


# Galion 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.



Galion City Schools

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 Galion City Schools calendar can be found at <https://galionschools.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**:

**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.

**Left Sidebar:**

- ← Collapse
- ↺ Use old design
- My Profile**
- 🔍 Help
- 🔌 Sign Out
- Demo User ▼

## 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.