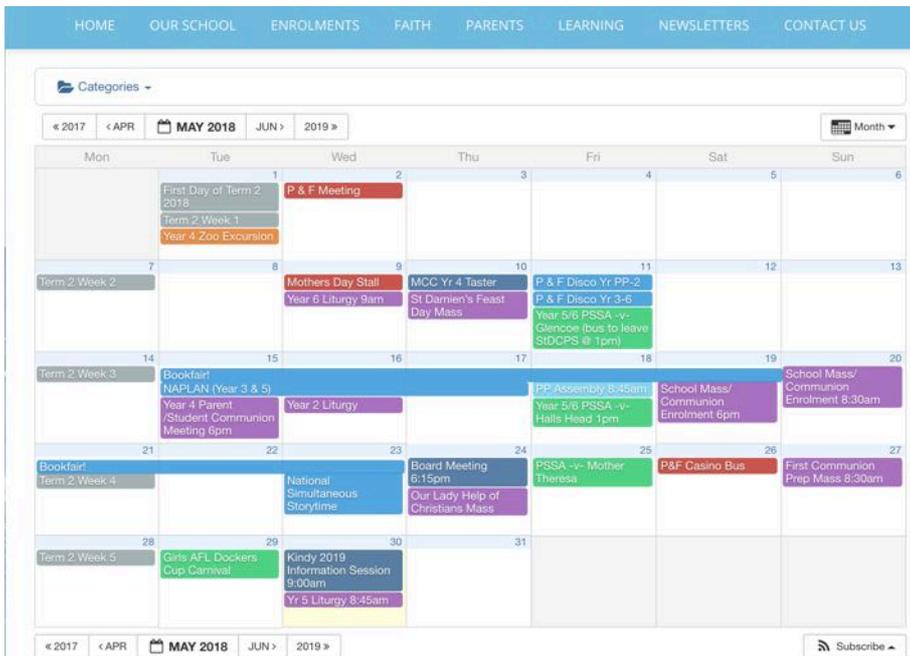# NEW SCHOOL CALENDAR

THIS WEEK WE PUSHED OUT OUT NEW SCHOOL CALENDAR, AND THE FEEDBACK SO FAR HAS BEEN GREAT.

IN THIS SECTION OF THE NEWSLETTER THERE ARE SOME GUIDES HOW TO BEST USE THE CALENDAR. WE WILL ALSO POST THESE ON THE WEBPAGE FOR FUTURE REFERENCE.

WE HOPE TO MAXIMISE THE USE AND EXPOSURE OF THIS CALENDAR – IF WE SEE A QUESTION IN OUR SCHOOL (E.G. ON THE P & F FACEBOOK PAGES) THAT WE BELIEVE THE CALENDAR CAN ANSWER, WE WILL TRY TO POST A LINK TO THE CALENDAR, NOT TO 'SHOW-OFF' OUR TECHNOLOGY (MAYBE A LITTLE BIT!), BUT ALSO PROVIDE CONFIRMATION THAT THE DATE'S ARE VERIFIED.

PLEASE BE AWARE THE THE ADVICE GIVEN BELOW MAY BE DIFFERENT ON YOUR DEVICES (E.G. APPLE VS SAMSUNG PHONES, IOS VS ANDROID, CHROME VS SAFARI VS FIREFOX). OUR BEST EFFORTS WERE MADE TO ENSURE THE CALENDAR WORKS ON ALL DEVICES, BUT SMALL DIFFERENCES MAY BE EXPERIENCED.

SECTION 1 - HOW DO YOU FIND THE CALENDAR?

SECTION 2 - BASIC FEATURES OF THE CALENDAR & CHANGING THE VIEW

SECTION 3 - SORTING EVENTS BY CATEGORIES

SECTION 4 - GETTING THE RIGHT INFORMATION

SECTION 5 - SUBSCRIBING TO CALENDARS (i.e. transferring our calendar to your own device)

SECTION 1 - HOW DO YOU FIND THE CALENDAR?

There are at least 3 ways…

1. Use this webpage http://www.stdamienscps.wa.edu.au/calendar-new/

2. Go to our webpage and click on the "Full Calendar" Button

3. Use a search engine (e.g. "Google" to find a specific event.

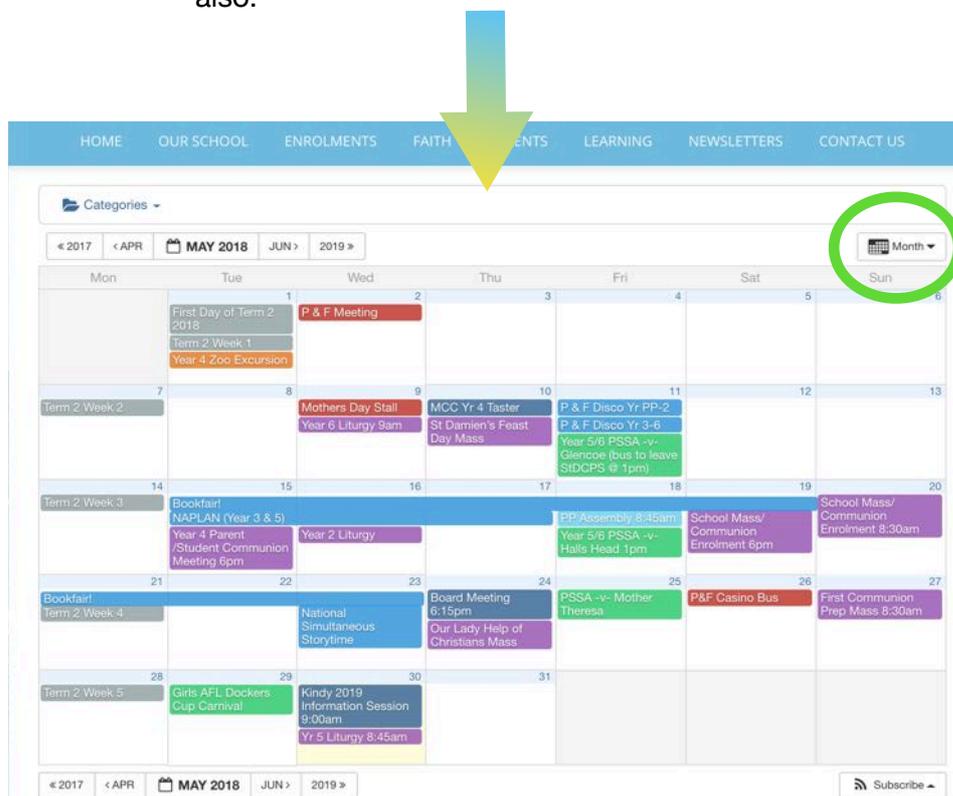# SECTION 2 - BASIC FEATURES OF THE CALENDAR & CHANGING THE VIEW

AGENDA VIEW

* Comes up on a phone / tablet automatically

* Shows the next events and will ignore days with nothing on.
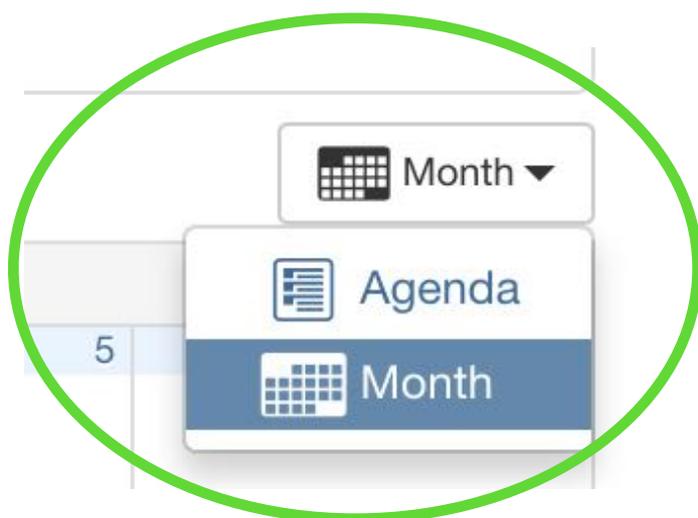
* Can be viewed on the web version also
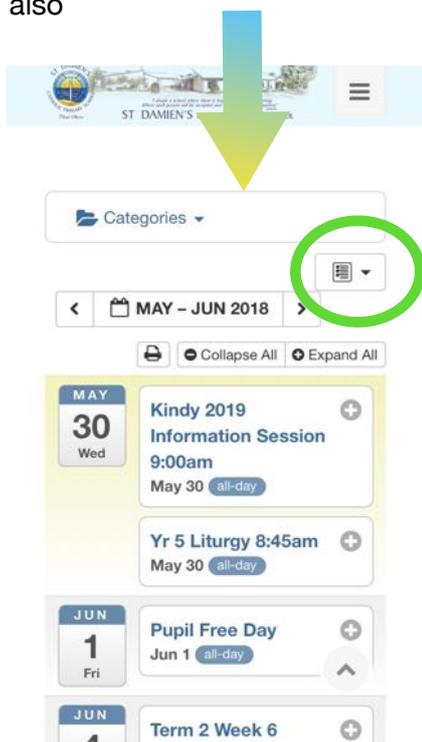
MONTH VIEW

* Comes up on a standard webpage

* Shows all dates and days

* Can be viewed on the tablet / mobile version also.

HOW DO I CHANGE THE VIEW?

In the top right corner (GREEN CIRCLES) there is a button you click and you can change from there!
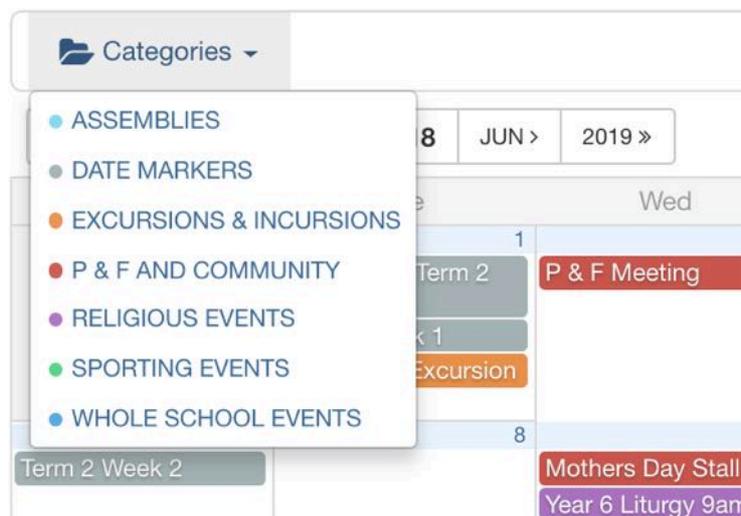

Both views have the same amount of information, so pick what's right for you and your device.

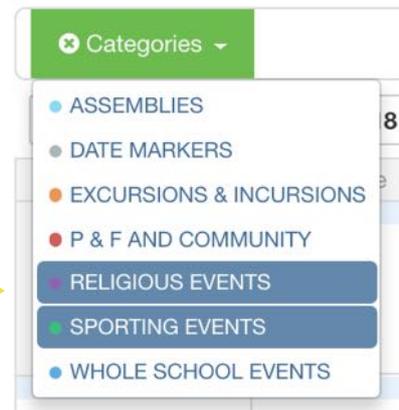# SECTION 3 - SORTING EVENTS BY CATEGORIES

CATEGORIES
(TOP LEFT CORNER)

The colours of the events are linked to categories. By default the calendar shows all events, but if you only want to see specific items (e.g Religious Events and Sporting Events, here's what you do:
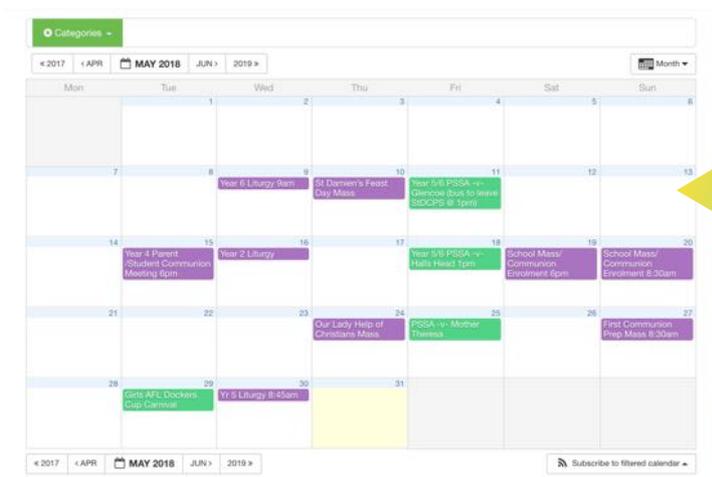

STEP 1

Simply click on the categories you want to choose

STEP 2

The calendar will change as you click

STEP 3

If you want to change it again you can re-click to remove a category or click this cross (x) in the green button and everything will go back to the way it was with all categories visible.
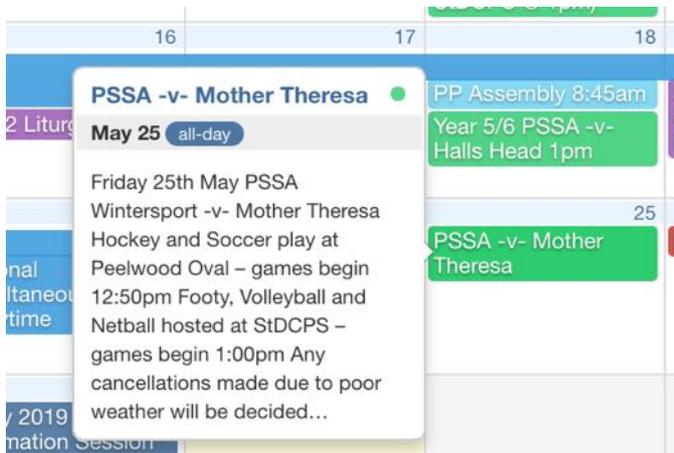
SECTION 4 - GETTING THE RIGHT INFORMATION

For example - if you want to know the School Photo Timetable information or info about PSSA

OPTION 1

If you hover over an event there is either:

1. A picture
2. Information (such as seen here in regards to PSSA Sport).
3. An capture of an attached document

OPTION 2

If you click on an event that has a document uploaded this is an example of the view you will see after clicking

We hope to build this feature of our website with the useful information parents need, e.g. Timetables, Handbooks for Carnivals, support documents etc.

Depending on your device, this feature also works on the mobile version of the calendar!
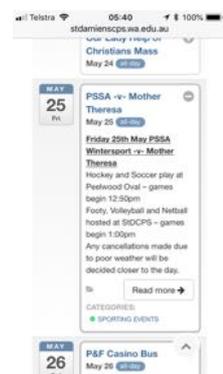
SECTION 5 - SUBSCRIBING TO CALENDARS

Remember - we all use different technologies...

Whilst we are very happy with the functionality of our calendar, there may be variances in how different features work across different devices (E.g. iPhone, Galaxy, Lenovo), different platforms (Chrome, Safari, Firefox, IE) and different personal Calendars (Outlook, Google).

If you need help with the calendar please feel free to come and see Mr Crebert and he will try to help!

If you use an online calendar for work or personal reasons you can add our calendar to yours...

How to subscribe...

In the main calendar view there is a SUBSCRIBE button (Green Circle) on the bottom right corner
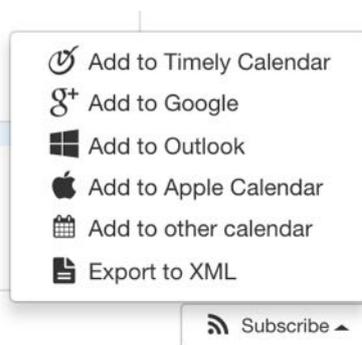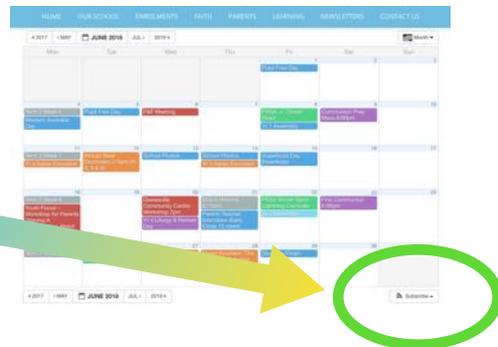
Click on SUBSCRIBE...

A list of options will come up. You need to know the needs of your personal calendar to make the decision

There's a little bit to be done, but you'll get there!

Depending on your device, and knowledge of it's requirements, there are between 1 and 3 steps in between. This example shows how the iPhone links after you have selected "Add to Apple Calendar"

YES! If you click the ADD TO CALENDAR button in an event "e.g. Casino Night" (SECTION 4) that individual event will be added to your personal calendar, not the whole calendar.