

HOW TO VIEW CALENDAR AND EVENTS

Explore how to efficiently navigate the Calendar and Events feature on Beacon Connect. This guide will enhance your familiarity with managing schedules and filtering crucial information.

1. Expand your system tools (Optional)

Our first step is optional. Click the icon here to expand your system tools.

2. Select Calendar & Events

Navigate to the Calendar & Events section and click Calendar & Events.

3. Open Calendar & Events page

A shared calendar for you & our dispatch office. This will allow you to share details with our transportation team and keep track of what we know in a mutually shared digital space.

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			31	12:00AM Easter Monday			à		



4. Calendar Preference

Filter by your calendar preference here With Beacon Connect, you are able to filter by any of your preferred calendar methods by clicking on any of the highlighted options.

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5. Calendar Preference - Weekly View

Here is an example of a hypothetical Weekly view.

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	End Date							
	filter by Accessible Schools	1pm						
		2pm						
		3pm						

6. Calendar Preference - Daily View

Here is an example of a hypothetical back to daily view.

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	Select Type v Start Date E		
	filter by Accessible Schools		

7. Filter Options

Select a filter here With Beacon Connect, we can also filter by event type, date range, and applicable schools.

8. Additional Filter Options

You can filter by events. For example you can click *Early Release Day.* Events will be color-coded to make viewing simpler.

Filtered View as you can see below, this can make viewing a crowded calendar much simpler.

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School Start Date	
Early Release Day	
Last Day of School	24
Key dates	
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	31
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