

Instructions for Entering Events Into District Web Calendar System

November 2, 2006

1. Determine which calendar should be updated

- Main district calendar MAINCAL
- Kenneth Hall KH
- Park Terrace PT
- Westwood Intermediate WW
- Woodcrest WC
- Westwood Middle School MS
- Senior High School HS
- Learning Alternatives LA
- Athletics ATH
- Lunch/Breakfast MENU
- Community Services CS

2. Using GroupWise, proxy to the calendar that needs to be updated

3. Determine if the event should be an appointment or a note

- If the event has a time and location associated with it use appointment
- If the event does not have a time and location enter it as a note

4. Input data

- It is no longer required to enter building code, time, or location in the subject of the event. Enter only the event description.
- Inputting notes
 - From GroupWise calendar select the day of the event
 - Double click Note on the time slot provided
 - Enter Subject
 - Enter Message
- Inputting Appointments
 - From GroupWise Calendar select the day of the event
 - Double click Appointment on the time slot provided
 - Enter Subject
 - Enter Place(Location)
 - Enter Duration
 - Enter Message

5. Test Data

- Visit District Website to verify functionality of new data
 - Follow the links from the District Website or visit <http://gwcal.springlakeparkschools.org>

6. Update your calendar info (events and details) throughout the year