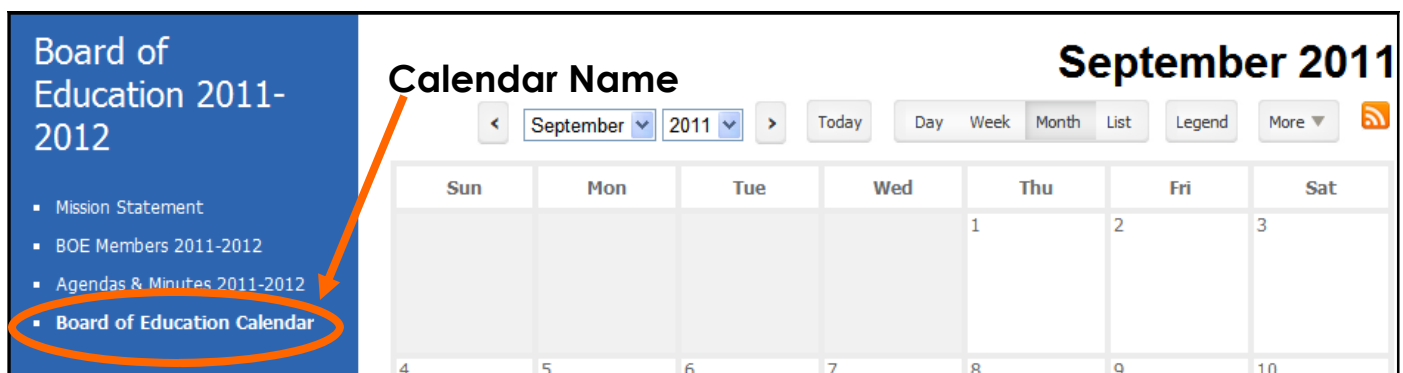


# Schoolwires: Calendar Customization

Schoolwires offers end-users the ability to customize their viewing options to include multiple calendars on the District Calendar.

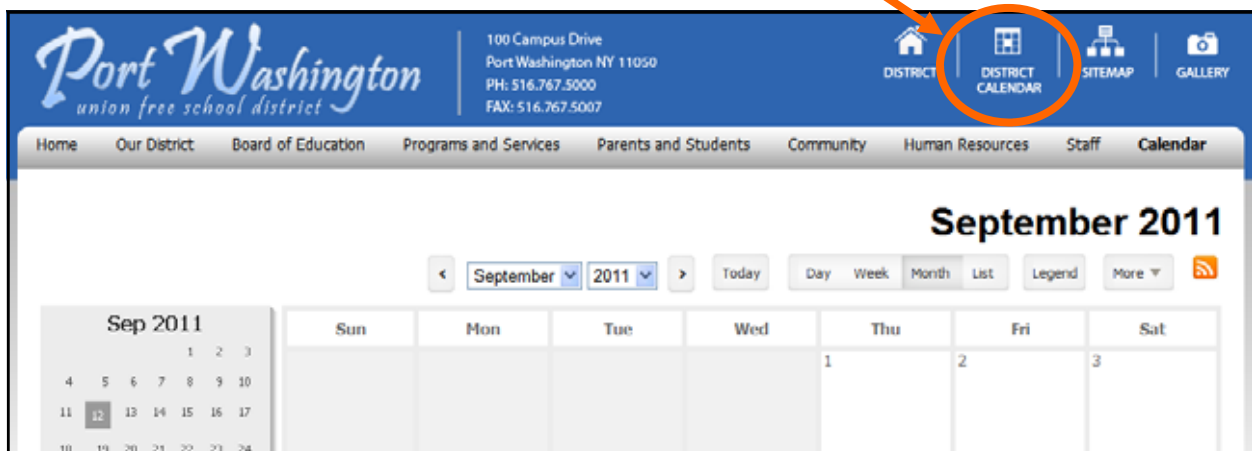
## The following will detail the steps of Calendar Customization:

1. Identify the Calendar name. (See page 3 for a list of school calendar names)  
The name of a site or section calendar will be highlighted on the Navigation Bar located on the left side of the screen when you visit a calendar page.

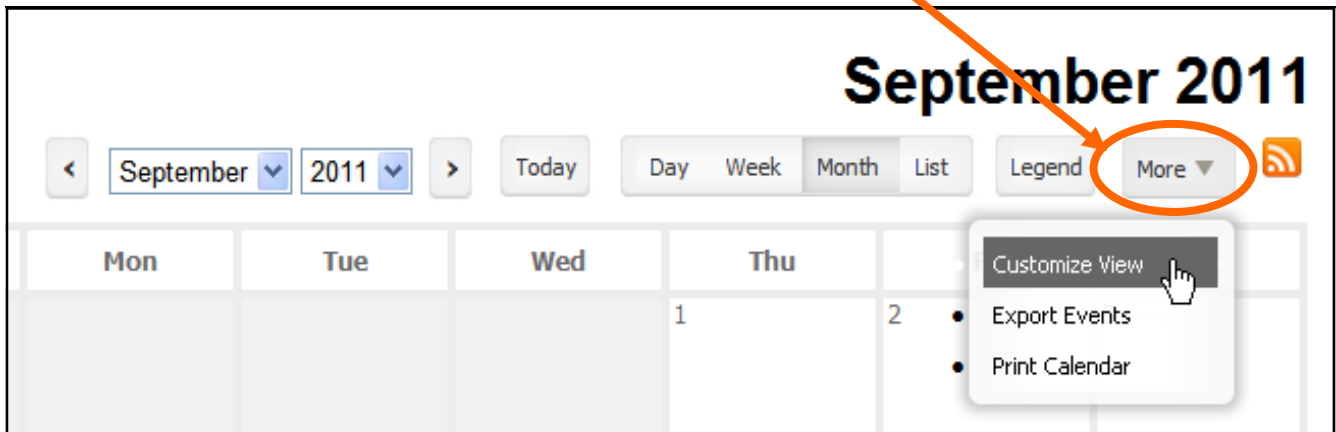


2. Navigate to the District Calendar.

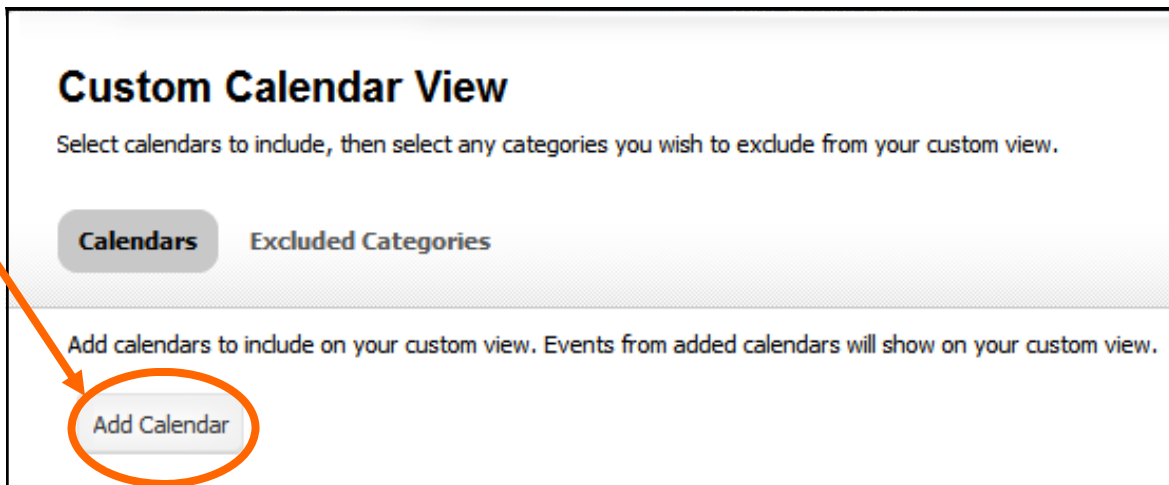
The District calendar can be found by selecting the **District Calendar** button located at the top of all pages within the district website.



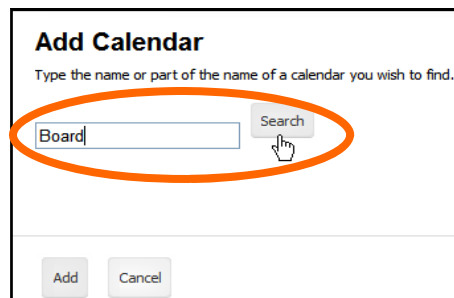
3. From the District Calendar, select the **More** button and click **Customize View**.



4. From the *Custom Calendar View* window, select the **Add Calendar** button.



5. Type the name of the Calendar and click **Search**.  
(See page 3 for a list of school calendar names)



To locate a school building's main calendar, use the search terms listed below and click **Search**.

Daly	<input checked="" type="checkbox"/> <b>Calendar</b> John J. Daly Elementary School)
Guggenheim	<input checked="" type="checkbox"/> <b>Calendar</b> Guggenheim Elementary School)
Manorhaven	<input checked="" type="checkbox"/> <b>Calendar</b> Manorhaven Elementary School)
Salem	<input checked="" type="checkbox"/> <b>Calendar</b> South Salem Elementary School)
Sousa	<input checked="" type="checkbox"/> <b>Calendar</b> John Philip Sousa Elementary School)
Weber	<input checked="" type="checkbox"/> <b>Calendar</b> Carrie Palmer Weber Middle School)
Schreiber	<input checked="" type="checkbox"/> <b>Calendar</b> Paul D. Schreiber High School)

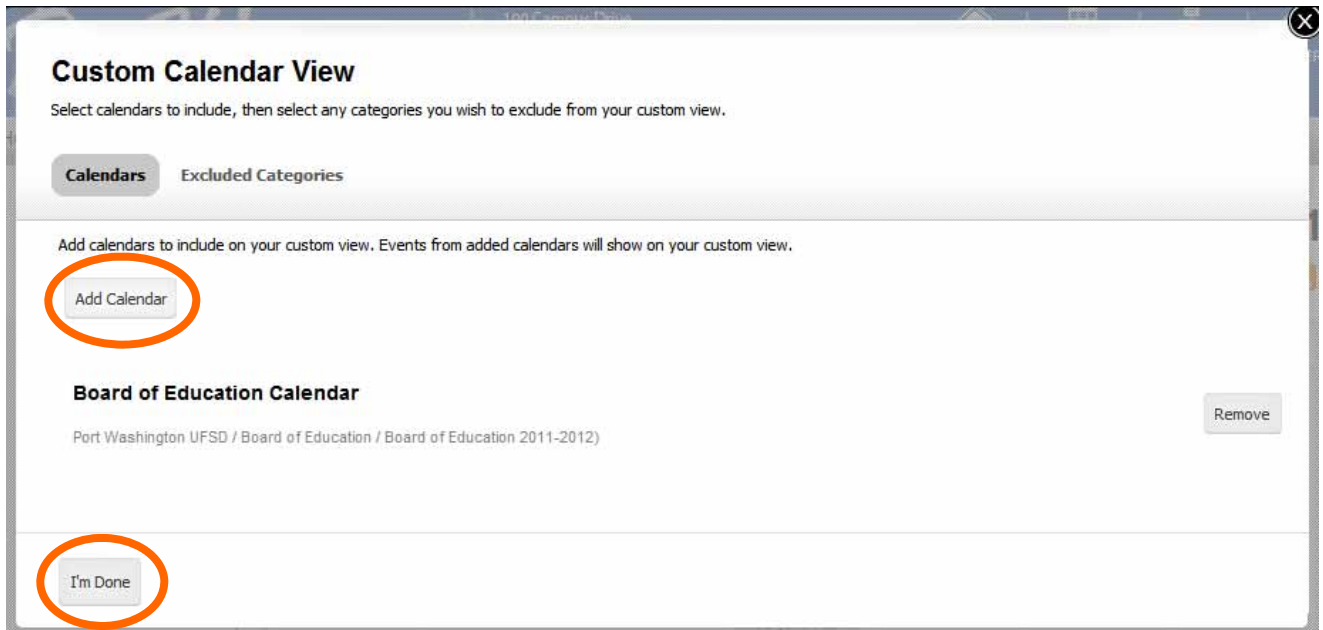
6. Click the check box next to the calendar name and click **Add**.

### Add Calendar

Type the name or part of the name of a calendar you wish to find.

**Board of Education Calendar**  
Port Washington UFSD / Board of Education / Board of Education 2011-2012)

7. Click the **Add Calendar** button to add additional calendars or click the **I'm Done** button to exit.



8. Refresh the browser by clicking the F5 button on your keyboard or the Refresh button on your browser. The Calendar will now reflect the changes you have made.

### How to Remove a Calendar from the Custom Calendar View.

- Navigate to the **District Calendar**, select **More**, then **Custom View**.
- Click the **Remove** button next to the calendar name.
- Click **I'm Done**.

