A parent's guide to the Calendar

The Calendar presents all school events in an easy to view, fully customisable display, enabling you to easily check event details that apply to you and your child.

You can subscribe to the calendar as a whole, to the calendar filtered to your specifications, and add individual events to your personal Outlook, Google, or any other calendar system you use.
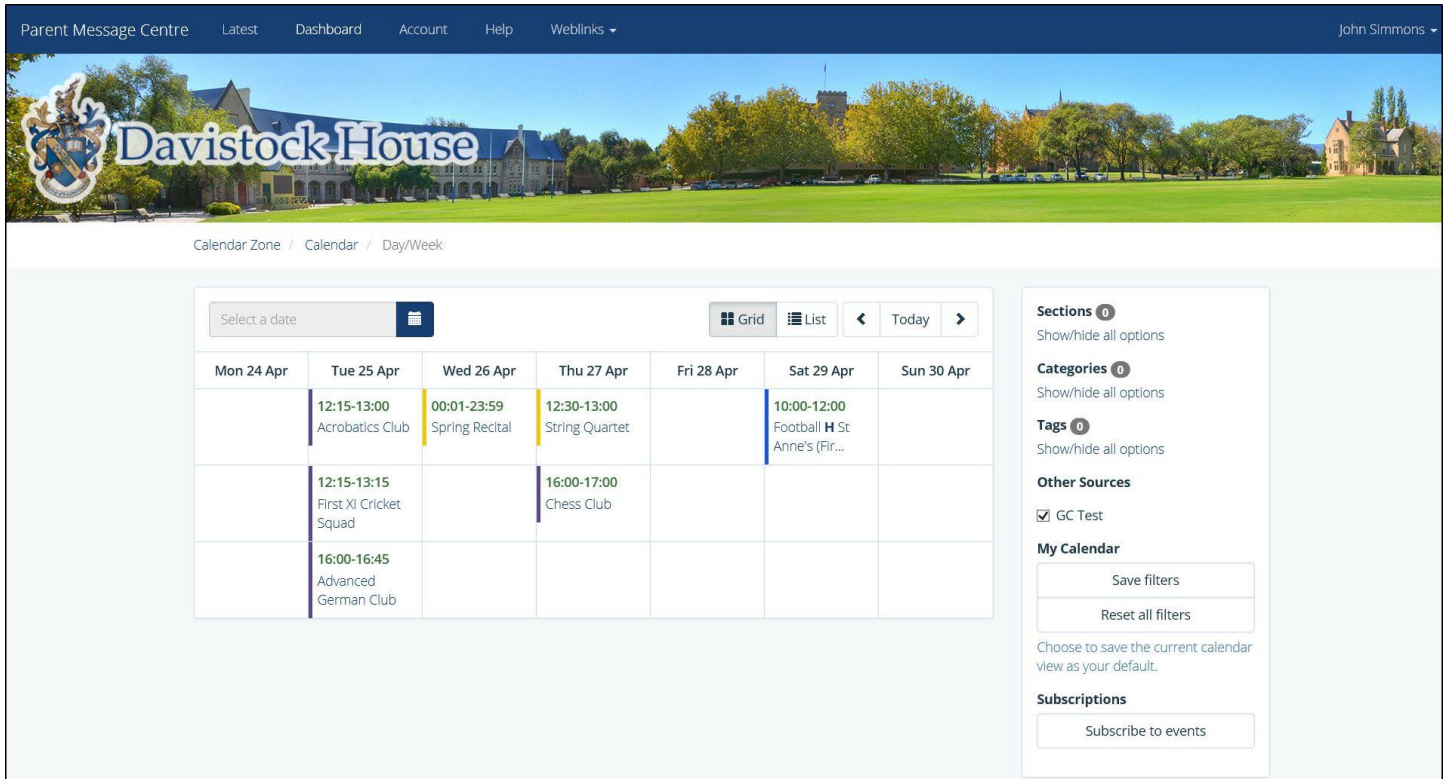
The process of adding Calendar items to Outlook may differ for your version.

Filters

Event Sections, Categories and Tags allow for events to be filtered in the Calendar view, enabling you to view events that only apply to your child. Sections should filter your calendar by school section, e.g. Junior School and Senior School. Categories refer to the type of event, and Tags offer filtering options.

How to filter the Calendar

1. Ensure you are logged into your Parent Message Centre.

2. Click 'Calendar' in the Calendar Zone.

The default Calendar View

- To filter your calendar by section, click 'Show/hide all options', and tick the appropriate sections.• To filter your calendar by section, click 'Show/hide all options', and tick the appropriate sections.
- To filter your calendar by category, click 'Show/hide all options', and tick the appropriate categories.
- To filter your calendar by tags, click /Show/hide all options', and tick the appropriate tags.

Once ticked, your selections will automatically update the calendar view. Select as many sections, categories and tags as you wish. Once selected, click 'Save filters' in the 'My Calendar' section to save your choices as your default calendar view.

Add events to your calendar

How to add an event to your Outlook 2007 calendar

1. In the Calendar, click the event you wish to add to your Outlook.

2. The event will open. Click the 'Add to Calendar' button and save the file.

3. Open Outlook, click 'File' and click 'Import & Export'.
4. Select the 'Import an iCalendar' option, and click 'Next'.

5. Locate the downloaded file, select it, and click 'Open'. The event will have been added to your Outlook calendar.

How to add an event to your Google Calendar

1. In the Calendar, click the event you wish to add to your Google Calendar.

2. The event will open. Click the 'Add to Calendar' button and save the file.

3. Open your Google Calendar. On the left hand-side, click the arrow next to 'Other Calendars'.

4. Click 'Import Calendar'. Click 'Choose File', select the downloaded file and click 'Open'. Select the Calendar this event should be saved to from the dropdown menu, and click 'Import'. The event will have been added to your Google Calendar.
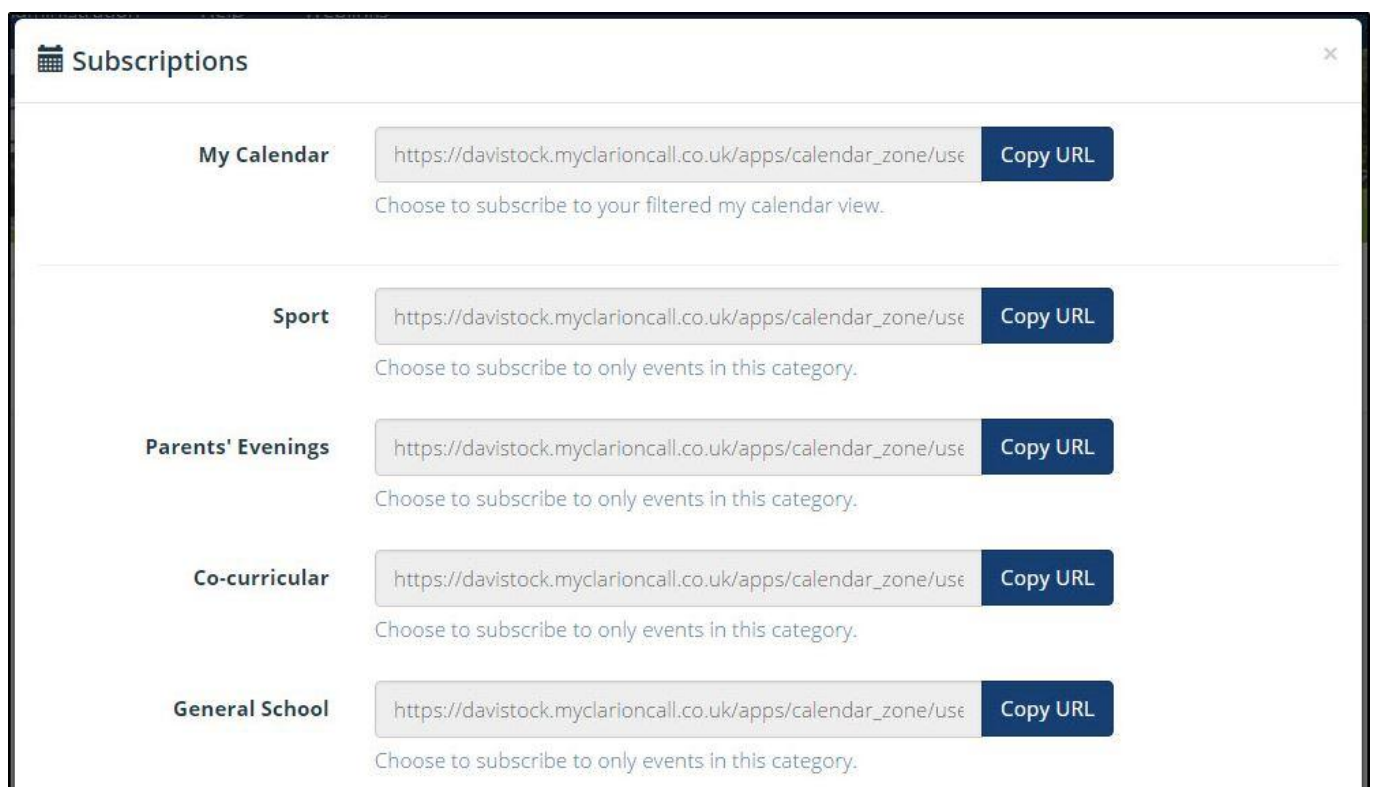
Subscriptions

How to subscribe to the school Calendar in Outlook 2007

1. In the Calendar, click 'Filter', select the appropriate sections etc to filter, and click 'Save as my Calendar'.

2. Copy the link in the 'Subscription' field.

3. Open Outlook. Click 'Tools' in the main menu bar, and click 'Account Settings'.

4. Click the 'Internet Settings' tab, click the 'New' button, and paste the copied URL into the pop-up window. Click 'Add'.

How to subscribe to the school Calendar in Google Mail

1. In the Calendar, click 'Filter', select the appropriate sections etc to filter, and click 'Save as my Calendar'.

2. Copy the link in the 'Subscription' field.

3. Open your Google Calendar. On the left-hand side, click the arrow next to 'Other Calendars'

4. Click 'Add by URL', paste the copied URL, and click 'Add Calendar'.