


# Duluth Edison Charter Schools 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.



Duluth Edison Charter Schools

Last updated:  
8/5/2019 3:31 pm

 **Calendar**

 Sign In

Today < **August 2019** >
Year [Month](#) [Week](#) [Day](#) [List](#)

Subscribe

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
	Band Camp FULL BAND 8:00a Kickoff to Kindergarten 9:30a Extreme Science LS Camp 10:00a Extreme Science MS Camp 2:00p	Band Camp FULL BAND 8:00a Kickoff to Kindergarten 9:30a Extreme Science LS Camp 10:00a Extreme Science MS Camp 2:00p	Band Camp FULL BAND 8:00a Kickoff to Kindergarten 9:30a MacBook Rollout (New Students Grades 6-12, Last Names: A-H) 9:30a Extreme Science LS Camp 10:00a MacBook Rollout (New Students Grades 6-12, Last Names: I-Z) 12:30p Extreme Science MS Camp 2:00p	Band Camp FULL BAND 8:00a Band Pictures 8:00a Incoming Grade 6 Student Orientation (students only) 9:00a Kickoff to Kindergarten 9:30a Rising 5th Grade MacBook Rollout (Returning Last Names: A-K and All New 5th Graders) 9:30a Extreme Science LS Camp 10:00a Incoming Grade 7 Student Orientation (students only) 10:00a New 8th Grade Student Orientation (students only - students that will be new to HA) 11:30a Rising 5th Grade MacBook Rollout (Returning Last Names: L-Z) 12:30p Football (JV & Varsity) Pictures 1:00p Extreme 2:00p	Band Camp FULL BAND 8:00a	Band Camp/PREVIEW SHOW 9:00a

## 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 **Duluth Edison Charter Schools** calendar can be found at <http://duluthedison.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:



Duluth Edison Charter Schools  
Your K-8 Schools of Choice

### My Schedule

#### Member Events

[No Events]


#### Followed Events


Name	Date Start	Time Start	Location
<a href="#">HS VB Practice</a>	08/20/2018 (Mon)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/21/2018 (Tue)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/22/2018 (Wed)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/23/2018 (Thu)	3:30 pm	Clyde Hill Edwards Gymnasium
<a href="#">HS VB Practice</a>	08/24/2018 (Fri)	3:30 pm	Clyde Hill Edwards Gymnasium


[View calendar](#)

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Last updated:  
7/30/2018 11:32 am

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[subscribe](#)

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**:





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Last updated:  
7/30/2018 11:32 am


 [Calendar](#)



 Collapse

 Use old design


 **My Profile**

 Help

 Sign Out

 Demo User 

## My Profile


 **My Associations**


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Group Follower [edit](#)


[HS Boys Golf](#)  
[HS Volleyball JV](#)


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 **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.

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 **Profile**  
Change your address, name, phone, and other details about yourself.

## 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.