


# Thomas Metcalf School 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.



Thomas Metcalf School

Last updated:  
12/4/2019 11:49 am

[Calendar](#)

[Sign In](#)

Today < **June 2020** > [Month](#) [Week](#) [Day](#) [List](#)

Get Updates

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
JH/HS Periods 2,4,6 JH Drama Production Week RWishart 6:00a Gym Use test event 12:00p District Celebration Day/Retirement Reception 1:30p	JH/HS Periods 1,3,5,7 JH Drama Production Week MACK PTF E- 8:30a Board meeting, 8:30 - 10:00 a.m., conference room 3PTS Chapel 8:45a MACK 4th Gr. Marketplace, MPR, 2-2:30 p.m. JH Drama 7:30p Performance	JH/HS Periods 2,4,6 JH Drama Production Week RWishart 7:00a Gym Use MACK 4th - 8:30a 6th Grade Track Meet, Woolsey Stadium at King's School, 8:30 - 2:30 p.m. JH Drama 7:30p Performance	JH Drama Production Week JH Drama 3:00p Performance		JH/HS Periods 1-7 3PTS PTF Meeting 8:30a Recurring Practice 10:54a MACK PTF New family ice cream social, 3:00 - 4:00 p.m., MPR BCS 6:30p Booster's Meeting 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, 8:35-9:15, MPR 8:35a VPG Meeting 1:00p Bellevue Community Band 6:30p HS Instrumental Concert 7:30p
7	8	9	10	11	12	13
JH/HS Periods 1,3,5,7 RWishart 6:00a Gym Use HS Teams 12:50p Mission Experience Meeting	JH/HS Periods 2,4,6 PRESCHOOL 8:30a Last Day - Mrs. Kaskes, Mrs. Holmgren, Mrs. Ribera 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 7:00a Gym Use MACK PTF Meeting, 8:30 - 10:00 a.m., Library 8:30a			JH/HS Periods 1-7 8th Grade Graduation Rehearsal 9:00a 3PTS Kindergarten Field Trip 9:30a Recurring Practice 10:54a 8th Grade Graduation Ceremony 7:00p	JH/HS Exam Schedule /HS Finals 1,4,5/JH 1-7 MACK: Chapel, 8:35-9:15, MPR 8:35a Bellevue Community Band 6:30p Elementary BAND Concert 7:00p

## 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 **Thomas Metcalf School** calendar can be found at <http://metcalf.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:



THOMAS METCALF  
SCHOOL  
*Illinois State University*


 **My Schedule**


### Member Events


[No Events]

Thomas Metcalf School

Last updated:  
12/4/2019 11:49 am

 **Calendar**

 Reports

 Sign In

### Followed Events

subscribe

Name	Date Start	Time Start	Location
<a href="#">HS Girls BB Practice</a>	12/19/2019 (Thu)	12:30 pm	Clyde Hill Edwards Gymnasium
<del><a href="#">HS Girls Basketball JV vs BHS</a></del>	12/20/2019 (Fri)	5:00 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS Girls BB Practice</a>	12/26/2019 (Thu)	2:00 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS Girls BB Practice</a>	01/03/2020 (Fri)	3:15 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS Girls Basketball JV @ Meridian</a>	01/03/2020 (Fri)	4:00 pm	Meridian High School

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 for Thomas Metcalf School, an Illinois State University affiliate. On the left is a sidebar with the school's logo, name, last update time (12/4/2019 11:49 am), and a menu with options: Calendar, Collapse, My Profile (highlighted), Upgrade, Help, Sign Out, and a Demo User dropdown. The main content area is titled 'My Profile' and contains several sections: 'My Associations' (listing 'Group Follower' with an edit link, 'HS Boys Baseball Varsity', and 'HS Girls Basketball JV'), 'My Event Requests' (a list of requested events), 'My Facility Rentals' (a list of rental requests), 'Event Templates' (for creating templates), 'Event Reminders' (for managing reminders), and 'Followed Events' (a list of events on the calendar). At the bottom, there are sections for 'Profile' (to change address, name, phone, etc.) and 'Preferences'.

## 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.