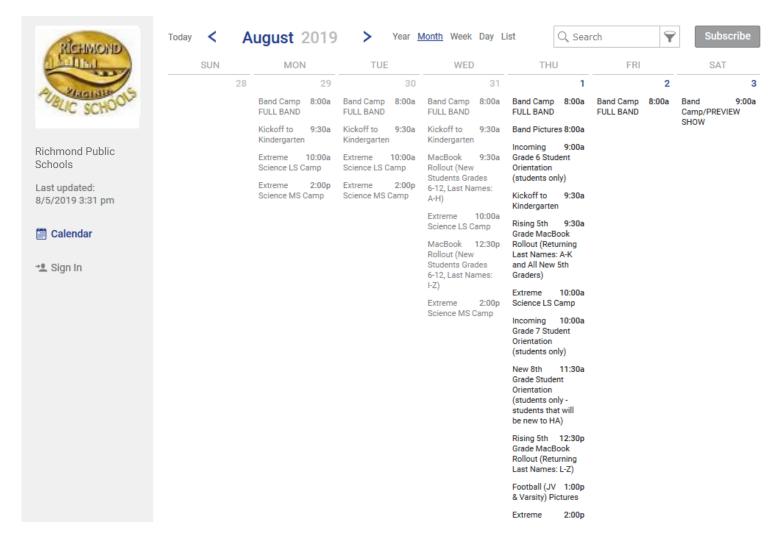
Richmond Public Schools Calendar Introduction & Instructions



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



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 Richmond Public Schools calendar can be found at http://rps.tandem.co

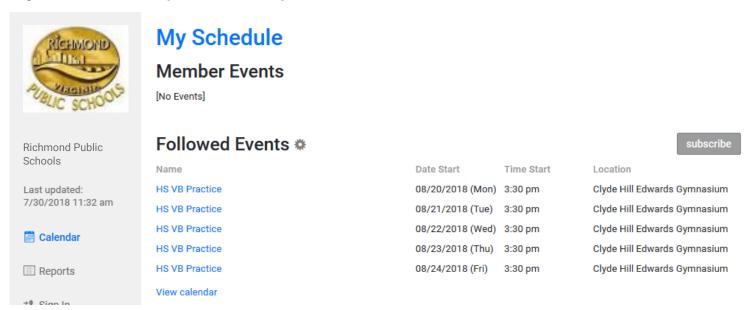
Set up a User Account:

- 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:



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.

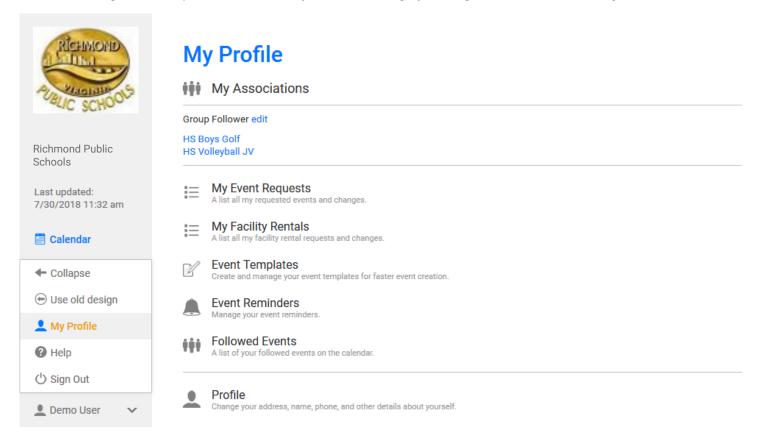
The Followed Events area will populate with upcoming events for any Groups or Facilities you are following.

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:



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.