

## Lake Washington School District's Online Calendar

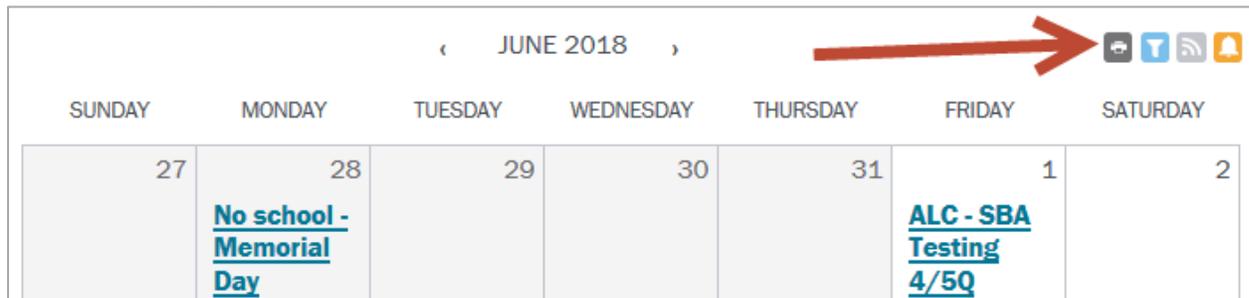
All district and school events will be available to view on the District Calendar webpage of the district website: [www.lwsd.org/calendar](http://www.lwsd.org/calendar).

The online calendar can be filtered and customized to show only the events that are relevant for your family. You can also create an account and receive notifications when events are added, changed or cancelled.

Each school uses a two-, three- or four-letter acronym to designate their events on the district calendar. That way, it is easy to see which schools have events each day.

## Using and customizing the calendar

Above the top right corner of the online calendar, you will see four icons:



### Print a month of the calendar

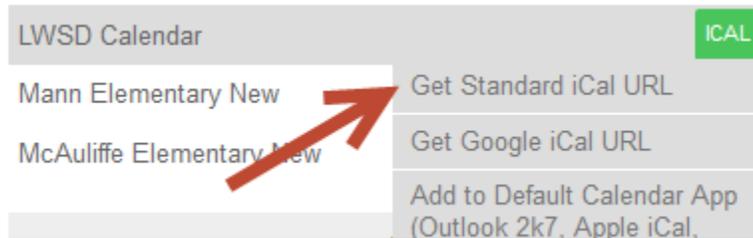
- The first icon is a gray box with a white printer image.
- Clicking this icon gives you a printer-friendly version of the month's calendar events.

### Filter the calendar

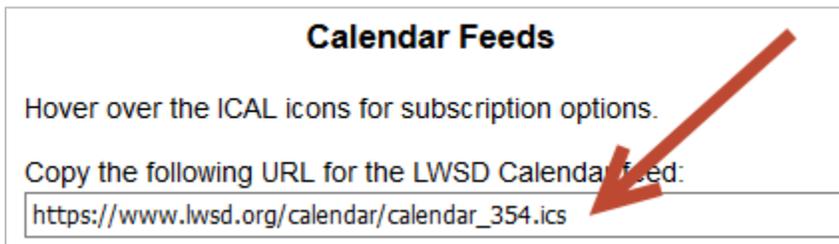
- The second icon is a blue box with a white funnel image.
- Clicking this icon allows you to see events for only the schools you choose. You may also choose to display the district events with the school events using this feature.
- Here's how it works:
  - Click the filter icon
  - A window will open with the district calendar and all the school calendars selected
  - Click "Deselect All"
  - Check the box next to the school(s) for which you want to see events. If you want to see the district calendar, check the box next to "LWSD Calendar".
  - Scroll to the bottom of the list and click "Apply"
  - The events from the calendars you selected will now be the only events you see!

## Create an iCal feed link

1. The third icon is a light gray box with a white RSS feeds icon
2. Click this button to create an iCal feed for your Google, Outlook, Apple or other calendar
3. Once you click the feeds button, a window will open with the calendars you can choose from
4. Scroll down to the calendar you want
  - a. For example, if you want to create a feed of district events, choose: LWSD Calendar
5. Hover over the iCal button to the right of the calendar name 
6. For an iCal feed into Outlook, click "Get Standard iCal URL"



7. Near the top of the pop-up window, copy the URL



8. Close the window and add the feed link to your personal calendar

## Receive event reminders by setting up alerts

1. The last icon is a yellow box with a white bell icon
2. Click this button to set up an account and customize how and when you receive alerts about events on a specific calendar
3. Once you click the alerts button, a pop-up window will open
4. Either enter your LWSD Calendar username/email address and password, or click "Create New Account"
5. After clicking "Create New Account," fill out the form, click the box next to "I'm not a robot" and click Continue.
6. You will then see a screen that lists all available calendars. Check the box next to school and/or district calendar(s) for which you want to receive alerts.
7. Scroll down to Alert Settings. Use the "Reminder" drop down menu to choose when you want to receive a reminder about each event on the calendar you selected.
  - a. For example, if you choose 18 hours, you will receive alerts 18 hours *before* each event.
8. Click "Update Settings"
9. You will now see a screen that summarizes your settings. If you would like to receive text alerts, click "+Add Text Enabled Phone." Click "Save Phone" after entering your phone number.
10. Click "Logoff" in the upper right corner.