

Main Calendar link and Log-in Information

<http://washoeschools.mhsoftware.com/View.html>

Username: school name (lower case, no spaces)

Password: school name (lower case, no spaces)

Directions for your Webmaster and/or the Individual Managing Calendar Event Entries:

Below is a link for an online tutorial on how to add/edit events into the Connect Daily calendar. You must be logged into your calendar in order to add an event. Whoever adds the schools events just needs to make sure that under event types they choose: School Events, Professional Development, Holidays or Parent Involvement. When you log into your calendar, on the home page there is the add event type and there is also a tutorial link for guidance. When events are added/edited, the school name needs to be typed into "Addl. Info URL" so events can be filtered and the school will be identified to the specific event. The calendar is user friendly, but if you have any questions please feel free to contact either Carol Pittsley at cpittsley@washoeschools.net or Brian Prewett bprewett@washoeschools.net.

Edit Calendar Event - [Icons]

General | Description | Recurrence | Resources | Attachments | Change Comments

Calendar Hunter Lake ES

Title Office Hours 8:30 4:00

Approved **Event Type** School Events | **Privacy** None

Contact Name | **Contact Info** |

Addl. Info URL Hunter Lake ES

Starting Date 8/8/2011 | **Start Time** |

End Date 8/8/2011 | **End Time** |

Save | Delete | Add New Event | Copy Event | Return to Calendar

Connect Daily Tutorial:

<http://www.mhsoftware.com/tutorials/AddEditEvents/AddEditEvents.html>