

Houston Academy Calendar Introduction & Instructions



Our school 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 **Houston Academy** calendar can be found at <http://houstonacademy.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:



Houston Academy

Last updated:
7/30/2018 11:32 am

[Calendar](#)

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My Schedule

Member Events

[No Events]

Followed Events

Name	Date Start	Time Start	Location
HS VB Practice	08/20/2018 (Mon)	3:30 pm	Clyde Hill Edwards Gymnasium
HS VB Practice	08/21/2018 (Tue)	3:30 pm	Clyde Hill Edwards Gymnasium
HS VB Practice	08/22/2018 (Wed)	3:30 pm	Clyde Hill Edwards Gymnasium
HS VB Practice	08/23/2018 (Thu)	3:30 pm	Clyde Hill Edwards Gymnasium
HS VB Practice	08/24/2018 (Fri)	3:30 pm	Clyde Hill Edwards Gymnasium

[View calendar](#)

[subscribe](#)

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 school 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**:



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[Calendar](#)

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My Profile

🔍 Help

🔌 Sign Out


👤 Demo User ▼


My Profile


 **My Associations**


Group Follower [edit](#)


[HS Boys Golf](#)
[HS Volleyball 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.

 **Followed Events**
A list of your followed events on the calendar.

 **Profile**
Change your address, name, phone, and other details about yourself.

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.