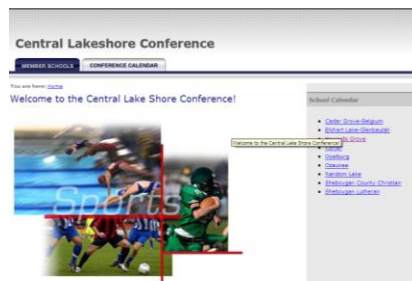


To view District Calendar please follow directions

1. Type www.hgsd.k12.wi.us into the navigation bar
 - a. The NEW district website page will show up



2. Choose "District Calendar" shown in blue lettering near the bottom left on your screen
 - b. Choose Howards Grove

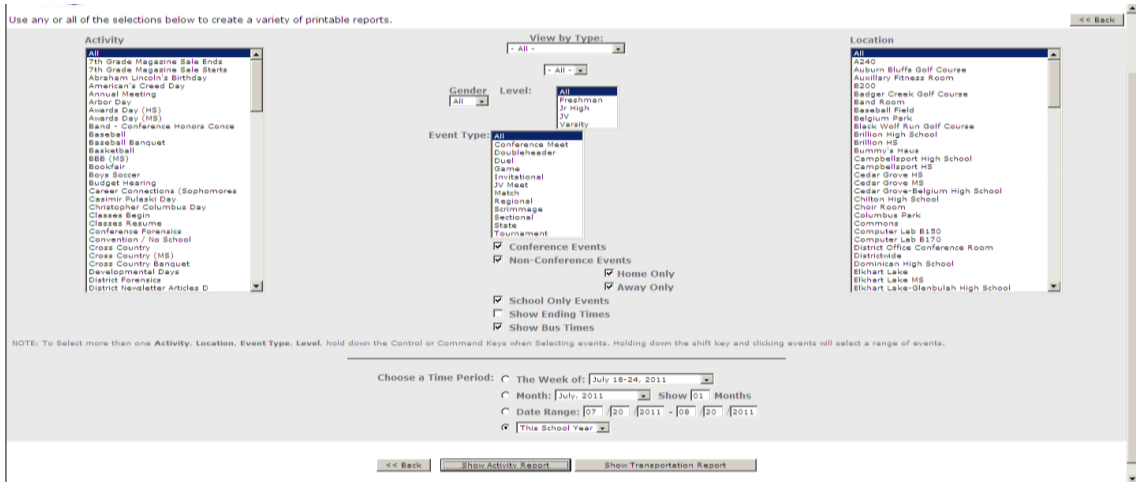


- c. Under "View" option select month you would like to see, defaults to the current month.
 - i. On the small calendar on the right, any dates that are underscored, means one or more events are scheduled. By clicking on the date with an underscore the calendar page for that date will load to show you the events scheduled.
- d. Under the "View by Type" option you can narrow down your search by categories.
 - ii. In the "view schedules" box all activities linked to the category selected will show.
 - iii. Select one or more (hold down the ctrl key while making multiple selections) activities and click on the "view" button
 - iv. A new page will load giving you the calendar dates for only the activities you have selected.

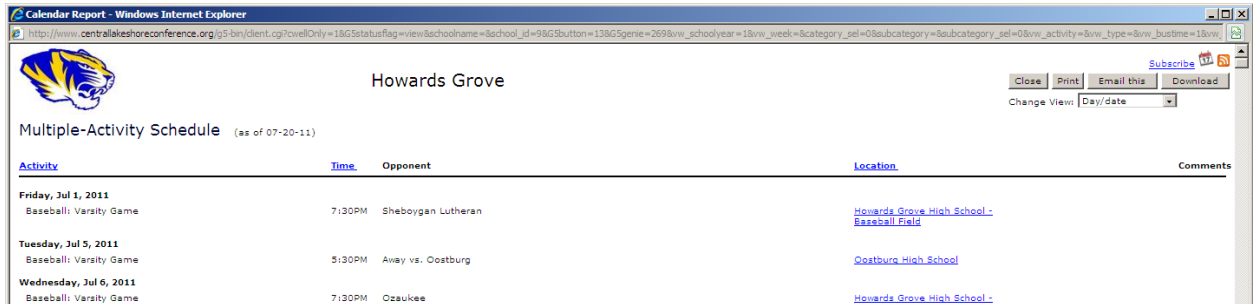
A screenshot of the Howards Grove Calendar page. The page has a blue header with the district logo and name. Below the header, there is a white content area with a blue "District Calendar" link highlighted. There is also a "View by Type" dropdown menu. The main content area shows the date "Monday, Jul 25, 2011" and a table of events. The table has columns for "Time", "Event", "Details", and "Comments". The event listed is "Tennis" at "9:10am-5:00pm". There is a "View whole week" link below the event. On the right side of the page, there is a "View Schedules" box with a list of activities and a "View" button. There is also a "Go to Advanced View" link at the bottom right.

3. The “Go to Advanced View” tab will allow you to set parameters for printing the calendars pages

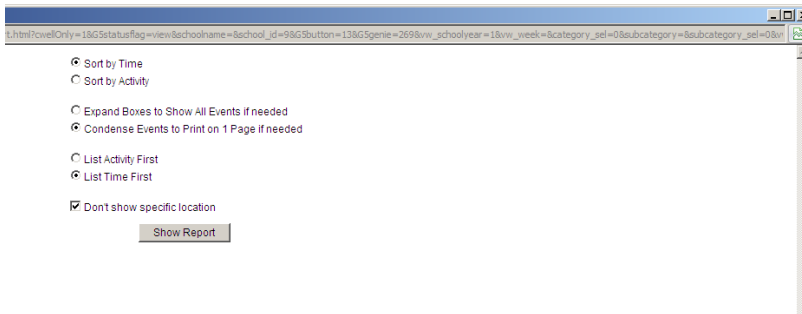
- a. Establish all your parameters on page
- b. Go to “Show Activity Report”



- c. You may “Change View” by clicking the drop down box and choosing day/date, date condensed or monthly view

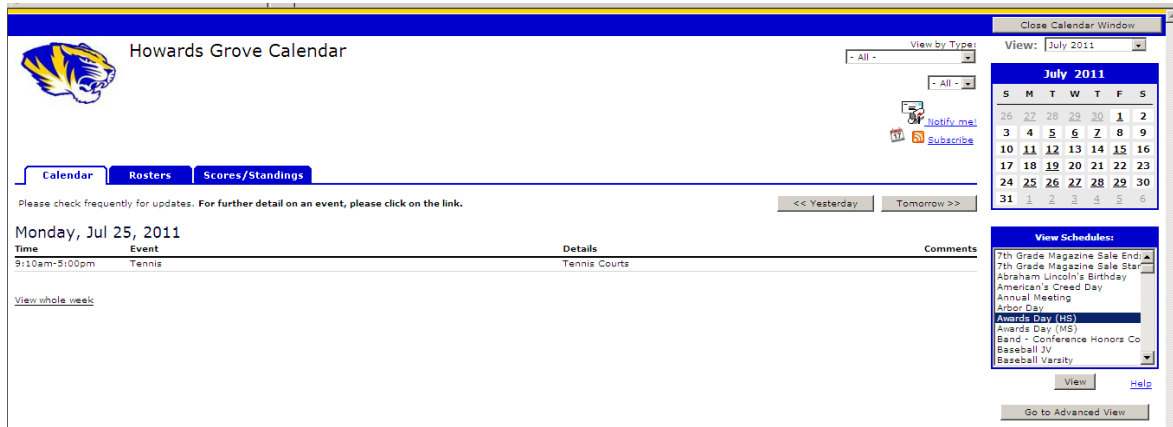


- d. If printing to “Monthly View” a new page will appear asking you to set additional parameters



- e. Print

4. "Notify Me" allows you to enter your email information and set-up your account for notifications on changes, additions, and reminders on the calendar.



- From the calendar start page click on the "notify me" link located on the top right section of the calendar page.
- Pick the activities you wish to receive notifications on and click "continue". (Note: there may be several pages of activities to choose from.)
- Set-up reminder notifications for these activities.
- Set-up for notifications of changes, click "continue"
- Enter your contact information.

This is a brief overview of the new District Calendar. A "Quick Start Guide" link is located on the district's website showing more details on the above information.