



Website Calendar Tips

When you are using the calendar on your **phone**:

- navigate to a month
- click the “categories” drop-down menu
- click “clear/show all” twice and the event titles will pop up. For example, in September 2022, September 1 says “First Day of School”, and September 5 says “No School K-12”.

Alternatively:

- navigate to a month
- click any day with a “dot” on it
- the event with all the details will show up underneath the calendar. For example, October 10, 2022, the “dot” brings up “No School K-12 for Thanksgiving”.

When you are using the calendar on a **laptop or desktop computer**:

- navigate to a month
- event titles are already on screen
- use the mouse to hover over the event to get a summary, or click the event title for more details
- use the “categories” drop-down menu to filter categories. For example, if selecting “Grades K-8”, only events that affect elementary students will be displayed