


# Sparkman HS 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.



Sparkman HS

Last updated:  
8/5/2019 3:31 pm

**Calendar**

Sign In

Today < **August 2019** > Year [Month](#) [Week](#) [Day](#) [List](#)

Subscribe

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
	Band Camp 8:00a FULL BAND  Kickoff to 9:30a Kindergarten  Extreme 10:00a Science LS Camp  Extreme 2:00p Science MS Camp	Band Camp 8:00a FULL BAND  Kickoff to 9:30a Kindergarten  Extreme 10:00a Science LS Camp  Extreme 2:00p Science MS Camp	Band Camp 8:00a FULL BAND  Kickoff to 9:30a Kindergarten  MacBook 9:30a Rollout (New Students Grades 6-12, Last Names: A-H)  Extreme 10:00a Science LS Camp  MacBook 12:30p Rollout (New Students Grades 6-12, Last Names: I-Z)  Extreme 2:00p Science MS Camp	Band Camp 8:00a FULL BAND  Band Pictures 8:00a  Incoming 9:00a Grade 6 Student Orientation (students only)  Kickoff to 9:30a Kindergarten  Rising 5th 9:30a Grade MacBook Rollout (Returning Last Names: A-K and All New 5th Graders)  Extreme 10:00a Science LS Camp  Incoming 10:00a Grade 7 Student Orientation (students only)  New 8th 11:30a Grade Student Orientation (students only - students that will be new to HA)  Rising 5th 12:30p Grade MacBook Rollout (Returning Last Names: L-Z)  Football (JV 1:00p & Varsity) Pictures  Extreme 2:00p	Band Camp 8:00a FULL BAND	Band 9:00a Camp/PREVIEW SHOW

## 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 **Sparkman HS** calendar can be found at <http://sparkmanhsalus.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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Last updated:  
7/30/2018 11:32 am

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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**:





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[⏻ Sign Out](#)

 Demo User 

## 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.

## 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.