



## Accessing and Posting Events To Your Website's School Calendar

Every school website has its own **"School Calendar"** and is available from the left hand navigation tab. We are now able to give each school access to their calendar so that events can be posted in a timely manner.

Please note a valid Google email address is required.

To access your calendar please send an **email to the webmaster** that includes the **name your school**, the **name of the person** to access the calendar and a **valid Google email address**. You can allow several people access if you like. Each would require individual Gmail address or you can create one Gmail address (specifically for accessing the calendar) and share it throughout the school.

The screenshot shows a school website with a navigation menu at the top: DISTRICT, DEPARTMENTS, OUR SCHOOLS, RESOURCES, CONTACT LPS. The left sidebar contains a 'Lincoln-Thomson Calendar' section with a photo of Principal Helen Mihos and the text 'Updated: October 2012'. The main content area displays the 'Lincoln-Thomson School' calendar for Tuesday, October 9. The calendar shows events for Wednesday, October 10 (Picture Day!), Friday, October 19 (Progress Reports Distributed), and Wednesday, October 31 (Halloween Parade). A 'Google Calendar' button is visible at the bottom right of the calendar view.

If you have any questions please contact Robert Wilson at the webmaster e-mail address below.

Thank you,

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