



NEW Online Google Calendar for 2019-2020 School Year

Welcome back, St. Francis Students and Families! We are delighted to introduce a new tool to help you manage important dates and ease communication throughout the year, including holidays, conferences, early dismissal dates, school activities and more. You can view by week, by month, or list events by agenda and easily toggle forward and backward to see all months of the school year. Once you open an event, you can select "more details" or "copy to my calendar" with one click. There are three ways to use this great tool:

1) **View on the web** with the URL below and set this page as a favorite/bookmark on your Internet Browser:

<http://www.stfrancislschool.org/school-calendar>

2) **Print a paper copy** of the calendar by month and post on your fridge or bulletin board

3) **Export to your personal Google calendar**, FIRST from your computer, THEN sync on your smart phone via app:

- On a desktop computer, from the St. Francis website above, click on the "+" in the lower right next "Google Calendar"

- Add "SFS School Calendar Public" to your personal Google Calendar

Once you have added "SFS School Calendar Public" to your calendar in your browser, you need to enable it to sync with your Calendar app.

- Open your Calendar app (iOS or Android)

- "Refresh" your calendar by tapping on the three dots in the upper right

- Tap the three lines in the upper left to open the Settings menu

- Tap on "Settings"

- Tap on "Show more" under your personal Gmail account (likely under "Events" and "Reminders")

- Tap on "SFS School Calendar Public"

- Tap on the "Sync" setting to enable sync, the radio button will turn blue (then select unique preferences like color, etc.)

A screenshot of a web browser displaying the "SFS School Calendar Public" Google Calendar. The calendar is set to August 2019. A pop-up window is open for the event "First Day of School" on Monday, August 19, 2019. The pop-up shows the event's description: "First Day of School for K to 8th", "Half Day", and "No Busing". It also includes links for "more details" and "copy to my calendar". The calendar grid shows other events such as "K-8th in Session" and "First Day of Presch" on August 19th, and "10:30am Band Demo" and "7pm PTO Meeting" on August 26th. The browser's address bar shows the URL "https://www.stfrancislschool.org/school-calendar".

For more information, please take a tour of Google calendar: www.google.com/googlecalendar/tour.html

Any questions or comments? Please email sfspto.sl@gmail.com