

SCHOOLWIRES WEBSITE ADDING EVENTS TO THE BUILDING AND DISTRICT CALENDARS

WHY: Keeping calendar information up-to-date on both the individual school and District websites is vital to ensuring parents, guardians and other community members are informed and return to the website again and again.

WHO: Every building should have at least one designated person who is responsible for regularly posting events to their school's website calendar and the District calendar.

HOW:

1. Open an Internet browser and go to www.graftonps.org.
2. Log into the website by clicking the **Log In** link at the top right of the screen.

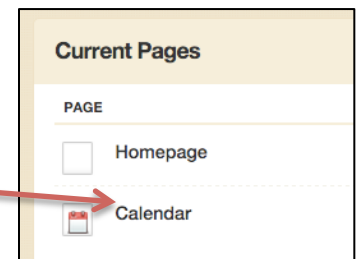


3. Enter your **Username and Password** in the appropriate fields and click **Sign In**. Remember, your website (Schoolwires) username and password is the same used to log onto a computer.

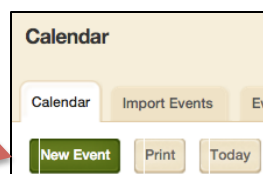
A login form with two input fields: 'User Name:' and 'Password:'. Below the fields are two buttons: 'Sign In' and 'Forgot My Password'. A red arrow points from the text 'click Sign In' to the 'Sign In' button.

4. Once logged in, access the "editing side" of the website by clicking on **Account** and selecting **Site Manager** from the list.

5. Next, click on the word **Calendar** from within the **Site Manager**.



6. Next, click the **New Event** button.



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7. In the box that appears, add your event's details in the appropriate location.

Add a unique event title for your event. If you will be posting your event to the District calendar, also add the abbreviation for your school at the beginning of the title with a hyphen and spaces before and after. Examples: "NSES - " or "GHS - " or "NGES - ".

Set the date for your event.

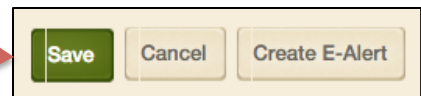
Set a start and end time for your event. Check the appropriate box if your event does not have an end time or lasts all day.

If your event last for several days, add an end date.

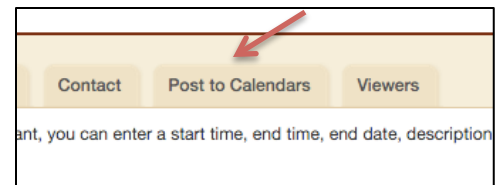
The screenshot shows the event creation interface. At the top is the 'Event Title' field. Below it are tabs for 'Event', 'Recurrence', 'Registration', 'Location', 'Contact', 'Post to Calendars', and 'Viewers'. A note says 'Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.' The 'Start Date' is set to 12/8/2015. The 'Start Time' is 8 AM, with a 'No End Time' checkbox. The 'End Time' is 9 AM, with an 'All Day' checkbox. The 'End Date' is 12/8/2015. A rich text editor for the 'Description' is present. A 'Category' dropdown is set to 'None'. There is a checkbox for 'Force this event to display in Upcoming Events from today until the event occurs.' and a note: 'Note: It will replace an event happening in the near future.'

Consider adding important details and/or a description of the event.

8. If you are finished setting the details of your event and won't be posting to the District calendar, click the green **Save** button at the bottom of the box.



9. If you will be posting your event to the District calendar click the **Post to Calendars** tab at the top of the box.



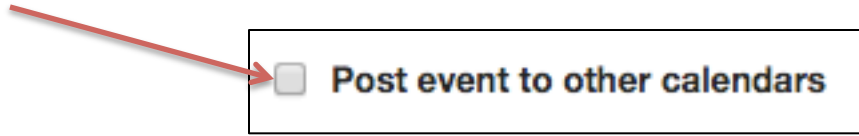
While we encourage you to post events to the District calendar, not all events should be added.

Add events that would be of interest to the larger District community and/or require parent involvement, such as picture day, field trips, concerts, ceremonies, fundraisers, assemblies, etc.

If you are unsure about adding a specific event, add it. All events require District level approval before they will appear.

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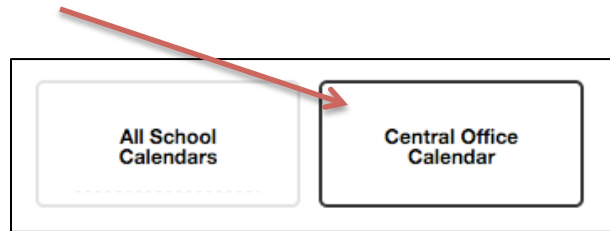
10. Check the box next to **Post Event to Other Calendars**.



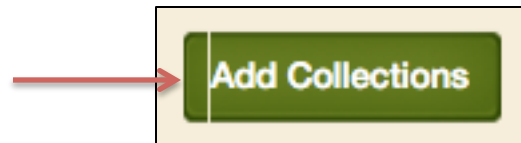
11. Next, check the box next to **Post to Grafton Public Schools** **AND** click **Add Collections**.



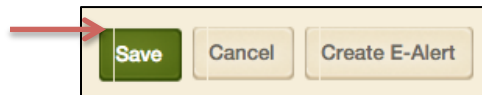
12. Select the **Central Office Calendar**.



13. Click the green **Add Collections** button.



14. Click **Save**.



Remember, when posting events to the District calendar, your event will not appear right away. Someone at the District level must approve the event first.