


# Findlay City Schools 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.



Findlay City Schools

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

[Calendar](#)

[Sign In](#)

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

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 8:30a 3PTS PTF Meeting 10:54a Recurring Practice 3:00p 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 9:00a 8th Grade Graduation Rehearsal 9:30a 3PTS Kindergarten Field Trip Recurring Practice 10:54a 8th Grade Graduation Ceremony 7:00p	JH/HS Exam Schedule /HS Finals 1,4,5/JH 1-7 8:35a MACK: Chapel, 8:35-9:15, MPR 8:35a Bellevue Community Band 6:30p Elementary BAND Concert 7:00p
14	15	16	17	18	19	20

## 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 **Findlay City Schools** calendar can be found at <http://fcs.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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Last updated:  
12/4/2019 11:49 am

 **Calendar**

 Reports

 Sign In

 **My Schedule**

### Member Events

[No Events]

### 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 displays the user interface for Findlay City Schools. On the left, there is a sidebar with a logo of three overlapping photos, the text 'Findlay City Schools', and a 'Last updated: 12/4/2019 11:49 am' timestamp. Below this is a 'Calendar' link with a calendar icon. A dropdown menu is open, showing options: 'Collapse', 'My Profile' (highlighted with a blue bar), 'Upgrade' (with a dollar sign icon), 'Help' (with a question mark icon), and 'Sign Out' (with a power icon). At the bottom of the sidebar, it says 'Demo User' with a dropdown arrow. The main content area is titled 'My Profile' with a person icon. Below this title are several sections: 'My Associations' (with a group of people icon, showing 'Group Follower edit', 'HS Boys Baseball Varsity', and 'HS Girls Basketball JV'), 'My Event Requests' (with a list icon, 'A list all my requested events and changes.'), 'My Facility Rentals' (with a list icon, 'A list all my facility rental requests and changes.'), 'Event Templates' (with a notepad icon, 'Create and manage your event templates for faster event creation.'), 'Event Reminders' (with a bell icon, 'Manage your event reminders.'), and 'Followed Events' (with a group of people icon, 'A list of your followed events on the calendar.'). At the bottom of the main content area, there is a 'Profile' section (with a person icon, 'Change your address, name, phone, and other details about yourself.') and a partially visible 'Preferences' section (with a gear icon).

## 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.