

# Calendar Events Tutorial



Spring 2010

# Events Calendar

Lopez High School's events can now be viewed at our new Events Calendar web portal.

The Calendar can be accessed through our website by typing:

- <http://www.bisd.us/lopez/index.htm>

Our website has been modified and now it has a direct access to the events calendar by clicking on the Events Calendar button located on the side main menu.



# Events Calendar

In the Events Calendar page there is a link which takes you to the Intand Calendar main page.

## Lopez High School Event Calendar

2.23.10	8:00am	<a href="#">End of 3 Weeks</a>
2.25.10	8:00am	<a href="#">Charmo Days Holiday</a>
2.25.10	8:00am	<a href="#">End of 4th Six Weeks</a>
2.26.10	All Day	<a href="#">Charmo Days Holiday</a>
3.1.10	All Day	<a href="#">TAKS/Exit Level TAKS</a>
3.8.10	5:30pm	<a href="#">Spring Open House</a>
3.9.10	TBD	<a href="#">PEIMS Discipline Audit</a>
3.15.10	All Day	<a href="#">Spring Break</a>

[Go to our events calendar page by clicking here](#)

The direct link to go to the Intand Calendar page is:

- <http://brownsvilleisd.intand.com/>

# Sign In

All teachers already have an account (paraprofessional accounts are being developed). You should have received an email from [noreply@intand.com](mailto:noreply@intand.com)). If you have not please check your Junk Mail or contact Mr. Gilberto Arreola ([garreola@bisd.us](mailto:garreola@bisd.us)) to get your login information. It is important you sign in because many events will be labeled as PRIVATE. This means that you will ONLY have access to them by signing in.

To login please type in your email address and the password you created.



Sign In

Email

Password

Sign me in automatically each visit

[Forgot my password](#)

# Outline

Once you sign in, you will have access to all the events (PUBLIC and PRIVATE). You can jump to a specific date by day, month or year.

Welcome, Gilbert | Preferences | Account | Sign Out

My Tandem | Calendar | News | Photos | Schedules | Transport | Finance | Requests | Config | Help

Calendar > Add Event - Yearly Calendar Wizard - Add Menu

## FEBRUARY 2010

Events | Menu

<< Jan Mar >> | Jump to... ★ Filter 🔍 Search Year | Month | Day | List

31	SUN	1	MON	2	TUE	3	WED	4	THU	5	FRI	6	SAT		
7	SUN	8	MON	9	TUE	10	WED	11	THU	12	FRI	13	SAT		
14	SUN	15	MON	16	TUE	17	WED	18	THU	19	FRI	20	SAT		
Valentine's Day						HS OAP Clinics 8:00a		HS OAP Clinics 12:00a		Principal for a Day 9:00a		Credit By Exam 8:00a BISD All City Band Concert 9:00a			
21	SUN	22	MON	★	TUE	23	TUE	24	WED	25	THU	26	FRI	27	SAT
						End of 3 Weeks 8:00a				Charro Days Holiday 8:00a End of 4th Six Weeks		Charro Days Holiday			
28	SUN	1	MON		2	TUE	3	WED	4	THU	5	FRI	6	SAT	
		TAKS/Exit Level TAKS All Day		TAKS/Exit Level TAKS All Day		TAKS/Exit Level TAKS All Day		TAKS/Exit Level TAKS All Day		TAKS/Exit Level TAKS All Day		TAKS/Exit Level TAKS All Day			
						Asian Day 8:00a									

<< Jan Mar >> | Jump to...

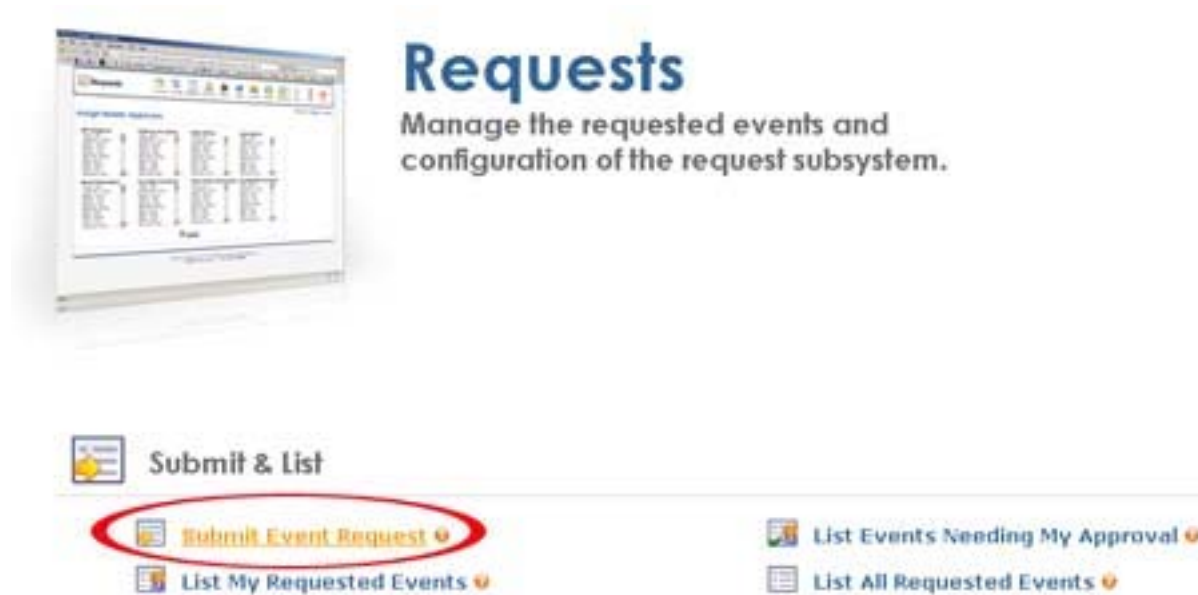
- Key Date     
 - Today     
 - Event Pending Approval  
Event Updated (last 2 Days)     
 Cancelled Event     
 Tentative Event     
 Tracked Event

# Event Request

If you will like to request, calendarize, an event, you will need to click on the Request button at the top menu.



Once you are in the Requests page, you will need to click on the Submit Event Request link to begin filling out the request.



# Event Request

Please fill out the form and submit it and click on the SUBMIT button. The form will go directly to Ms. Torres and Ms. Hall to approve it. Upon approval, your event request will be displayed automatically in the Events Calendar.

## Request Event

**What**

Name   Public Event

Description

350 Character Limit  
 Save As Template | [Load a Template](#)

**When**

Start    TBD  All Day

End    TBD

Recurs

[Optional Times](#)

**Where**

Locations

**Who**

Groups

Schools

**About**

Departments

Activities

Event Type

Owners

**Options**

[Home/Away & Early Dismissal](#) [Contacts, Supervisors & Equipment](#)

**Request Event**

# Tutorials

There are many online tutorials (video) available for users. These tutorials can be found by clicking on the HELP button and clicking on the Tutorials link.



## Help

Find answers to common questions in the FAQ and video demonstrations in the Tutorials section...

