Our school is using “Tandem” to manage all school calendars and events. It will be the place for you to find school event information.

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](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:

![My Schedule](image)

### My Schedule

#### Member Events

[No Events]

#### Followed Events 🌟

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Start</th>
<th>Time Start</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS VB Practice</td>
<td>08/20/2018 (Mon)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
<tr>
<td>HS VB Practice</td>
<td>08/21/2018 (Tue)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
<tr>
<td>HS VB Practice</td>
<td>08/22/2018 (Wed)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
<tr>
<td>HS VB Practice</td>
<td>08/23/2018 (Thu)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
<tr>
<td>HS VB Practice</td>
<td>08/24/2018 (Fri)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
</tbody>
</table>

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

Group Follower edit
HS Boys Golf
HS Volleyball JV

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

My Facility Rentals
A list of 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.

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.