


# Ganado ISD 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.



Ganado ISD

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 3:00p 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 **Ganado ISD** calendar can be found at <http://ganadoisd.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:





Ganado ISD

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

 **Calendar**

 Reports

 Sign In

 **My Schedule**

### Member Events

[No Events]

### Followed Events

HS Girls BB Practice

~~HS Girls Basketball JV vs BHS~~

HS Girls BB Practice

HS Girls BB Practice

HS Girls Basketball JV @ Meridian

Date Start	Time Start	Location
12/19/2019 (Thu)	12:30 pm	Clyde Hill Edwards Gymnasium
12/20/2019 (Fri)	5:00 pm	Clyde Hill Edwards Gymnasium
12/26/2019 (Thu)	2:00 pm	Clyde Hill Edwards Gymnasium
01/03/2020 (Fri)	3:15 pm	Clyde Hill Edwards Gymnasium
01/03/2020 (Fri)	4:00 pm	Meridian High School

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**:

The screenshot displays the user interface for Ganado ISD. On the left is a sidebar with the Ganado ISD logo at the top, followed by the text 'Ganado ISD'. Below this is 'Last updated: 12/4/2019 11:49 am'. A 'Calendar' link with a calendar icon is present. A dropdown menu is open, showing options: 'Collapse', 'My Profile' (highlighted with a person icon), '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 is '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 icon, 'Group Follower' status, and an 'edit' link, listing 'HS Boys Baseball Varsity' and 'HS Girls Basketball JV'), 'My Event Requests' (with a list icon and description 'A list all my requested events and changes.'), 'My Facility Rentals' (with a list icon and description 'A list all my facility rental requests and changes.'), 'Event Templates' (with a notepad icon and description 'Create and manage your event templates for faster event creation.'), 'Event Reminders' (with a bell icon and description 'Manage your event reminders.'), and 'Followed Events' (with a group icon and description 'A list of your followed events on the calendar.'). At the bottom of the main area are 'Profile' (with a person icon and description 'Change your address, name, phone, and other details about yourself.') and 'Preferences' (with a star 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.