





The following are instructions to subscribe to specific Groups on the MVC Calendar.


1. Sign in to your Tandem account by going to <https://montevistachristian.tandem.co>, or by clicking the calendar icon at the top of <https://mvcs.org>. If you don't have a Tandem account, one can be created for free.



Monte Vista Christian School ✓

Last updated: 10/2/2018 4:16 pm

 **Calendar**

 Sign In

Today < **October 2018** > Year Month Week Day List

SUN	MON	TUE
30	1	* 2
	MS Pep Rally 10:18a	Homecoming Rally/Dress Up Day 11:20a
	Fall Sports Rally/Dress Up Day 11:20a	Frosh Football Practice 3:30p
	Baseball Fall Open Field 3:30p	Godspell Rehearsal 3:30p
	Frosh Football Practice 3:30p	Jr. Thespian Troupe Meeting 3:30p
	Godspell Rehearsal 3:30p	Varsity Football Practice 3:30p
	MS Cross Country 3:30p	Cross Country Practice 3:45p
	Salesian League Meet @ Pinto Lake	Frosh Volleyball @ King City HS 4:00p
	Varsity Football Practice 3:30p	Girls Tennis vs. Notre Dame 4:00p
	Cross Country Practice 3:45p	MS Girls Basketball Black vs. EA Hall 4:00p
	Frosh Volleyball Practice 3:45p	JV Volleyball @ King City HS 5:00p
	JV Volleyball Practice 3:45p	MS Girls Basketball Blue vs. EA Hall 5:00p
	Varsity Volleyball Practice 3:45p	Girls Basketball Open Gym 6:00p
	MS Girls Basketball Black vs. Twin Lakes 4:00p	Varsity Volleyball @ King City HS 6:30p
	MS Girls Basketball Blue vs. Twin Lakes 5:00p	
	Boys Basketball Open Gym 6:00p	

2. Click the *Filter Events* icon on the top right (to the right of the Search box and to the left of Subscribe).

The screenshot shows a calendar view with columns for WED, THU, and SAT. A search bar and a 'Subscribe' button are at the top right. A 'Filter Events' dropdown menu is open, displaying a list of filter categories. The categories listed are: School, Group, Location, Equipment, Department, Event Type, and Activity. The 'Filter Events' menu also includes a search bar and a 'Done' button.

3. Choose the *Groups* you would like to subscribe to from the *By Group* dropdown, then click *Filter*.

The screenshot shows the 'By School' dropdown menu open. The menu has a search bar and a 'Done' button. Below the search bar is a list of groups to filter by, including: ASB, Administration, Admissions, Athletics, Band, Baseball- HS Boys Freshman, Baseball- HS Boys JV, Baseball- HS Boys Varsity, Basketball- HS Boys Freshmen, Basketball- HS Boys JV, Basketball- HS Boys Varsity, Basketball- HS Girls Freshman, Basketball- HS Girls JV, Basketball- HS Girls Varsity, Basketball- MS Boys, and Basketball- MS Boys Black Team. The 'Basketball- HS Girls JV' group is selected. At the bottom of the menu are 'Filter' and 'Clear Filters' buttons, and the text 'Advanced Filter'.

4. Click the *Subscribe* button to the right of the *Filter Events* icon.

The screenshot shows a calendar interface with a search bar and a 'Subscribe' button. A 'Filter Events' dropdown menu is open, displaying a list of filter categories. The calendar shows events for Wednesday (3) and Saturday (6). The 'Filter Events' menu is currently open, showing the following categories: School, Group, Location, Equipment, Department, Event Type, and Activity. The 'Subscribe' button is located to the right of the search bar.

5. Click *Subscribe* again.

The screenshot shows a 'Follow, Get Notifications, & Subscribe' section. On the left is a sidebar with navigation options: 'e Vista tian School', 'quests', 'Schedule', and 'lendar'. The main content area features a list of items to follow, including 'Admissions' and 'Admissions, No key dates'. For each item, there are buttons for 'follow', 'follow others', and 'subscribe'. The 'follow' button is highlighted for the 'Admissions' item.

- Choose the type of calendar you want to add your filtered events to and follow those specific instructions.

MVC

Monte Vista Christian School

- Request Event
- Requests
- Calendar**
- Facility Rentals
- Transportation

< Subscribe » iCal

Choose your calendar from the list below:

- Apple Calendar
- Google Calendar
- Google Apps
- Outlook 2016, 2013, 2010, & 2007
- Outlook for Office 365
- Outlook.com
- Yahoo Calendar
- Other Calendar

* Google Calendar and Outlook.com will not immediately process your subscription. Our experience can take more than 2 hours for the first subscription.

The following are instructions to Follow specific categories. When you Follow categories, you will then have the option to receive text or email notifications about new or updated events for your Followed categories.

- Sign in to your Tandem account if you aren't already.
- Click your name on the bottom left and then *My Profile*.

MVC

Monte Vista Christian School

- Request Event
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- Calendar**
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← Collapse

⌂ Use old design

My Profile

🔍 Help

🔌 Sign Out

Matthew Watson

SUN

30

- MS Pep f
- Fall Spor
- Up Day
- Baseball
- Frosh Fo
- Godspell
- MS Cros
- Salesian Lake
- Varsity Fi
- Cross Co
- Frosh Vo
- JV Volley
- Varsity V
- MS Girls vs. Twin I
- MS Girls vs. Twin I
- Boys Bas
- Gym

7

Reslife Corralitos Community Church 11:30a

- MS Chap
- Senior CI
- During FI
- HS Chap
- Baseball
- Frosh Fo
- Godspell
- MS Girls Practice


https://montevistachristian.tandem.co/index.php?type=prefs&action=system

3. Click *Following*.

4. Click *Groups* (or *Add more Groups* if you are already following some) and then select the *Groups* which you would like to follow and then click *Update* when you are done selecting.

Follow, Get Notifications, & Subscribe


Follow to get notifications by email (and optionally text message) when events are added, modified and/or cancelled. Those events will also then show up in the 'my schedule' tab. If you want to subscribe to this custom feed - use the 'subscribe' button at the bottom with the label 'All Events'.

 Basketball- HS Girls JV follow

or

follow others






or







 Basketball- HS Girls JV, No key dates subscribe

Now, to set up Notifications if you would like them.

1. Click your name on the bottom left, then *My Profile*.
2. Click *Preferences*.

My Profile

-  **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.
-  **Preferences**
Update your preferences.
-  **Following**
Edit which things inside Tandem you are following.
-  **Addresses**
Manage your addresses.
-  **Change Email**
Click to update your new email address if you've had a change in email address.
-  **Change Password**

4. Select the type(s) of *Notifications* you wish to receive and also enter the information necessary to receive them. Click *Save* once you have completed this.

← Preferences

Notifications

- Email Updates Email Reminders
 Phone Updates Phone Reminders
 Do not send weekly "Your schedule" emails for my member events

Cell Phone ?

Mobile Provider

Email Verbosity

- Basic
 Extremely Verbose

General