


# Welcome to the new Lourdes Academy calendar

## Lourdes Academy has 4 calendars

(great news though, you can view all the calendars at one time....keep reading to find out more)

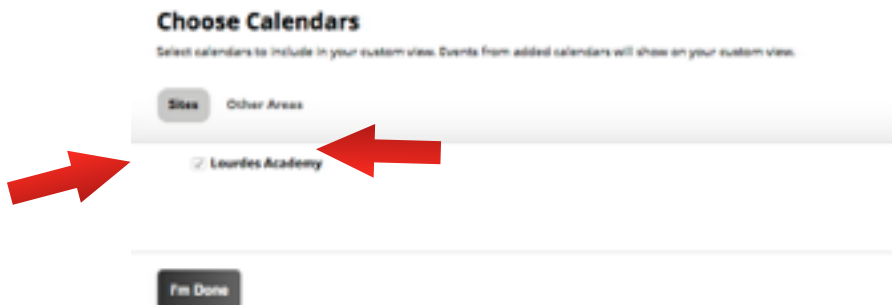
1. A district calendar,
2. a high school calendar,
3. a middle school calendar and
4. an elementary school calendar.

## There are 3 ways to view the calendar

	From the <i>global</i> icons on the right side of the front page. This will take you to the district calendar
	From the front page under Upcoming Events. This will take you to the district calendar
	From the front page Calendar Page icon.

## Customize your calendar view

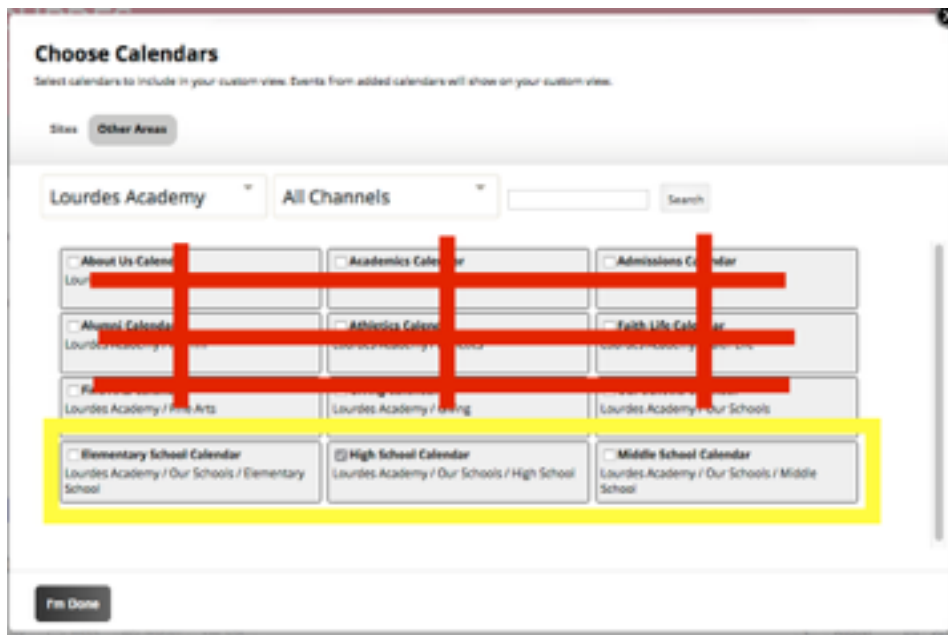
- Click on *Customize Calendar View*  
see what calendars you are currently viewing
- Click on the *Pencil*  
to add or remove calendars you are viewing
- Click on *add/remove*



**Sites**  
Check the Lourdes Academy box to view the district calendar or uncheck the box to not view the district calendar

**Other areas**  
Other areas shows 12 calendars.  
(Unfortunately 9 of those calendars are not active and unfortunately there is no way to remove those calendars.)

- The 3 active calendars are:
- Elementary School Calendar
  - High School Calendar
  - Middle School Calendar



Check the calendar box to view the calendar or uncheck the box to not view the calendar

Click *I'm Done*

## Add Categories to your calendar view

A category for music, mass, field trips and each sport has been created. More categories will be added when needed.

Click on the *pencil*

Click on *add/remove*

**Select Categories**  
Click on the category or categories you want to include.

<input checked="" type="checkbox"/> Unassigned	<input type="checkbox"/> Baseball	<input type="checkbox"/> Boys Basketball
<input type="checkbox"/> Boys Soccer	<input type="checkbox"/> Boys Swimming & Diving	<input type="checkbox"/> Cross Country
<input checked="" type="checkbox"/> Field Trip	<input type="checkbox"/> Football	<input type="checkbox"/> Girls Basketball
<input type="checkbox"/> Girls Soccer	<input type="checkbox"/> Girls Swimming & Diving	<input type="checkbox"/> Girls Tennis
<input checked="" type="checkbox"/> Golf	<input checked="" type="checkbox"/> Half Day	<input checked="" type="checkbox"/> Mass
<input checked="" type="checkbox"/> Musical or Art Event	<input checked="" type="checkbox"/> No School	<input type="checkbox"/> Softball
<input checked="" type="checkbox"/> Track & Field	<input checked="" type="checkbox"/> Volleyball	<input type="checkbox"/> Wrestling

I'm Done

Check the boxes to see the categories, or uncheck the boxes to not see the categories.

Click *I'm Done*

The calendar is now customized for you.