

Simple Calendar Instructions

To customize the district's online calendar to view the events occurring at your child(ren)'s school(s), please follow the abbreviated instructions below.



- 1) Go to the website at www.cwcboe.org and if you have not done so already, please register. Register by selecting the Register tab at the top right of the screen.
- 2) After you register, sign in, again using the sign in tab at the top of the screen.
- 3) Select the calendar icon which is located in the blue section on the top right of the screen, you will see the words "District Calendar" below it.
- 4) When you select the icon, the calendar for the current month and year will appear.
- 5) At the top left of the calendar, you will see the words "Customize Calendar View". Click on these words to begin customization.

►Customize Calendar View

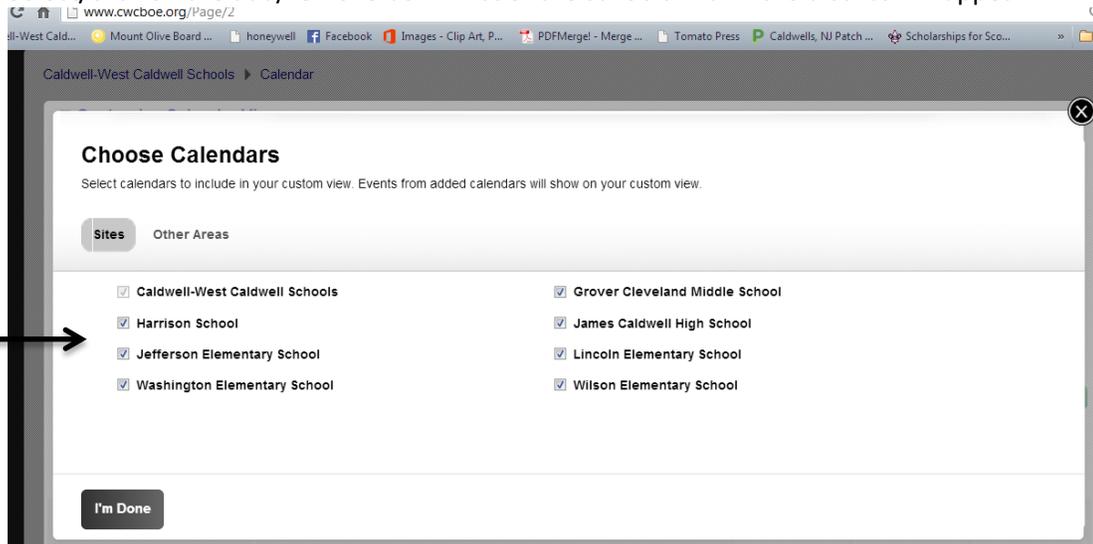
- 6) The calendar can be customized to include/exclude certain schools and categories. The top Calendar option is to customize what you view by school. Click the small pencil icon next to the word Calendar:

CALENDARS ✎

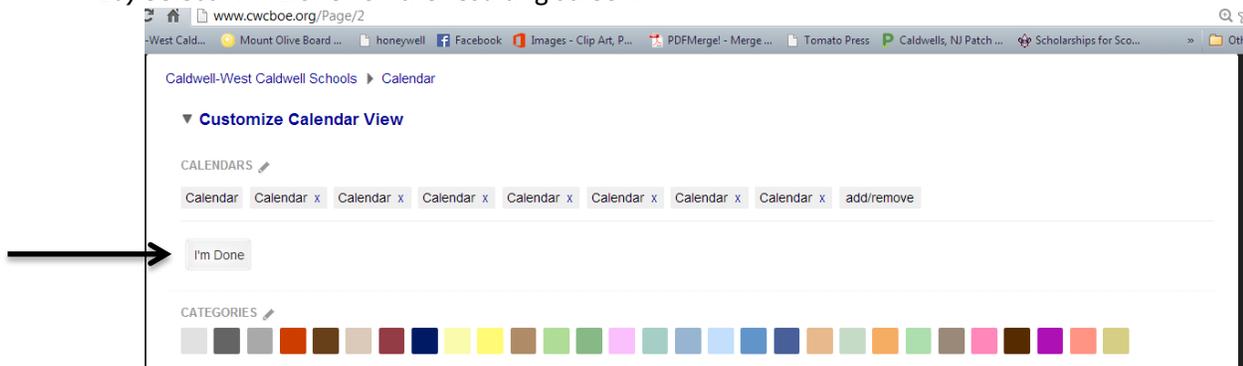
One or more small grey boxes will appear. One of the grey boxes will have the words "add/remove" in it (this box may be preceded by other small grey boxes with the word "calendar" in it).

Calendar x Calendar x Calendar x Calendar x add/remove

- 7) Select/click on the add/remove box. A list of the schools within the district will appear.



- 8) Place a check mark in the box(es) for the school(s) to include on the calendar. Be sure to select the Caldwell-West Caldwell Schools box to view all district-wide activities and any holidays and other special events.
- 9) After placing a check mark in the appropriate boxes, select the “I’m Done” button.
- 10) Select “I’m Done” on the resulting screen.



The resulting calendar will reflect the activities for the school’s selected. The selection of schools can be modified at any time.

To print the calendar, select the printer icon and print each month individually. Some months will require two pages due to the number of events occurring on those days. Or, the district provides a printable pdf version of the calendar at:

<http://www.cwcboe.org/cms/lib04/NJ01001185/Centricity/Domain/1/2014-2015%20CWC%20Calendar%20Printable.pdf>