


Houston Academy Calendar Introduction & Instructions



Our district is using "Tandem" to manage all school calendars and events. It will be the place for you to find school event information.



Houston Academy

Last updated:
12/4/2019 11:49 am

[Calendar](#)

[Sign In](#)

Today < **June 2020** > [Month](#) [Week](#) [Day](#) [List](#)

Get Updates

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|--|--|-----|---|---|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| JH/HS Periods 2,4,6 JH Drama Production Week RWishart 6:00a Gym Use test event 12:00p District Celebration Day/Retirement Reception 1:30p | JH/HS Periods 1,3,5,7 JH Drama Production Week MACK PTF E- 8:30a Board meeting, 8:30 - 10:00 a.m., conference room 3PTS Chapel 8:45a MACK 4th Gr. Marketplace, MPR, 2-2:30 p.m. JH Drama 7:30p Performance | JH/HS Periods 2,4,6 JH Drama Production Week RWishart 7:00a Gym Use MACK 4th - 8:30a 6th Grade Track Meet, Woolsey Stadium at King's School, 8:30 - 2:30 p.m. JH Drama 7:30p Performance | JH Drama Production Week JH Drama 3:00p Performance | | JH/HS Periods 1-7 3PTS PTF Meeting 8:30a Recurring Practice 10:54a MACK PTF 3:00p New family ice cream social, 3:00 - 4:00 p.m., MPR BCS 6:30p Booster's Meeting JH Choir/JH Band Concert 7:30p | JH/HS Periods 2,4,6 Senior & Studio Art Show 8:00a MACK Preschool Last Day - Mrs. Howland/Mrs. Schroeder 8:30a MACK: Chapel, 8:35-9:15, MPR 8:35a VPG Meeting 1:00p Bellevue Community Band 6:30p HS Instrumental Concert 7:30p |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| JH/HS Periods 1,3,5,7 RWishart 6:00a Gym Use HS Teams 12:50p Mission Experience Meeting | JH/HS Periods 2,4,6 PRESCHOOL 8:30a Last Day - Mrs. Kaskes, Mrs. Holmgren, Mrs. Ribera 3PTS Chapel 8:45a HS Choral Concert 7:30p | JH/HS Periods 1,3,5,7 MACK Preschool Last Day - Mrs. Kelly/Mrs. Wasson RWishart 7:00a Gym Use MACK PTF 8:30a Meeting, 8:30 - 10:00 a.m., Library | | | JH/HS Periods 1-7 8th Grade Graduation Rehearsal 9:00a 3PTS Kindergarten Field Trip 9:30a Recurring Practice 10:54a 8th Grade Graduation Ceremony 7:00p | JH/HS Exam Schedule /HS Finals 1,4,5/JH 1-7 MACK: Chapel, 8:35-9:15, MPR 8:35a Bellevue Community Band 6:30p Elementary BAND Concert 7:00p |

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://app.tandem.co/US/AL/Houston-Academy/?>


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:
12/4/2019 11:49 am

 [Calendar](#)

 [Reports](#)

 [Sign In](#)



My Schedule

Member Events

[No Events]

Followed Events

[subscribe](#)

| Name | Date Start | Time Start | Location |
|--|------------------|------------|------------------------------|
| HS Girls BB Practice | 12/19/2019 (Thu) | 12:30 pm | Clyde Hill Edwards Gymnasium |
| HS Girls Basketball JV vs BHS | 12/20/2019 (Fri) | 5:00 pm | Clyde Hill Edwards Gymnasium |
| HS Girls BB Practice | 12/26/2019 (Thu) | 2:00 pm | Clyde Hill Edwards Gymnasium |
| HS Girls BB Practice | 01/03/2020 (Fri) | 3:15 pm | Clyde Hill Edwards Gymnasium |
| HS Girls Basketball JV @ Meridian | 01/03/2020 (Fri) | 4:00 pm | Meridian High School |

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 district 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**:

The screenshot shows a user interface for Houston Academy. On the left is a sidebar with a logo, the name 'Houston Academy', a 'Last updated' timestamp, a 'Calendar' link, a 'Collapse' button, a 'My Profile' link (highlighted), 'Upgrade', 'Help', 'Sign Out', and a 'Demo User' dropdown. The main content area is titled 'My Profile' and contains several sections: 'My Associations' (listing 'Group Follower' with an 'edit' link, 'HS Boys Baseball Varsity', and 'HS Girls Basketball JV'), 'My Event Requests' (with a description), 'My Facility Rentals' (with a description), 'Event Templates' (with a description), 'Event Reminders' (with a description), and 'Followed Events' (with a description). At the bottom of the main area are 'Profile' and 'Preferences' sections, both with descriptions.

My Profile

My Associations
Group Follower [edit](#)
[HS Boys Baseball Varsity](#)
[HS Girls Basketball 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.

Preferences

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.