Our school is using "Tandem" to manage all school calendars and events. It will be the place for you to find school event information.

**Sign up for a free account to get these great benefits:**

* Filter the calendar to only show the events that are important to you
* Import events into your personal calendar like Outlook, Google, Apple, Yahoo and more
* Receive email & text message notifications when events change
* Get directions and a map to event locations

The **Bellingham Public Schools** calendar can be found at [https://bham.tandem.co](https://bham.tandem.co)

**Set up a User Account:**

1. Click **Sign In** (located on the left side of the Tandem calendar)
2. Click **Sign Up**
3. Enter your **email address, first** and **last name**.
4. You will receive an email with a link to activate your account. (Don't forget to check your junkmail folder if you can't find it)
5. Click on the **"Activate Account"** link provided in the email.
6. When the Account Activation screen opens, you are only required to complete the fields that are in **Bold** text. All
other fields are optional.
7. Enter a **password** (there are no restrictions)
8. Click the "**Activate**" button at the bottom of the page
9. Sign into the calendar with your email address and password

**My Schedule - Your personal headquarters for the Tandem calendar:**

![Bellingham Public Schools logo]

**My Schedule**

**Member Events**

[No Events]

**Followed Events**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Start</th>
<th>Time Start</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS VB Practice</td>
<td>08/20/2018 (Mon)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
<tr>
<td>HS VB Practice</td>
<td>08/21/2018 (Tue)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
<tr>
<td>HS VB Practice</td>
<td>08/22/2018 (Wed)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
<tr>
<td>HS VB Practice</td>
<td>08/23/2018 (Thu)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
<tr>
<td>HS VB Practice</td>
<td>08/24/2018 (Fri)</td>
<td>3:30 pm</td>
<td>Clyde Hill Edwards Gymnasium</td>
</tr>
</tbody>
</table>

After signing in to the Tandem calendar, check out the "**My Schedule**" tab.

The **Member Events** area will populate with upcoming events for any group that the school staff has assigned you as being a member.

The **Followed Events** area will populate with upcoming events for any **Groups** or **Facilities** you are following.

Use the **Subscribe** button to set up a sync of these events into your personal calendar.

Note: Click the **Gear** icon to add or remove Groups and Facilities from your followed list.
Following Groups & Facilities:

You can manage the Groups & Facilities that you are Following by clicking on Your Name, then My Profile:

My Profile

My Associations

Group Follower edit
HS Boys Golf
HS Volleyball JV

My Event Requests
A list of my requested events and changes.

My Facility Rentals
A list of my facility rental requests and changes.

Event Templates
Create and manage your event templates for faster event creation.

Event Reminders
Manage your event reminders.

Followed Events
A list of your followed events on the calendar.

Profile
Change your address, name, phone, and other details about yourself.

Manage your Email and Text Message Preferences:

1. Click on My Profile > Preferences
2. Check the boxes if you would like to receive Email Updates and/or Reminders.
3. Check the boxes if you would like to receive Text Message (Phone Delivery) Updates and/or Reminders
4. Scroll to the bottom and click "Update Preferences"

Note: If you see a "My Associations" area use the edit link to add or remove Groups and Facilities from your followed list.