



SCHOOL CALENDAR USER GUIDE

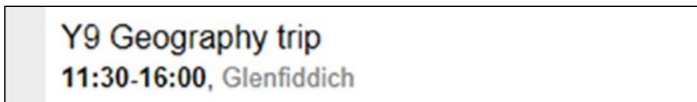
The printed School Calendar has been replaced by an online version which can be accessed on computers, tablets and smartphones via the following link: <https://online.gordonstoun.org.uk/calendar>

Calendar entries can be viewed for the Junior School, the Senior School, or both the Junior School and Senior School together. The events displayed can be restricted to a number of possible time periods (eg This Week).

When any additions or amendments are made to the calendar, these will then be directly available via the online application, so the calendar will always be up-to-date.

EVENT KEY

Events for the **Senior School** are indicated by a **grey** tab:



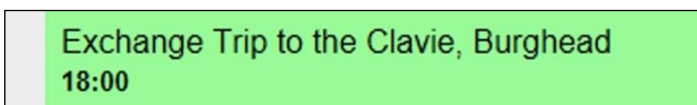
Events for the **Junior School** are indicated by a **blue** tab:



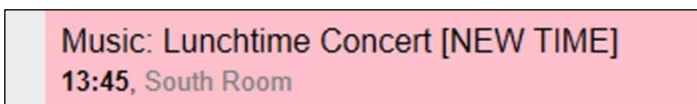
Events for both the Junior School and Senior School are indicated by an **orange** tab:




Events posted within the **last 30 days** are highlighted in **green**:



Events that have been amended (eg due to a change of time) are highlighted in **pink**:

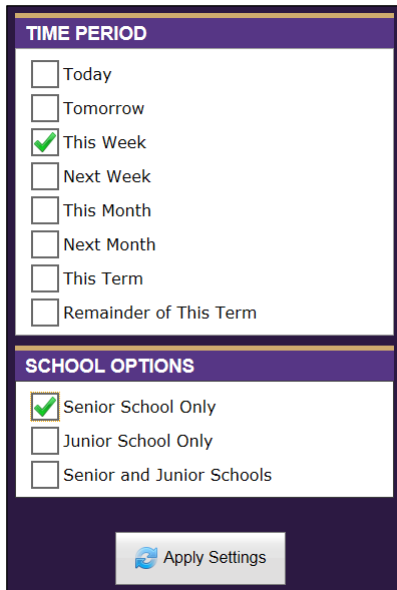


OPTIONS

To set the **Time Period** and **School Options** for viewing the calendar entries, click the options icon  located to the left of the calendar header:



Select the required **Time Period** and/or **School Options**, and then press **Apply Settings**:

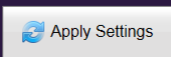


TIME PERIOD

- Today
- Tomorrow
- This Week
- Next Week
- This Month
- Next Month
- This Term
- Remainder of This Term

SCHOOL OPTIONS

- Senior School Only
- Junior School Only
- Senior and Junior Schools

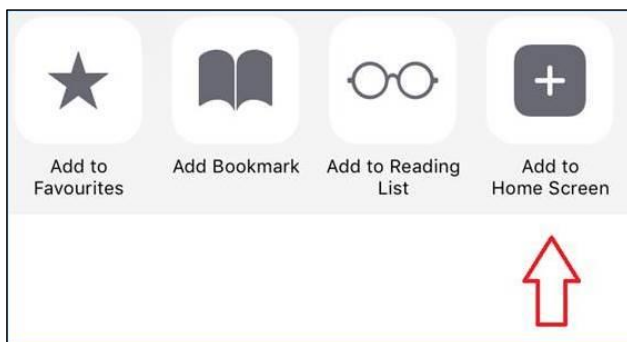


NOTE: Settings are not saved when closing the calendar.

SAVING THE CALENDAR LINK ON SMARTPHONES/TABLETS

On smartphones/tablets, load the calendar into a browser and add a link to the home screen.

EXAMPLE: On an iPhone/iPad:



NOTE: On most smartphones/tablets the calendar link will be saved with the following icon:

