

# Calendar Introduction & Instructions

## Set up a User Account

1. Click Sign In (located at the top right of the Tandem calendar)
2. Click Sign Up
3. Enter your email address, first and last name and answer the security question provided.
4. You will receive an email with a link to activate your account.
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. (Optional) Click "Add" to select the Schools that you are interesting in seeing events for. (The athletic tandem calendar will be pre-filtered for the schools that you select here anytime you visit the calendar)
9. (Optional) Click "Add" to select the Groups that you are interesting in tracking. (If you choose to select groups here, you are opting in to receive email notifications when events for these groups are added, cancelled or modified)
10. (Optional) Enter your Address. If you provide your address the Tandem calendar will automatically use that address when getting directions to events. You can access these directions by clicking on the "Get Directions" link on the Event Details page.
11. (Optional) Enter additional contact information or an image of yourself.
12. Click the "Activate" button at the bottom of the page.
13. Sign into the calendar with your email address and password.

### If you already have a user account:

1. Click Sign In
2. Enter your email address and password.

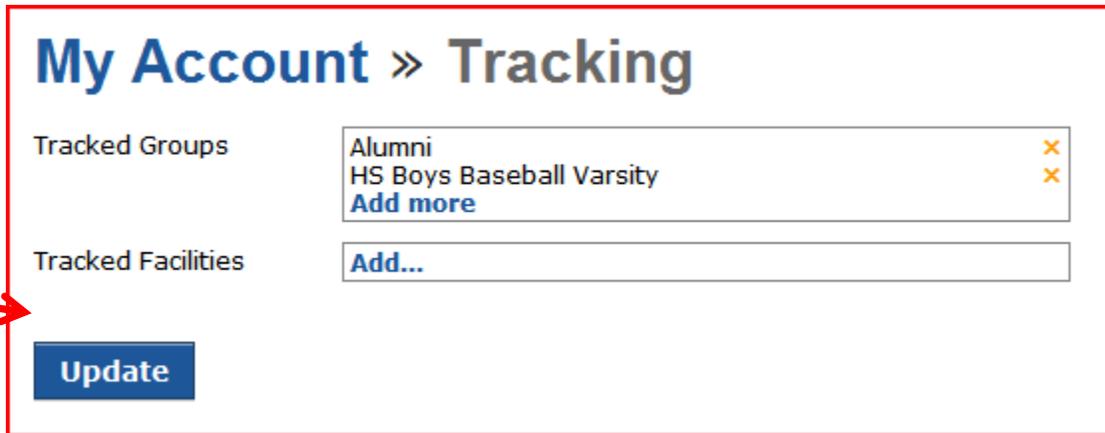
## Tracking Groups

This is how you can receive email & text message notifications when new events are added or changes are made to existing events for each group.

You can manage the groups that you are tracking in your account settings.

1. Sign In
2. Click on the "account" located at the top of the page next to your name.
3. Click on "Tracking". Then click on the "Add more" link. You can track as many different groups as you would like. Just click on the name of the group so it is highlighted.
4. If you would like to remove any groups, just click on the orange X to the right of the group name.
5. Click "Update" to save your changes.

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**My Account » Tracking**

Tracked Groups

- Alumni
- HS Boys Baseball Varsity
- [Add more](#)

Tracked Facilities

[Add...](#)

**Update**

### Manage your Email and Text Message Preferences

1. Sign In
2. Click on “account” at the top of the page next to your name.
3. Click on “Preferences”.
4. Check the boxes if you would like to receive Email Updates and/or Reminders.
5. Check the boxes if you would like to receive Text Message (Phone Delivery) Updates and/or Reminders.
  - a. Enter your cell phone number with no dashes
  - b. Choose your mobile provider from the drop down menu
  - c. Scroll to the bottom and click “Update Preferences”

### Calendar Support

Click on the “help” link located at the top right of your calendar page to access the Help Section.