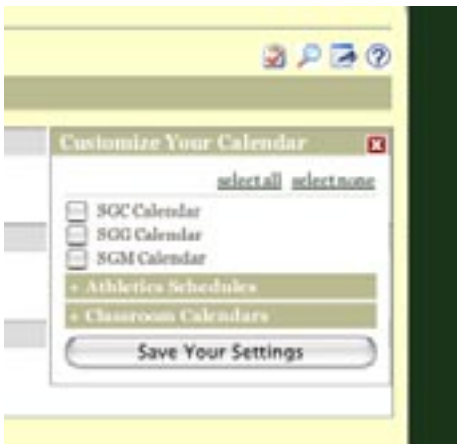


Customize Your Website Calendar

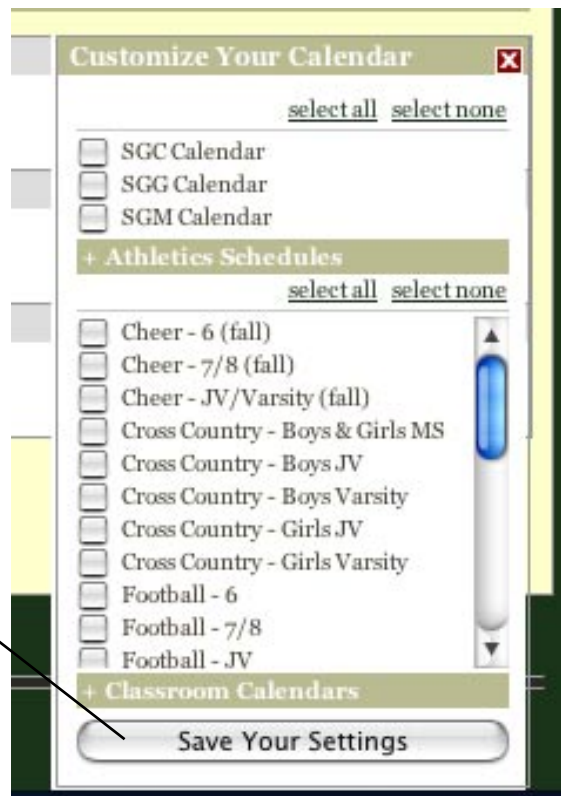
Did you know that you can pull different calendars (athletics, classes, etc.) together into one place on the St. George's website? Here's how:

STEP #1: Navigate to the SGIS calendar page – it's under "Resources" and it's also a quicklink.

Once there, click on the small clipboard icon.



STEP #2: Once you click the clipboard, you will see a box called "Customize Your Calendar." You may check off the campus calendars you desire.



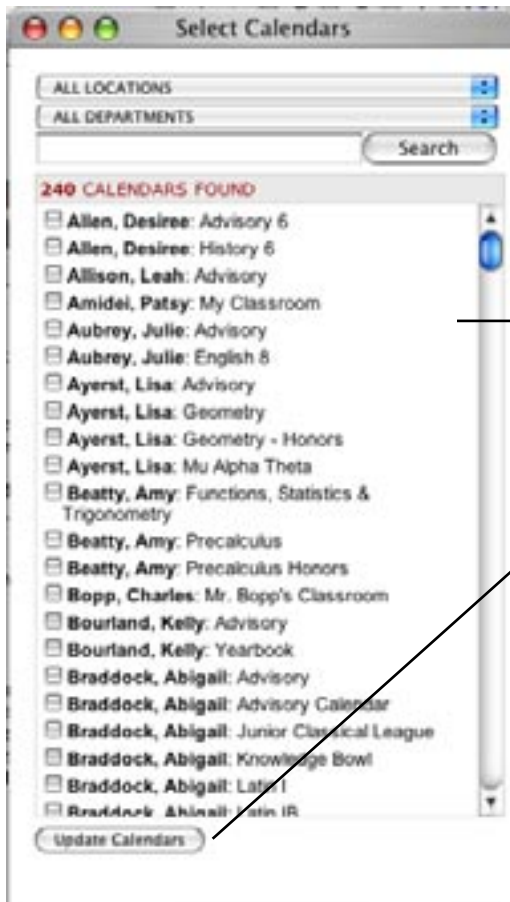
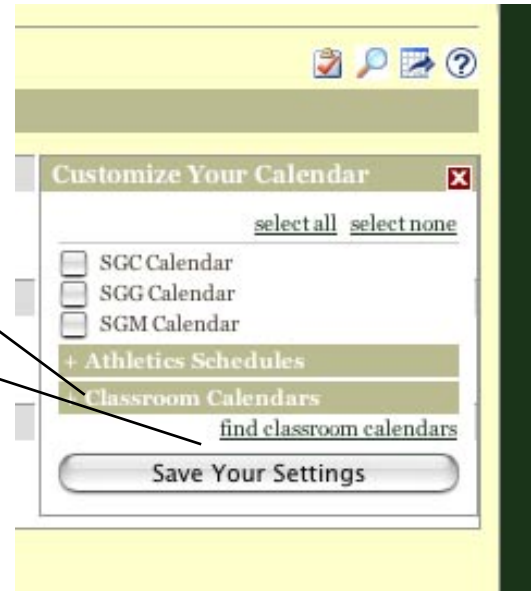
STEP #3: Click on the box that says "Athletic Schedules" and the athletic options will open up. Check off the athletic calendars you desire.

STEP #4: Click "Save Your Settings"

Your calendar page will now show the athletic and campus calendars that you checked off! Note: you might need to refresh your page.

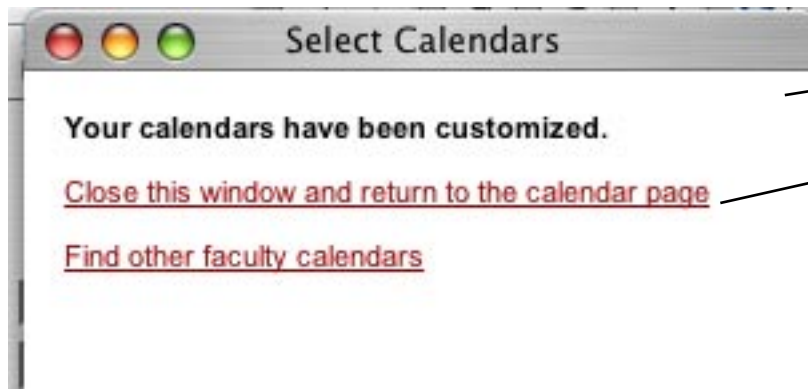
STEP #5: Select the classroom calendars you desire.
 (Note: we have found that it often works best to do this step after you have selected your campus/athletic calendars and saved your settings).

Click the clipboard icon again so that your “Customize Calendar” box comes up again. Click on “Classroom Calendars” and then click on “find classroom calendars.”



STEP #6: You will see a box that looks like this. Check off the classroom calendars you desire.

DON'T FORGET to scroll all the way down and click on “Update Calendars”



STEP #7: You will then see a box that looks like this.

Click on “Close this window and return to calendar page.” when you return, you will now see the classroom calendars that you checked off. You might need to refresh your page.

If you need additional help, please contact the technology specialist at your campus or Sarah Cowan, Director of Public Relations, at scowan@sgis.org.