


www.evergreenregion.org 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.



www.evergreenregion.org

Last updated:
12/4/2019 11:49 am

[Calendar](#)

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Get Updates

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
JH/HS Periods 2,4,6 JH Drama Production Week RWishart 6:00a Gym Use test event 12:00p District Celebration Day/Retirement Reception 1:30p	JH/HS Periods 1,3,5,7 JH Drama Production Week MACK PTF E- 8:30a Board meeting, 8:30 - 10:00 a.m., conference room 3PTS Chapel 8:45a MACK 4th Gr. Marketplace, MPR, 2-2:30 p.m. JH Drama 7:30p Performance	JH/HS Periods 2,4,6 JH Drama Production Week RWishart 7:00a Gym Use MACK 4th - 8:30a 6th Grade Track Meet, Woolsey Stadium at King's School, 8:30 - 2:30 p.m. JH Drama 7:30p Performance	JH Drama Production Week JH Drama 3:00p Performance		JH/HS Periods 1-7 3PTS PTF 8:30a Meeting Recurring Practice 10:54a MACK PTF 3:00p New family ice cream social, 3:00 - 4:00 p.m., MPR BCS 6:30p Booster's Meeting JH Choir/JH 7:30p Band Concert	JH/HS Periods 2,4,6 Senior & Studio Art Show 8:00a MACK 8:30a Preschool Last Day - Mrs. Howland/Mrs. Schroeder MACK: 8:35a Chapel, 8:35-9:15, MPR VPG Meeting 1:00p Bellevue 6:30p Community Band HS 7:30p Instrumental Concert
7	8	9	10	11	12	13
JH/HS Periods 1,3,5,7 RWishart 6:00a Gym Use HS Teams 12:50p Mission Experience Meeting	JH/HS Periods 2,4,6 PRESCHOOL 8:30a Last Day - Mrs. Kaskes, Mrs. Holmgren, Mrs. Ribera 3PTS Chapel 8:45a HS Choral 7:30p Concert	JH/HS Periods 1,3,5,7 MACK Preschool Last Day - Mrs. Kelly/Mrs. Wasson RWishart 7:00a Gym Use MACK PTF 8:30a Meeting, 8:30 - 10:00 a.m., Library			JH/HS Periods 1-7 8th Grade 9:00a Graduation Rehearsal 3PTS 9:30a Kindergarten Field Trip Recurring Practice 10:54a 8th Grade 7:00p Graduation Ceremony	JH/HS Exam Schedule /HS Finals 1,4,5/JH 1-7 MACK: 8:35a Chapel, 8:35-9:15, MPR Bellevue 6:30p Community Band Elementary 7:00p BAND Concert
14	15	16	17	18	19	20

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 **www.evergreenregion.org** calendar can be found at <http://evergreenregion.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:





www.evergreenregion.org

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 **Calendar**

 Reports

 Sign In

 **My Schedule**

Member Events

[No Events]

Followed Events

subscribe

Name	Date Start	Time Start	Location
HS Girls BB Practice	12/19/2019 (Thu)	12:30 pm	Clyde Hill Edwards Gymnasium
HS Girls Basketball JV vs BHS	12/20/2019 (Fri)	5:00 pm	Clyde Hill Edwards Gymnasium
HS Girls BB Practice	12/26/2019 (Thu)	2:00 pm	Clyde Hill Edwards Gymnasium
HS Girls BB Practice	01/03/2020 (Fri)	3:15 pm	Clyde Hill Edwards Gymnasium
HS Girls Basketball JV @ Meridian	01/03/2020 (Fri)	4:00 pm	Meridian High School

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 displays the user interface of the Evergreen Region website. On the left, there is a sidebar with a logo of three overlapping photos, the URL 'www.evergreenregion.org', and the text 'Last updated: 12/4/2019 11:49 am'. Below this is a 'Calendar' link with a calendar icon. A dropdown menu is open, showing options: 'Collapse', 'My Profile' (highlighted with a blue bar), 'Upgrade' (with a dollar sign icon), 'Help' (with a question mark icon), and 'Sign Out' (with a power icon). At the bottom of the sidebar, it says 'Demo User' with a dropdown arrow. The main content area has a header 'My Profile' with a person icon. Below this is a section 'My Associations' with a group of three people icon, listing 'Group Follower edit', 'HS Boys Baseball Varsity', and 'HS Girls Basketball JV'. The next section is 'My Event Requests' with a list icon, followed by 'My Facility Rentals' with a list icon. Below these are 'Event Templates' with a notepad icon, 'Event Reminders' with a bell icon, and 'Followed Events' with a group of three people icon. At the bottom, there is a 'Profile' section with a person icon and a 'Preferences' section with a gear icon.

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Calendar

← Collapse

My Profile

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Demo User

My Profile

My Associations

Group Follower [edit](#)

[HS Boys Baseball Varsity](#)

[HS Girls Basketball 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.

Preferences

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.