Calendar User Guide

Initial view:

When you go to the calendar page the first choice you make is which area of the school you are interested in:

Full Calendar	Prep Calendar	Senior Calendar	St. Catherine's Association

- Full Calendar – this will show every event at St Catherine's
- Prep Calendar – this will only show Prep School events
- Senior Calendar – this will only show Senior School events
- St Catherine's Association – this will only show Association events
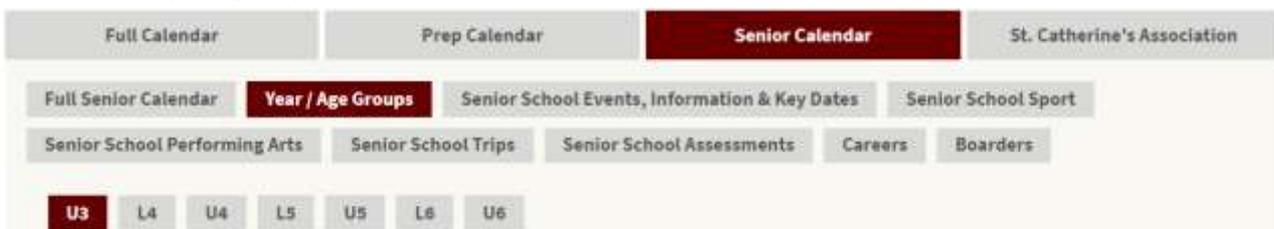
The calendar you have selected will show in **burgundy** to make it easier to see.

Sub-Calendars:

When you click on Senior or Prep Calendar, there are then further options to narrow down which events you want to see:

Full Calendar	Prep Calendar	**Senior Calendar**	St. Catherine's Association

Full Senior Calendar	Year / Age Groups	**Senior School Events, Information & Key Dates**	Senior School Sport
Senior School Performing Arts	Senior School Trips	Senior School Assessments	Careers	Boarders

Year/Age Groups: For the Year / Age Groups calendar, there is then another option for you to select which year group:

Full Calendar	Prep Calendar	**Senior Calendar**	St. Catherine's Association

Full Senior Calendar	**Year / Age Groups**	Senior School Events, Information & Key Dates	Senior School Sport
Senior School Performing Arts	Senior School Trips	Senior School Assessments	Careers	Boarders

U3	L4	U4	L5	U5	L6	U6

Searching / Filtering

You can use the built-in filters within the calendar to show only specific types of events that match your needs. You can also search for individual events.

Filtering:

On the left you have the option to see specific types of events, e.g. Under *Senior School Events, Information & Key Dates* you have the option to deselect all of the options and only show the Parent's evenings. You then need to press *Update Calendar*

Searching:

On the right you can look for a specific date or search for an individual event.