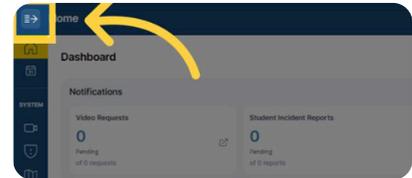


HOW TO VIEW CALENDAR AND EVENTS

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.

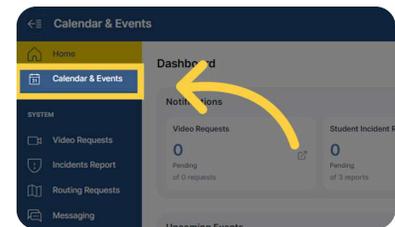
1. Expand your system tools (Optional)

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



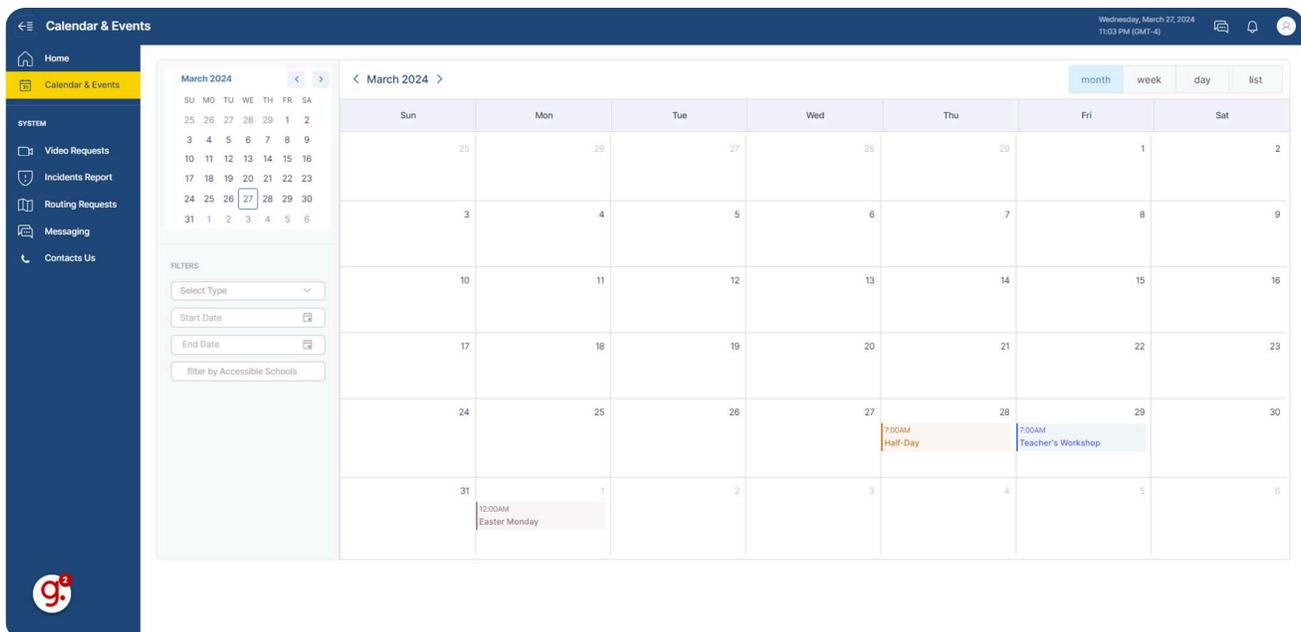
2. Select Calendar & Events

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.



Calendar & Events Wednesday, March 27, 2024 11:03 PM (GMT-4)

Home | **Calendar & Events** | SYSTEM | Video Requests | Incidents Report | Routing Requests | Messaging | Contacts Us

March 2024 < > < March 2024 > month week day list

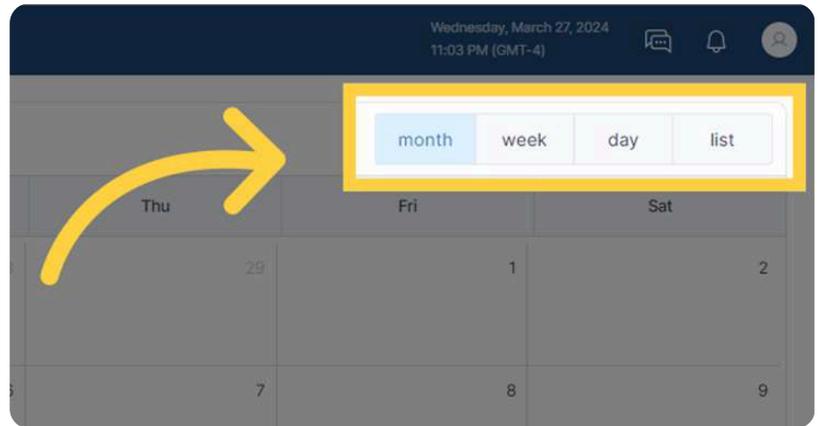
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Filters:
 Select Type:
 Start Date:
 End Date:
 filter by Accessible Schools

Events:
 7:00AM Half-Day (March 27)
 7:00AM Teacher's Workshop (March 28)
 12:00AM Easter Monday (March 31)

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.



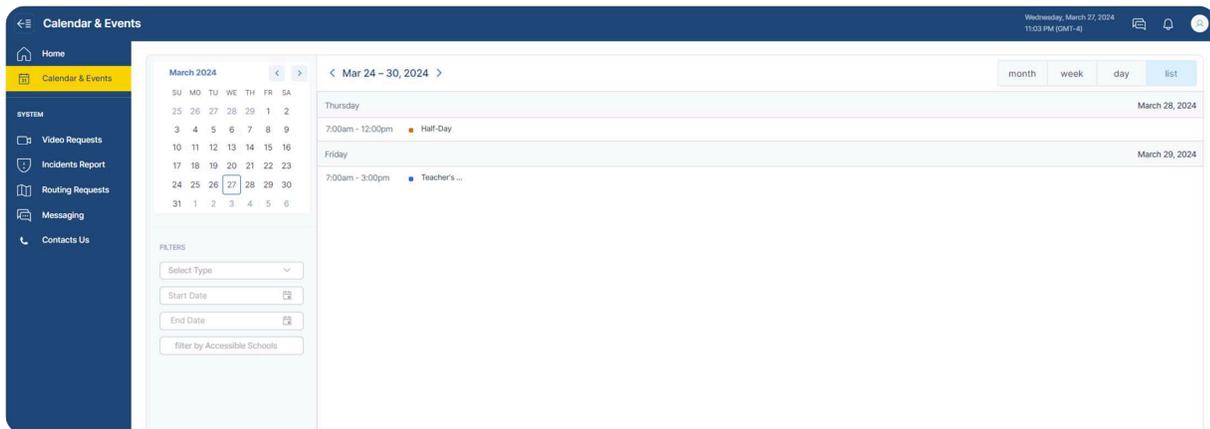
5. Calendar Preference – Weekly View

Here is an example of a hypothetical Weekly view.



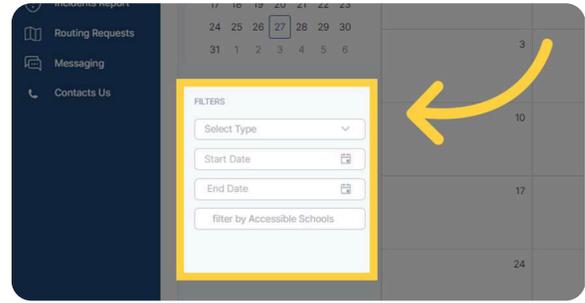
6. Calendar Preference – Daily View

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



7. Filter Options

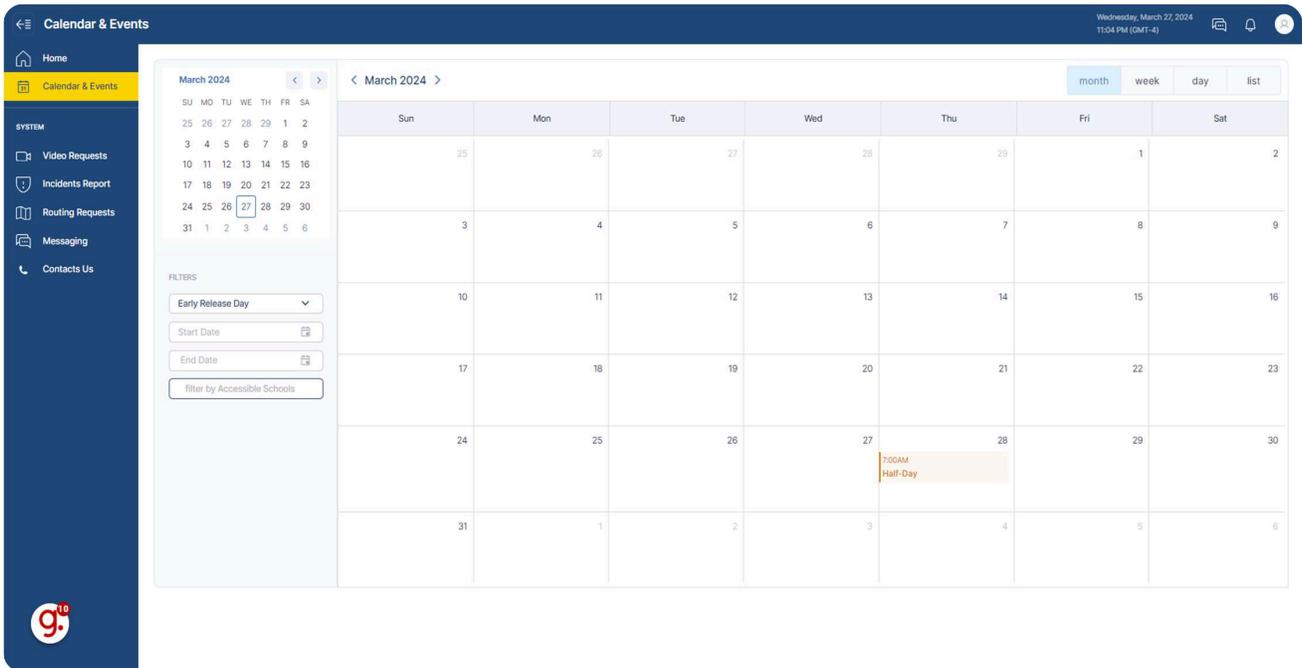
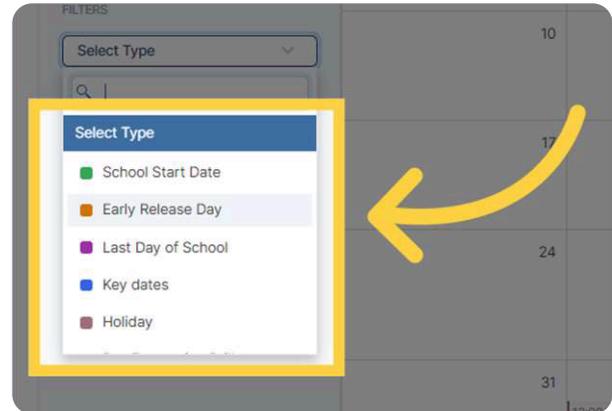
Select a filter here
With Beacon Connect, we can also filter by event type, date range, and applicable schools.



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.



Thank you for using the Calendar and Events with Beacon Connect!