

ONCE ACCOUNT HAS BEEN ESTABLISHED


Click on District Calendar located on the left column

- Click on “Sign In” located on the upper right hand corner of the screen under tool icons
- Enter email address & password. Click on “Sign In” button.

To View Events

For detailed information go to the date and/or event you want to view; by clicking on this event you will receive a detailed description of the event. Tracking this group will keep you informed of any changes or updates via email.

To Request an event

- Go to the requests icon  located at the top of the page.
 - Click on “Submit Event Request”
- **WHAT**
 - Enter Name...Note: Whatever name is entered at this point is what is going to show on the district calendar (ie: Boy Scout Troop 964; Varsity Volleyball). **DO NOT ENTER “YOUR NAME”** in this section. **YOU MUST** enter the event title (IE: Varsity Boys Basketball or PAT Fieldtrip).
 - Enter Description...the section is only required if detailed instructions are needed for this event.
 - Saving a template should only be used if this is a reoccurring event.
- **WHEN**
 - Click on START and a calendar will appear.
 - Choose appropriate date of event
 - Click on Start Time and a time schedule will appear.
 - Choose appropriate am or pm time of event
 - Repeat the above two steps to select the END date and time of the event.
 - Changing the “Recurs” drop down should only be used if this is a reoccurring event.
 - If your request is a community activity please enter setup and breakdown times.
 - Choose “Adhoc” for an event that has multiple dates (ie: 4-H monthly meetings).
- **WHERE**
 - Go to LOCATIONS and select “Add” for drop down menu of possible event locations **DO NOT SELECT “SCHOOLS”**. This is used for administrative purposes only.
If a **facility** is required, choose the “Locations” drop down
If a **classroom** is required, choose the “Places” drop down
 - To choose a facility
 - Choose a facility (ie: Elem. Café; High School Commons, etc.) and then click “Ok”
 - To choose a place
 - Choose a place (ie: HS Room 1212; MS Room 1100, etc.) and then click “Ok”
- **WHO**
 - Go to GROUPS and select “Add” for drop down menu of possible groups (ie: Girl Scouts, Track, and Community). By selecting this group, tracking of this activity will be possible then click “OK”. ***If your group name is not listed, email dstuermann@ofsd.k12.mo.us so that your group can be included.

- Once a group has been chosen the school will automatically appear as Orchard Farm. You don't have to do anything with this selection.
- **ABOUT**
 - Go to DEPARTMENTS and select "Add" for drop down menu of possible departments (ie: Athletics, Community, High School). Then click on "OK"
 - No other information is required beyond this point in the "About" area.
- **OPTIONS:**
 - THIS SECTION IS VERY IMPORTANT**
 - Click on "Contacts, Supervisors & Equipment."
 - Go to Contacts section and click on "Add" for drop down menu of possible contacts. Click on "Users" and select yourself as the contact person for this event. Select "OK"
 - If this event requires equipment, click on "Add" for a drop down menu of items available for use during your event (ie: Cordless Microphone, Trailer, etc.).