

University School of Jackson Calendar Introduction & Instructions



Our district is using "Tandem" to manage all school calendars and events. It will be the place for you to find school event information.

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 **University School of Jackson** calendar can be found at <http://usjbruins.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:

USJ
UNIVERSITY SCHOOL of JACKSON

University School of Jackson

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

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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 district 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 shows the user interface for the University School of Jackson. On the left is a navigation sidebar with the USJ logo, the school name, the last update time (12/4/2019 11:49 am), and a menu with options: Calendar, Collapse, My Profile (highlighted), Upgrade, Help, Sign Out, and Demo User. The main content area is titled 'My Profile' and contains several sections: 'My Associations' (Group Follower, edit link, listing HS Boys Baseball Varsity and 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.), and 'Followed Events' (A list of your followed events on the calendar.). At the bottom, there are sections for 'Profile' (Change your address, name, phone, and other details about yourself.) and '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.