

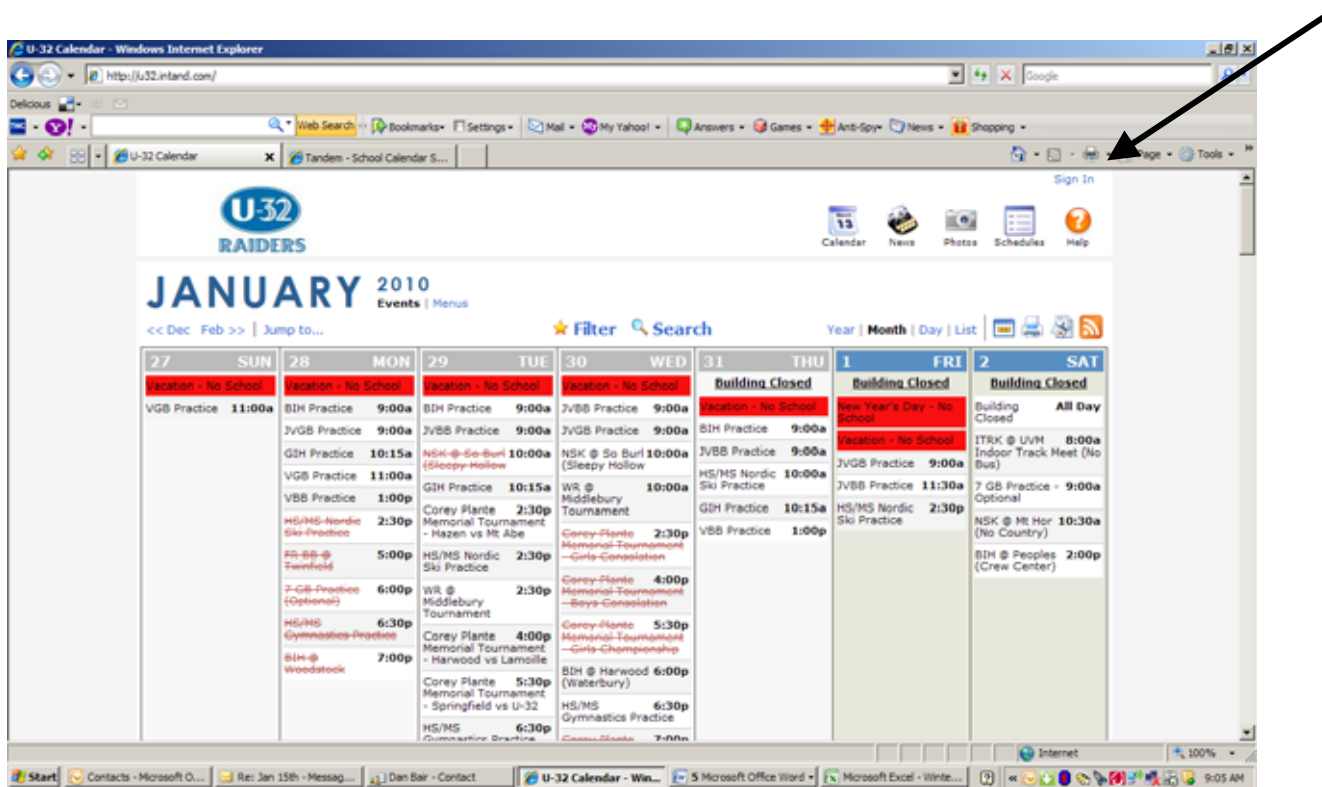
U-32 is now using Tandem for Schools to manage all school calendars and events. It will be THE place for you to find all school event information. Information about U-32 events and activities will now be available 24 hours a day, 7 days a week through our new on-line calendar system.

We recently changed the program that we were using to provide our community with information regarding events and activities at U-32. The program is incredibly user-friendly and will allow users to completely customize the information that they would like to receive. Once you get used to the system, you will find that it is easier to use and allows for greater filtering, searching and it is much easier to follow events on the calendar. Events can be requested by the public, and parents/guardians can 'subscribe' to calendar updates to follow specific group activities.

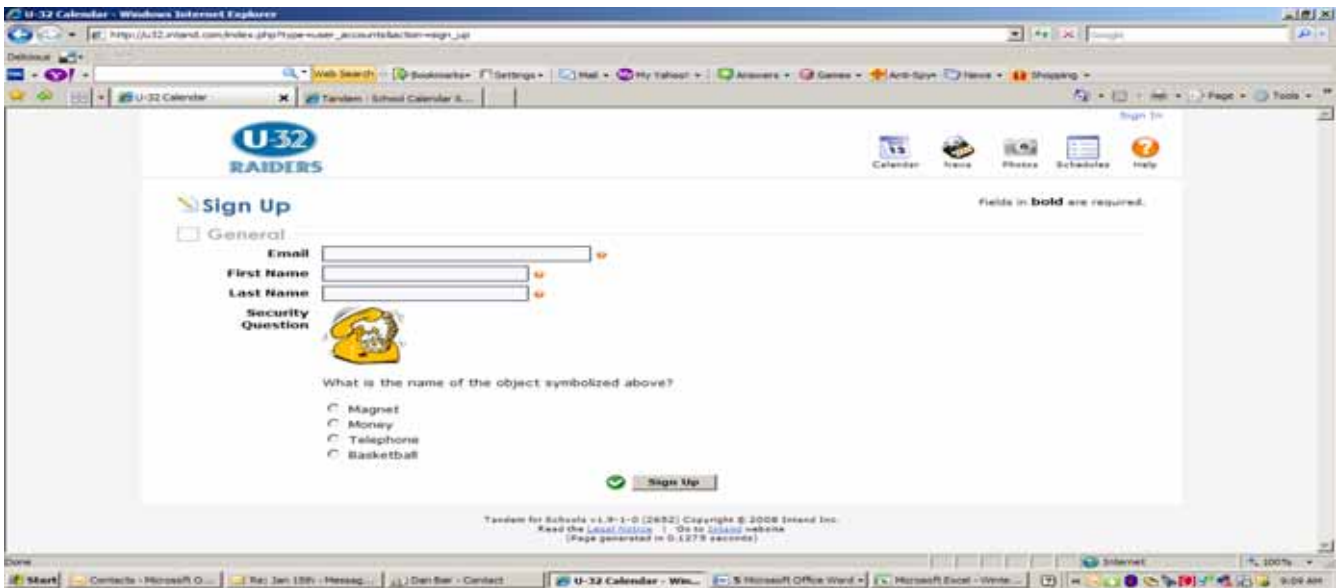
Here is a quick tutorial to get you started with our new web-based calendar system:

To begin using the new calendar, go to <http://u32.intand.com/> or follow the link from the U-32 home page. You will immediately see the U-32 calendar and can use it as needed from there to check events.

If you would like to submit an event or "follow" events, you must sign in by clicking on the Sign In button on the top right of the screen.



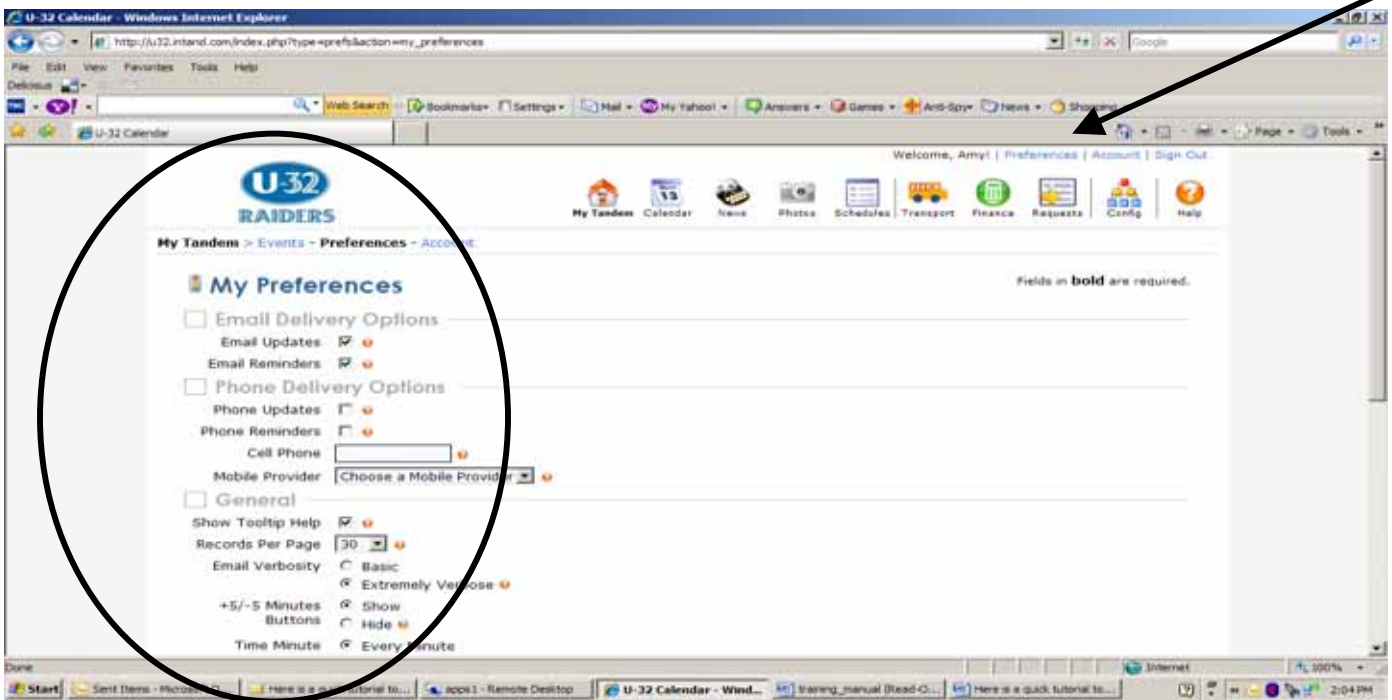
You will then be asked for your email address and password (if you have created one) or to create a new user account. You will only need to do this once and once you have submitted your contact information, you will never have to enter that information again.



Once you have completed the sign in process, you are able to submit events, import events from the calendar to your Outlook calendar or receive emails regarding events that you are interested in.

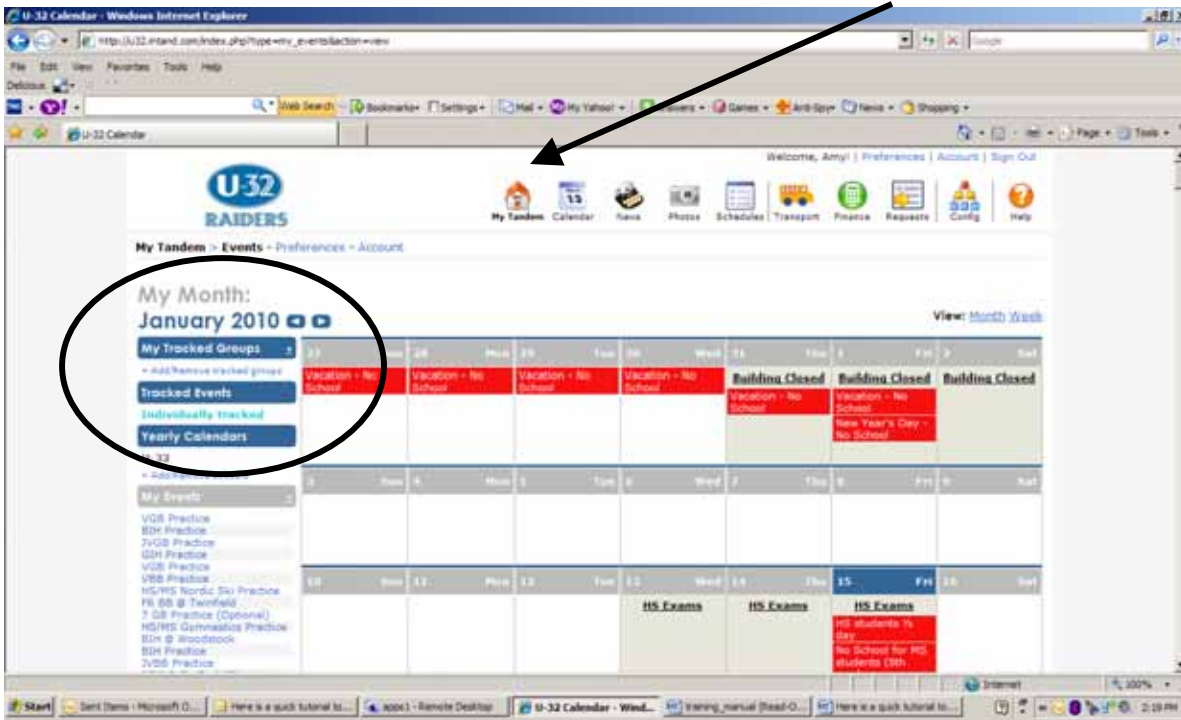
To get updates or follow certain groups or events, you will need to sign in using your email address and password. Once you have signed in, you can set different preferences depending on how much or how little information you are looking to receive.

To set or changed y our preferences, click on Preferences on the top right of the screen. Once here, you can sign up for email or phone updates, and you can make changes to the amount of information that is displayed in your calendar.

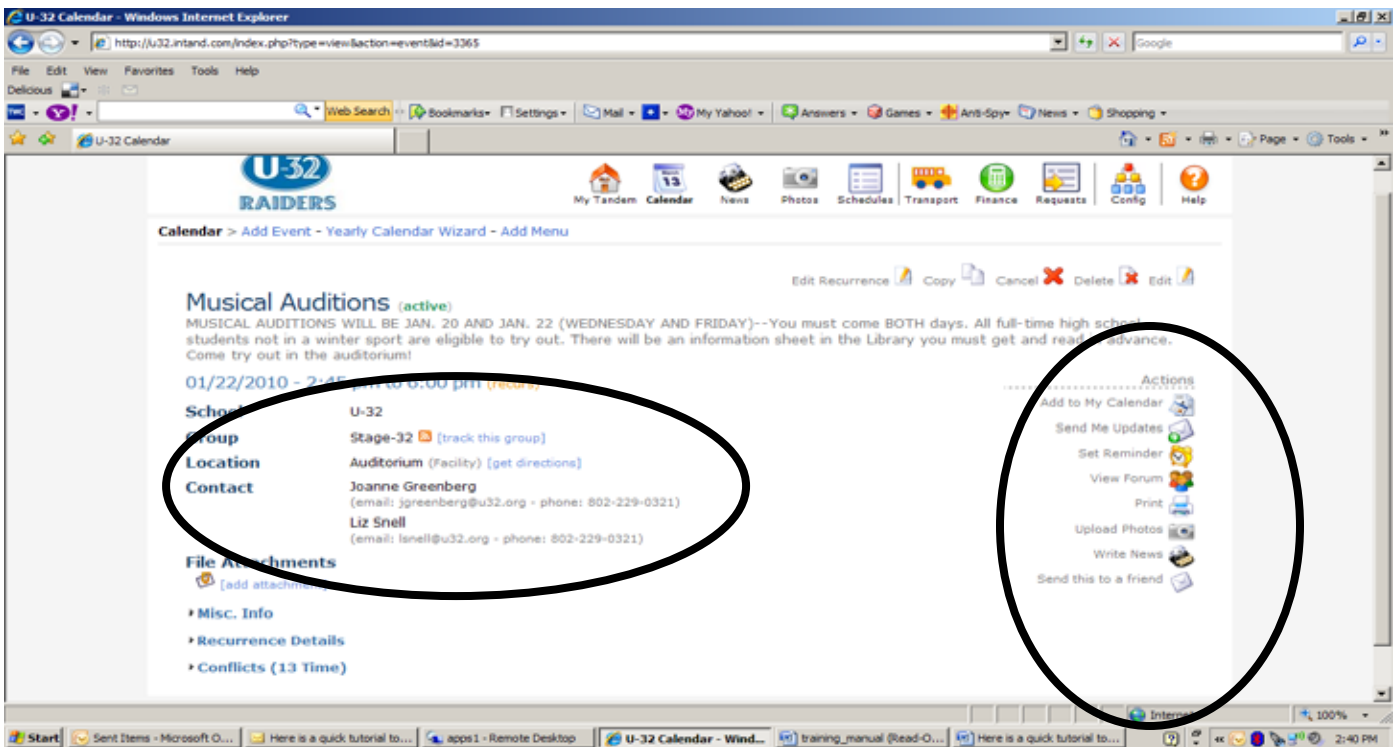


Additionally, you can choose to 'track' certain groups instead of seeing all of the activities on a calendar. For example, you can choose to see only 7th grade basketball games, only Theater activities, only school board meetings or you can choose to see all activities that are on the calendar. To 'track' a specific group or multiple groups, select My Tandem and click on Add/Remove Tracked Groups.

As the school year progresses and your interests change, you can add and delete 'tracked' groups.



To find out more information about a specific event, click on the event on the calendar and you will be re-directed to a screen with loads of information. At this point, you have several options for finding out more information.



You can:

1. Get directions to activities that are off-campus
2. Get contact information for the organizer or supervisor of the activity
3. Add the activity to your personal calendar (Cozi, Outlook, Google or iCal) or send yourself a reminder
4. Sign up for email notification of updates to the activity
5. Send an email to someone letting them know about the event

To submit an event to the U-32 online calendar,

Sign in

In the upper right hand corner, click on Requests

The screenshot shows the U-32 Raiders online calendar interface. The page title is "U-32 Calendar - Windows Internet Explorer". The URL is "http://u32.intand.com/index.php?". The page features a navigation menu with links for "My Tandem", "Calendar", "News", "Photos", "Schedules", "Requests", and "Help". The main content area displays a calendar for January 2010, with a grid of dates and events. A black arrow points to the "Requests" link in the navigation menu.

27	SUN	28	MON	29	TUE	30	WED	31	THU	1	FRI	2	SAT
Vacation - No School	Vacation - No School	Vacation - No School	Vacation - No School	Vacation - No School	Vacation - No School	Vacation - No School	Vacation - No School	Building Closed	Building Closed	Building Closed	Building Closed	Building Closed	Building Closed
VGB Practice 11:00a	BIH Practice 9:00a JVGB Practice 9:00a GIH Practice 10:15a VGB Practice 11:00a VBB Practice 1:00p HS/MS Nordic Ski Practice 2:30p FR-BB @ Twinfield 5:00p J-GB Practice (Ophohai) 6:00p HS/MS Gymnastics Practice 6:30p BIH @ Woodstock 7:00p	BIH Practice 9:00a JVBB Practice 9:00a GIH Practice 10:15a VBB Practice 1:00p HS/MS Nordic Ski Practice 2:30p FR-BB @ Twinfield 5:00p J-GB Practice (Ophohai) 6:00p HS/MS Gymnastics Practice 6:30p BIH @ Woodstock 7:00p	BIH Practice 9:00a JVBB Practice 9:00a GIH Practice 10:15a VBB Practice 1:00p HS/MS Nordic Ski Practice 2:30p FR-BB @ Twinfield 5:00p J-GB Practice (Ophohai) 6:00p HS/MS Gymnastics Practice 6:30p BIH @ Woodstock 7:00p	NSK @ So Burl (Sleepy Hollow) 10:00a WR @ Middlebury Tournament 10:00a Corey Plante Memorial Tournament - Hazen vs Mt Abe 2:30p HS/MS Nordic Ski Practice 2:30p WR @ Middlebury Tournament 2:30p Corey Plante Memorial Tournament - Harwood vs Lamolle 4:00p Corey Plante Memorial Tournament - Springfield vs U-32 5:30p HS/MS Gymnastics Practice 6:30p Cory Plante Memorial Tournament - Girls Consolation 7:00p	NSK @ So Burl (Sleepy Hollow) 10:00a WR @ Middlebury Tournament 10:00a Corey Plante Memorial Tournament - Girls Consolation 2:30p Corey Plante Memorial Tournament - Boys Consolation 4:00p Corey Plante Memorial Tournament - Girls Championship 5:30p BIH @ Harwood (Waterbury) 6:00p HS/MS Gymnastics Practice 6:30p Cory Plante Memorial Tournament - Girls Consolation 7:00p	NSK @ So Burl (Sleepy Hollow) 10:00a WR @ Middlebury Tournament 10:00a Corey Plante Memorial Tournament - Girls Consolation 2:30p Corey Plante Memorial Tournament - Boys Consolation 4:00p Corey Plante Memorial Tournament - Girls Championship 5:30p BIH @ Harwood (Waterbury) 6:00p HS/MS Gymnastics Practice 6:30p Cory Plante Memorial Tournament - Girls Consolation 7:00p	NSK @ So Burl (Sleepy Hollow) 10:00a WR @ Middlebury Tournament 10:00a Corey Plante Memorial Tournament - Girls Consolation 2:30p Corey Plante Memorial Tournament - Boys Consolation 4:00p Corey Plante Memorial Tournament - Girls Championship 5:30p BIH @ Harwood (Waterbury) 6:00p HS/MS Gymnastics Practice 6:30p Cory Plante Memorial Tournament - Girls Consolation 7:00p	Vacation - No School BIH Practice 9:00a JVBB Practice 9:00a HS/MS Nordic Ski Practice 10:00a GIH Practice 10:15a VBB Practice 1:00p	Vacation - No School BIH Practice 9:00a JVBB Practice 9:00a HS/MS Nordic Ski Practice 10:00a GIH Practice 10:15a VBB Practice 1:00p	Building Closed Vacation - No School JVBB Practice 9:00a JVBB Practice 11:30a HS/MS Nordic Ski Practice 2:30p	Building Closed Vacation - No School JVBB Practice 9:00a JVBB Practice 11:30a HS/MS Nordic Ski Practice 2:30p	Building Closed All Day ITRK @ UVM Indoor Track Meet (No Bus) 8:00a 7 GB Practice - 9:00a Optional NSK @ Mt Hor (No Country) 10:30a BIH @ Peoples (Crew Center) 2:00p	

Click on Submit Event Request

Fill out as much information as possible.

If you know information such as depart time, return time, setup time etc, click on **optional times** to add more information under the date and time required fields.

Under Locations – if the event is at U-32, please select the room or space (and not U-32). If the event is not at U-32, select the location. If the location is not already in the list, please add it as a school, facility or place.

Here is where you list setup times or bus departure times!

Select a classroom, location on campus, or destination

Continue with the rest of the information, filling out as many details as possible.

At the bottom, you can add important information for the public or school personnel to know about, such as contact person (you?), setup instructions, number of people expected, equipment needed.

Don't forget to list yourself as the Contact person

The more detail that you can give, the easier it is for custodians and administrators to support your activity and for the public to know what to expect from the activity.

When you are done filling out the information, please click on request event. If there are conflicts with your activity, the program will find them and notify you of the issue. It will allow you to schedule a conflicting event, but will warn you in case you need to make a different decision.

Hopefully, this new calendar will allow parents, guardians and members of the public to more accurately follow events and groups at U-32. Here's a link to a video that shows you how you can maximize your use of the calendar:

http://help.intand.com/index.php?section=public_invite

Please contact Ann Wheelock (229-0321 x5121 or awheel@u32.org) or Amy Molina (229-0321 x5113 or amolina@u32.org) for more information or if you have questions about the process.

Enjoy!