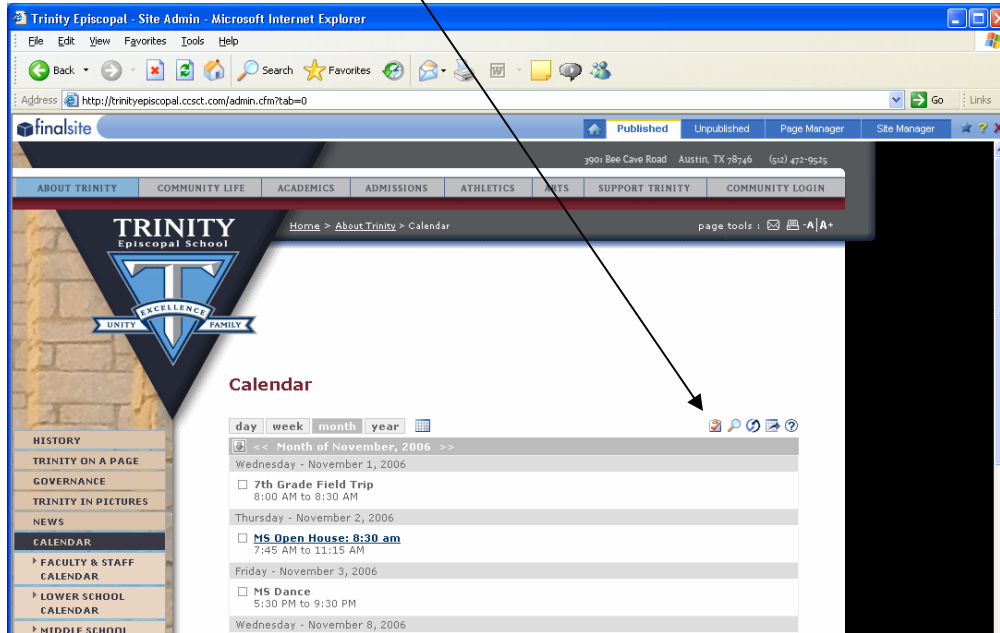


Customize your Website Calendar

You can pull different calendars (athletics, teacher web pages, etc.) together into one custom calendar using the new Trinity website! Here's how:

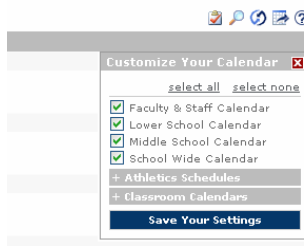
Step #1

Navigate to the Trinity Calendar – it's under 'About Trinity' or 'Community Login', and it's a Quicklink. Click on the small clipboard icon.



Step 2

When you click on the clipboard, you will see a box called "Customize Your Calendar." You may check off the Trinity Calendars you wish to see.



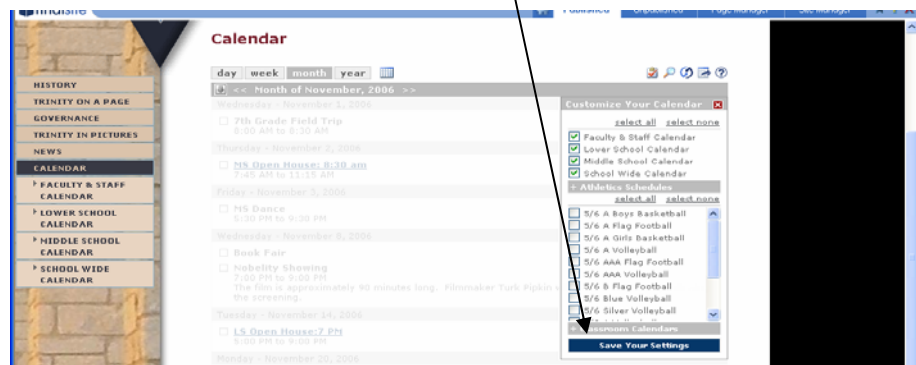
Step 3

Click on the box that says "Athletic Schedules" and a list of our teams will open. Check the boxes next to the team schedules you wish to see.

Step 4

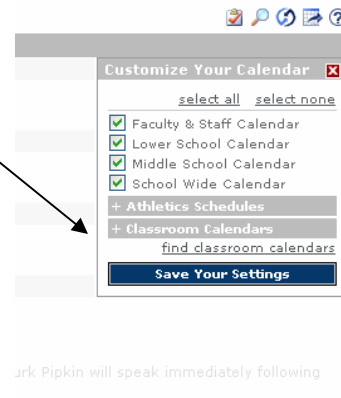
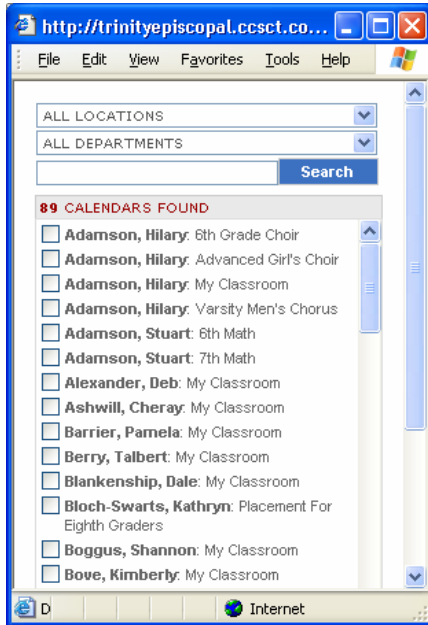
Click "Save Your Settings"

Your calendar page will now show the campus and athletic events you have selected. Note: you may need to refresh your browser page.



Step 5

Click the clipboard icon again so that your "Customize Calendar" box opens. Select the classroom calendars you would like by clicking on the Classroom Calendars button, then selecting the 'find classroom calendars' link.



Step 6

You will see a box that looks like this. Check off the classroom calendars you would like to see.

After you have made your choices, scroll all the way to the bottom of the box and click on 'Update Calendars'.

Step 7

When you go back to your calendar, you will see only those items you have chosen. Please note: you may need to refresh your browser page.

If you need additional help, please contact Cassie Swanson at cswanson@trinitykids.com.