30a meeting, 8:30 - 10:00 a.m., conference room 3PTS Chapel 8:45a MACK 4th Gr. 2:00p Marketplace, MPR, 2-2:30 p.m. JH Drama Performance 7:30p		JH/HS Periods 2,4,6 JH Drama Production Week RWishart Gym Use 7:00a MACK 4th - 6th Grade Track Meet, Woolsey Stadium at King's School, 8:30 - 2:30 p.m. JH Drama Performance 7:30p		JH Drama Production Week JH Drama Performance 3:00p
SUN	4	MON	5	TUE	6	WED	7	THU	8	FRI	9	SAT	10
		JH/HS Periods 1-7 3PTS PTF Meeting 8:30a MACK PTF New 3:00p family ice cream social, 3:00 - 4:00 p.m., MPR BCS Booster's Meeting 6:30p JH Choir/JH Band Concert 7:30p		JH/HS Periods 2,4,6 Senior & Studio Art Show 8:00a MACK Preschool Last Day - Mrs. Howland/Mrs. Schroeder 8:30a MACK: Chapel, 8:35- 8:35a 9:15, MPR VPG Meeting 1:00p Bellevue Community 6:30p Band HS Instrumental Concert 7:30p		JH/HS Periods 1,3,5,7 RWishart Gym Use 6:00a HS Teams Mission 12:50p Experience Meeting		JH/HS Periods 2,4,6 PRESCHOOL Last Day - Mrs. Kaskes, Mrs. Holmgren, Mrs. Ribera 8:30a 3PTS Chapel 8:45a HS Choral Concert 7:30p		JH/HS Periods 1,3,5,7 MACK Preschool Last Day - Mrs. Kelly/Mrs. Wasson RWishart Gym Use 7:00a MACK PTF Meeting, 8:30a 8:30 - 10:00 a.m., Library			

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:

+ request event inbox **my schedule** calendar reports BCS Demo User

member events

[No Events]

followed events

subscribe

Name	Date Start	Time Start	Location
HS Volleyball Varsity DISTRICT/Chimacum HS	11/05/2015 (Thu)	6:15 pm	Chimacum High School
HS Volleyball Varsity DISTRICT	11/07/2015 (Sat)	All Day	TBD
HS Volleyball Banquet	11/09/2015 (Mon)	6:30 pm	Clyde Hill B103-Home Ec Room
Finance Committee Meeting	11/10/2015 (Tue)	5:00 pm	Clyde Hill Large Conference Room
HS Volleyball STATE	11/12/2015 (Thu)	All Day	Sundome - Yakima

[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 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**:

The screenshot shows a user interface with a top navigation bar containing icons for '+ request event', 'inbox', 'my schedule', 'calendar', and 'reports'. On the right side of the navigation bar, the user is identified as 'BCS Demo User' with a dropdown arrow. Below the navigation bar, the page title is 'My Profile'. On the right side of the page, there is a user menu with options: 'my profile', 'help', and 'sign out'. The main content area is titled 'My Associations' and lists several groups: 'Group Follower edit', 'BCS Board', 'Scrip', 'Finance Committee', 'HS Volleyball JV', 'HS Volleyball JV2', and 'HS Volleyball Varsity'. Below this list, there are five sections with icons and descriptions, each with a right-pointing arrow: '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.), and 'Followed Events' (A list of your followed events on the calendar.).

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.