

# 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](#)

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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<br>JH Drama Production Week<br>RWishart 6:00a Gym Use<br>test event 12:00p<br>District Celebration Day/Retirement Reception 1:30p | JH/HS Periods 1,3,5,7<br>JH Drama Production Week<br>MACK PTF E- 8:30a Board meeting, 8:30 - 10:00 a.m., conference room<br>3PTS Chapel 8:45a<br>MACK 4th Gr. Marketplace, MPR, 2-2:30 p.m.<br>JH Drama 7:30p Performance | JH/HS Periods 2,4,6<br>JH Drama Production Week<br>RWishart 7:00a Gym Use<br>MACK 4th - 8:30a 6th Grade Track Meet, Woolsey Stadium at King's School, 8:30 - 2:30 p.m.<br>JH Drama 7:30p Performance | JH Drama Production Week<br>JH Drama 3:00p Performance |     | JH/HS Periods 1-7<br>3PTS PTF Meeting 8:30a<br>Recurring Practice 10:54a<br>MACK PTF New family ice cream social, 3:00 - 4:00 p.m., MPR<br>BCS 6:30p Booster's Meeting<br>JH Choir/JH Band Concert 7:30p | JH/HS Periods 2,4,6<br>Senior & Studio Art Show 8:00a<br>MACK Preschool Last Day - Mrs. Howland/Mrs. Schroeder 8:30a<br>MACK: Chapel, 8:35-9:15, MPR 8:35a<br>VPG Meeting 1:00p<br>Bellevue Community Band 6:30p<br>HS Instrumental Concert 7:30p |
| 7                                                                                                                                                     | 8                                                                                                                                                                                                                         | 9                                                                                                                                                                                                    | 10                                                     | 11  | 12                                                                                                                                                                                                       | 13                                                                                                                                                                                                                                                |
| JH/HS Periods 1,3,5,7<br>RWishart 6:00a Gym Use<br>HS Teams 12:50p Mission Experience Meeting                                                         | JH/HS Periods 2,4,6<br>PRESCHOOL Last Day - Mrs. Kaskes, Mrs. Holmgren, Mrs. Ribera 8:30a<br>3PTS Chapel 8:45a<br>HS Choral Concert 7:30p                                                                                 | JH/HS Periods 1,3,5,7<br>MACK Preschool Last Day - Mrs. Kelly/Mrs. Wasson<br>RWishart 7:00a Gym Use<br>MACK PTF Meeting, 8:30 - 10:00 a.m., Library 8:30a                                            |                                                        |     | JH/HS Periods 1-7<br>8th Grade Graduation Rehearsal 9:00a<br>3PTS Kindergarten Field Trip 9:30a<br>Recurring Practice 10:54a<br>8th Grade Graduation Ceremony 7:00p                                      | JH/HS Exam Schedule /HS Finals 1,4,5/JH 1-7<br>MACK: Chapel, 8:35-9:15, MPR 8:35a<br>Bellevue Community Band 6:30p<br>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

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 **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. On the left is a sidebar with the school's logo, name, last update time, and a menu with options like Calendar, My Profile (highlighted), Upgrade, Help, and Sign Out. The main content area is titled 'My Profile' and contains several sections: 'My Associations' (listing 'Group Follower' and two sports teams), 'My Event Requests', 'My Facility Rentals', 'Event Templates', 'Event Reminders', and 'Followed Events'. At the bottom, there are sections for 'Profile' and 'Preferences'.

THOMAS METCALF SCHOOL  
*Illinois State University*

Thomas Metcalf School

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Calendar

← Collapse

**My Profile**

Upgrade

Help

Sign Out

Demo User

### My Profile

#### My Associations

Group Follower [edit](#)

[HS Boys Baseball Varsity](#)

[HS Girls Basketball JV](#)

#### 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.

#### Profile

Change your address, name, phone, and other details about yourself.

#### 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.