



## Thomasville City Schools Online Calendar

### Getting Started

- Once you have opened your Internet browser, you may access the calendar by opening our system web site at <http://www.tcitys.org> and clicking on the link to the online calendar.
- The calendar view you will see is called the **Featured** view.
- On this view, you will initially see **All TCS Events** in the **Daily View** starting with the current date.
- At this point, you may choose to see the calendar in the **Daily View** or the **Monthly View**.
- You may also select **Prefs** to choose user preferences: days in view, only days with events, or all days on calendar.

### Getting Information

- The current date will appear first when you are in the **Daily View**.
- If you wish to go to a specific date, click the **Select** icon.
- There are **Previous** and **Next** icons to move forward or backward.
- Click on the description of the event to view any more details that are available.

### School-specific Calendars

- On the left side of the screen, you will find a menu entitled **Featured Calendars**.
- Click on a school name to view the calendar for only that school.
- Click on **All TCS Events** to view all of the school system events.

### Print a Calendar

- Display the calendar you wish to print.
- Click the **Print** button.
- **Print Options** will appear.
- Select either **Monthly Style** or **Daily Style**.
- Select the elements to appear on the calendar – you may select as many or as few options as you wish.
- Click the **Continue** button.
- A new browser window will open with a preview of the calendar to be printed.
- Select **File** and **Print** to print the displayed calendar.

### My DynaCal

- With **My DynaCal**, you can create customized views of the events, activities, and news that you're interested in.
- After you have created a **My DynaCal** account, you can request Email Alerts, Text Alerts, subscribe to a RSS feed, or subscribe from your personal calendar such as Google, Mac iCal, or Outlook 2007.

### Back to Main Calendar

- Select **Featured** then **All TCS Events** under **Calendar Views** to return to the original screen.