

SCHEDULE A CALENDAR EVENT: WEB

Create events with reminders for a single athlete, the whole team or the entire school.

Step 1: Sign in on the web and select 'Calendar' from the side menu.

6	DragonFly	Hi John!
•	Today	
۲	Schools & People	Administration
	New People	New People (1)>
	Forms Library	Proporticipation Elizibility & Poquiroments
0	Payments	Preparucipation, Englibility & Requirements
14	Calendar	
	Game Schedules	
Case	rah	
Sea	rch	

Step 2: Select your team or school from the drop-down menu. This will bring up your calendar.

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ay < > A	April 2020 ~	TUE	W(2)	Personal DragonFly High School All Sports	ĺ		Jar
SUN	MON	TUE	WED	All Sports			
20			WED	Clear Sports		SAT	Fet
27	30	31	0	Freshman Debate Freshman Field Hockey	/5	4 11:30am Team Pictures 	Ма
				Freshman Men's Basketball Freshman Men's Lacrosse			Арг
5	6	7	8	 JV Baseball JV Esports 		11	Maj
				JV Field Hockey JV Football			Jur
12	13	14	15	JV Men's BadmintonJV Men's Basketball		18	Jul
				JV Men's Lacrosse JV Women's Basketball			Aug
19	20	21	22	JV Women's Volleyball Tryout Fishing		25	Ser
	5 12 19	5 6 12 13 19 20	5 6 7 12 13 14 19 20 21	1 2 1 1 1 5 6 7 8 12 13 14 15 19 20 21 22	12 13 14 15 0 JV Men's Basketball 19 20 21 22 21 22	12 13 14 15 0 JV Sasetball 0 JV Sasetball 0 JV Sasetball 19 20 21 22 22 12 12 13 14 15 0 JV Sasetball 0 JV Sasetball	12 13 14 15 JV Ken's Basketball JV Ken's Basketball JV Ken's Basketball JV Ken's Basketball 19 20 21 22 21 22 21 22 21 22



Step 3: To add an event to the calendar, click the 'Schedule Something' button in the top right corner.

	Catendar V Search events				Personal and 26 others Personal and 26 others			
A Today	Today < > April 2020 ~							Ja
n loday	SUN	MON	TUE	WED	THU	FRI	SAT	
Schools & People	29	30	31	0	2	3	4	
New People 2						 4:30pm JV Football vs 7:00pm Varsity Footbal 	• 11:30am Team Pictures	
Forms Library	5	6	7	8	9	10	11	
Payments								
T4 Calendar	12	13	14	15	16	17	18	
Game Schedules								

Step 4: Use each field to input information about your event then click 'Add to Schedule'

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	What's going on?	×
Today	Basic Info	
Schools & People		
New People (2)	C Team Pictures	
Forms Library	Varsity Baseball	~
O Payments	() 1:30 PM Wed Apr 8, 2020	
Talendar		
I Game Schedules	111 Does the event repeat?	~
Search	Can See Can Edit Everyone Can See Can Edit Administrators Coaches C	
	Add to scher	ule



Your event has now been added to your team calendar and your team received a notification on the DragonFly app.

