

# Bellingham Public Schools Calendar Introduction & Instructions



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

The screenshot shows the Tandem calendar interface for August 2019. The sidebar on the left includes the Bellingham Public Schools logo, the name 'Bellingham Public Schools', the last updated time '8/5/2019 3:31 pm', and buttons for 'Calendar' and 'Sign In'. The main calendar area displays a grid for August 2019 with events listed for each day. The events are as follows:

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
	Band Camp FULL BAND 8:00a	Band Camp FULL BAND 8:00a	Band Camp FULL BAND 8:00a	Band Camp FULL BAND 8:00a	Band Camp FULL BAND 8:00a	Band Camp/PREVIEW SHOW 9:00a
	Kickoff to Kindergarten 9:30a	Kickoff to Kindergarten 9:30a	Kickoff to Kindergarten 9:30a	Band Pictures 8:00a		
	Extreme Science LS Camp 10:00a	Extreme Science LS Camp 10:00a	MacBook Rollout (New Students Grades 6-12, Last Names: A-H) 9:30a	Incoming Grade 6 Student Orientation (students only) 9:00a		
	Extreme Science MS Camp 2:00p	Extreme Science MS Camp 2:00p		Kickoff to Kindergarten 9:30a		
			Extreme Science LS Camp 10:00a	Rising 5th Grade MacBook Rollout (Returning Last Names: A-K and All New 5th Graders) 9:30a		
			MacBook Rollout (New Students Grades 6-12, Last Names: I-Z) 12:30p			
			Extreme Science MS Camp 2:00p	Extreme Science LS Camp 10:00a		
				Incoming Grade 7 Student Orientation (students only) 10:00a		
				New 8th Grade Student Orientation (students only - students that will be new to HA) 11:30a		
				Rising 5th Grade MacBook Rollout (Returning Last Names: L-Z) 12:30p		
				Football (JV & Varsity) Pictures 1:00p		
				Extreme 2:00p		

## 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>


## 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  
Last updated:  
7/30/2018 11:32 am

[Calendar](#)

[Reports](#)

[Sign In](#)

### My Schedule

#### Member Events

[No Events]

#### Followed Events

Name	Date Start	Time Start	Location
<a href="#">HS VB Practice</a>	08/20/2018 (Mon)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/21/2018 (Tue)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/22/2018 (Wed)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/23/2018 (Thu)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/24/2018 (Fri)	3:30 pm	Clyde Hill Edwards Gymnasium

[View calendar](#)

[subscribe](#)

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**:

The screenshot shows the user interface for a Bellingham Public Schools user profile. On the left is a sidebar with the school logo, name, and a navigation menu. The main content area is titled "My Profile" and lists several sections: "My Associations" (with a list of followed groups like "HS Boys Golf" and "HS Volleyball JV"), "My Event Requests", "My Facility Rentals", "Event Templates", "Event Reminders", "Followed Events", and "Profile".

**Bellingham Public Schools**  
a collective commitment

Bellingham Public Schools

Last updated:  
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[Calendar](#)

← Collapse

↺ Use old design

**My Profile**

🔍 Help

🔌 Sign Out

👤 Demo User ▼

## My Profile

**My Associations**

Group Follower [edit](#)

[HS Boys Golf](#)  
[HS Volleyball JV](#)

**My Event Requests**  
A list all my requested events and changes.

**My Facility Rentals**  
A list all 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.