

## Lee County Schools Event Calendar

Lee County Schools has developed a new on-line district event calendar that contains events and activities for every campus in the district. The new event calendar includes information regarding school events, fine arts activities, athletic events, testing dates as well as nine week beginning and end dates and student holidays.

In addition, visitors to the Lee County Schools web site can pick and choose which school events they want to see on their own personal calendar.

Parents and visitors can also sign up to receive email notifications when a new event has been posted or when a previously posted event has been changed due to a time or location change.

Instructions on how to use the new Lee County Schools event calendar are included below.

October 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Board of E...	5 Board of E...	6
7	8	9 Board of E...	10 Facilities...	11 Policy Com...	12	13
14	15	16	17	18	19	20
21	22	23 Facilities...	24	25 Finance Co...	26 Quarter En...	27
28	29 Teacher Vio...	30	31			

Click on the calendar to go directly to the Lee County Schools Event Calendar

If you have any questions regarding a specific event at a campus, please contact that campus directly.

## Setting up your own personal calendar

### Selecting only the Calendars you want to see

You can select which schools, etc. that you would like to see on your personal calendar. This will allow you to see only the schools and events that you are interested in. For schools on the traditional calendar, the **Traditional Master Calendar** should always be included with your choices as it shows holidays, report card dates and other important district-wide information.

1. At the top of the page, click on the "My View" tab.
2. Select (click on) the calendar you want to see from the "Available Calendars" list. (i.e. BT Bullock Elementary).
3. Click on the single ">" to move the calendar you want to the "Selected Calendars" list.
4. To remove a calendar from your "Selected Calendars" list, select the calendar from the "Selected Calendars" list and click on the single "<".
5. If you would like to add all of the calendars to your "Selected Calendars" list, you can click on the double arrow (">>") box. All of the calendars from the "Available Calendars" list will be moved to the "Selected Calendars" list.
6. To remove all of the calendars from the "Selected Calendars" list, click on the "<<" box. All of the calendars will be moved back to the "Available Calendars" list. Again, for schools on the traditional calendar, the **Traditional Master Calendar** should always be included with your choices as it shows holidays, report card dates and other important district-wide information.
7. Click on **SUBMIT**

(Illustration below)

Calendar View Options

Select which calendars, events, and fields are displayed for viewing.

All Calendars/Events

**Available Calendars:**

- B.T. Bullock Elementary
- Bragg St. Academy
- Broadway Elementary
- Deep River Elementary
- East Lee Middle
- FL Knight
- ...

**Selected Calendars:**

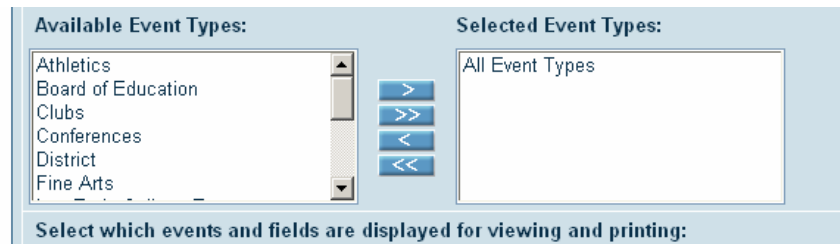
- Traditional Master Calendar

## Selecting only the Events you want to see

You can select specific categories of events to view on your calendar.

1. Select (click on) the event you are interested in from the "Available Event Types" list. (i.e. Athletics).
2. Click the ">" box to move the event from the "Available Event Types" to the "Selected Event Types".
3. Continue to select the events you would like on your calendar and click on the ">" box to move the events from the "Available Event Types" to the "Selected Event Types".
4. To remove an event from the "Selected Event Types" to the "Available Event Types", select (click on) the event in the "Selected Event Types" and click the "<" box to move it back to the "Available Event Types".
5. To move **all** of the event types to your selected event list, click on the double arrow (">>") box.
6. To remove **all** of the event types from your "Selected Event Types" back to the "Available Event Types", click on the double arrow ("<<") box.
7. Click on **SUBMIT**.

(Illustration below)



The screenshot shows a web interface for selecting event types. On the left, under the heading "Available Event Types:", there is a scrollable list containing "Athletics", "Board of Education", "Clubs", "Conferences", "District", and "Fine Arts". On the right, under the heading "Selected Event Types:", there is a text box containing "All Event Types". Between the two lists are four navigation buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). Below the lists, a blue bar contains the text "Select which events and fields are displayed for viewing and printing:".

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## To receive e-mail notifications

### Subscribing to events to receive e-mail notices

If you would like to receive an e-mail when a new event is posted (or updated) for specific schools, you can sign up through the "Subscriptions" section.

1. Click on the "Subscriptions" tab at the top of the page.
2. Type in your e-mail address in the "Please enter your e-mail address:" box.
3. Retype in your e-mail address in the "Confirm your e-mail" box.
4. Click on the "**SUBMIT**" button.

(Illustration below)



The screenshot shows a navigation bar with tabs for "Calendar", "MyView", "Search", "Print", and "Subscriptions". Below the navigation bar is a form for entering an email address. It has two input fields, both containing "myemail@myhouse.net". The first field is labeled "Please enter your e-mail address:" and the second is labeled "Please confirm your e-mail address:". A "Submit" button is located to the right of the second input field.

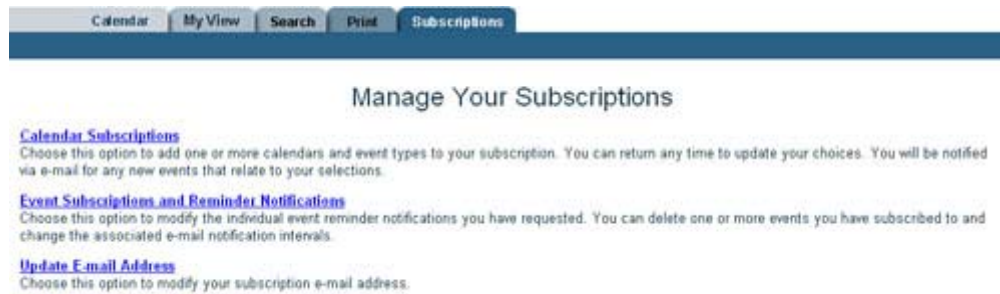
### Subscription Information

If you are a first time user, enter your e-mail address to choose from one or more calendars and event types to subscribe to. Your subscription will alert you via e-mail for any new events relating to your selections. To be able to set e-mail notification reminders for individual events, use the "Search" tab above or click on an event from the main calendar view to locate the events that interest you. Follow the on-screen instructions included with the event's detail to set your desired e-mail reminder notification(s).

If you are a returning user, enter your e-mail address to manage your calendar subscriptions and any event e-mail reminder notifications you have previously set up.

A new page will appear that allows you to “Manage Your Subscriptions”.

(Illustration below)

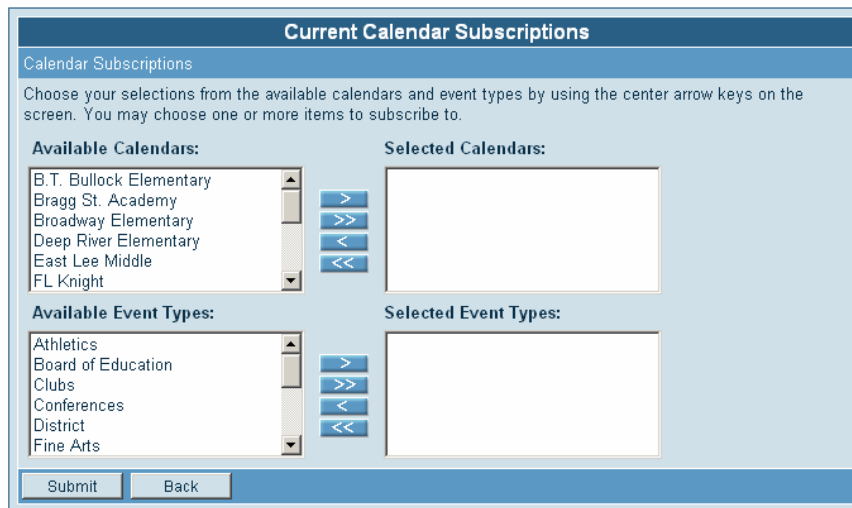


Click on the “Calendar Subscriptions” link. A box titled “Current Calendar Subscriptions” will appear.

### How to Select a Calendar to receive e-mail notifications

1. Select the calendars you want to receive e-mail notifications from in the “Available Calendars” list.
2. Click on the “>” box to move the calendar to the “Selected Calendars” box.
3. Continue to select the calendars from the “Available Calendars” box and move them to the “Selected Calendars” box until you have all of the schools and/or organizations you want.
4. To receive e-mail notifications from all of the calendars, click on the “>>” box.
5. To remove all of the calendars from the “Selected Calendars” list, click on the “<<” box.

(Illustration below)



### How to receive e-mail notifications about event types

1. Click on the events you want from the “Available Event Types” list and click on the “>” box to move that event to the “Selected Event Types” box.
2. Continue to select each event you would like and click the “>” box to move them to the “Selected Event”.
3. To select all the event types, click on the “>>” box.
4. To remove all of the event types, click on the “<<” box.
5. Click on the “**SUBMIT**” button to save your choices.

(Note: You can add, delete or change an e-mail subscription at any time by returning to the subscription page and making the appropriate changes.)

## How to schedule e-mail reminders for specific events

You can set your calendar to e-mail you a reminder about a specific upcoming event.

1. Click on the event in the calendar.
2. At the bottom of the "Event Details" is a section titled "Set Event Reminder Notification".
3. Make sure your e-mail address is correct and then select the schedule to receive an e-mail reminding you about the event. (i.e. Day of Event, 1 Day Before, 2 Days Before, etc.)
4. Click on "Subscribe"

(Illustration below)

The screenshot shows a web browser window displaying a calendar application. The main content area is titled "Event Details" and contains the following information:

- Name:** PTO Fall Festival
- Description:** PTO Fall Festival
- Date:** 10/26/2007
- Time:** Unspecified time
- Building / Location:** Greenwood Elementary
- Calendar:** Greenwood Elementary
- Type:** School Event

Below the event details is a section titled "Set Event Reminder Notification". It contains the text: "Enter your e-mail address, choose your desired notification interval(s) and click the 'Subscribe' button". There is a text input field for the "E-mail Address:" and a "Subscribe" button. Below the input field are several checkboxes for notification intervals:

- Day Of Event
- 1 Day Before
- 2 Days Before
- 3 Days Before
- 4 Days Before
- 5 Days Before
- 6 Days Before
- 7 Days Before

A "Back" button is located at the bottom left of the "Set Event Reminder Notification" section.

On the right side of the interface, there is a "Legend" section with the following entries:

- Blue: Community Events
- Grey: Cancelled Events

Below the legend is a "View Current Filters" button. At the bottom of the right panel, there is a note: "To view your current calendar selections, click the 'View Current Filters' button above." At the very bottom of the right panel, it says "Powered by SchoolStream Copyright © 2003 - 2007 SchoolStream All Rights Reserved."