SECTION 3
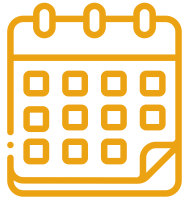
Calendar & Events

What You'll Learn

- How to open and navigate the Calendar
- How to change views (month, week, day)
- How to use filters to find what you need
- Tips for adding or editing events

Resources & Tips

Tip: *Forward calendar events to your work calendar for easy access.*

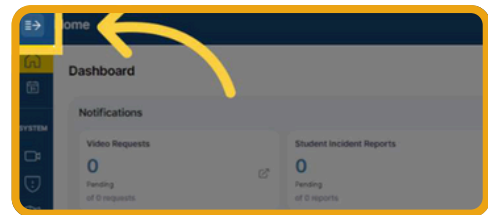## How it Works: Keeping Everyone on Schedule

The **Calendar & Events** tool in Beacon Connect helps you keep everyone on the same page by organizing key dates in one shared space. Easily track important events like holidays, safety meetings, or early release days, and ensure your team, schools, and families stay informed.

With flexible views and filters, you can customize your calendar to match your district's schedule and priorities.

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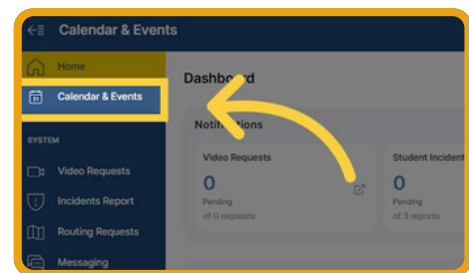
1. **Expand your system tools**

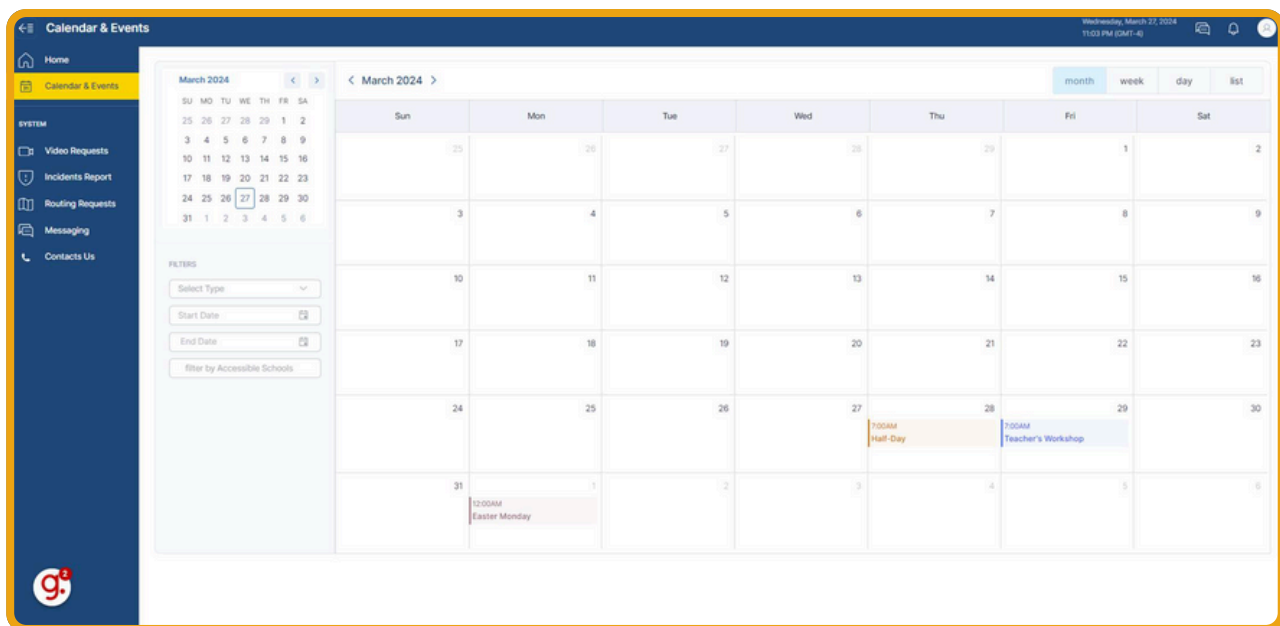Our first step is optional. Click the icon here to expand your system tools.

2. **Select Calendar & Events**

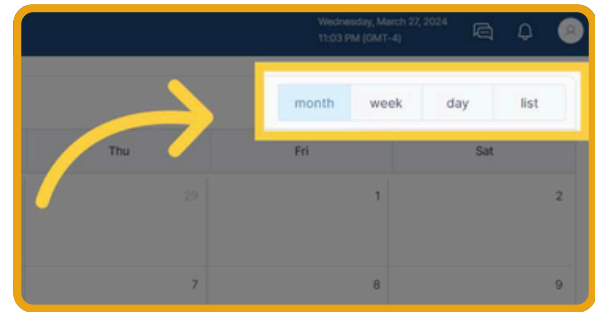Navigate to the *Calendar & Events* section and click *Calendar & Events.*

3. **Open Calendar & Events page**

A shared calendar for you and our dispatch office helps you coordinate with the transportation team and stay aligned through a single, shared digital space.

4. Calendar Preference

Choose your preferred calendar view by clicking **Month**, **Week**, or **Day** at the top of the calendar. Beacon Connect lets you switch between views instantly so you can plan the way that works best for you.
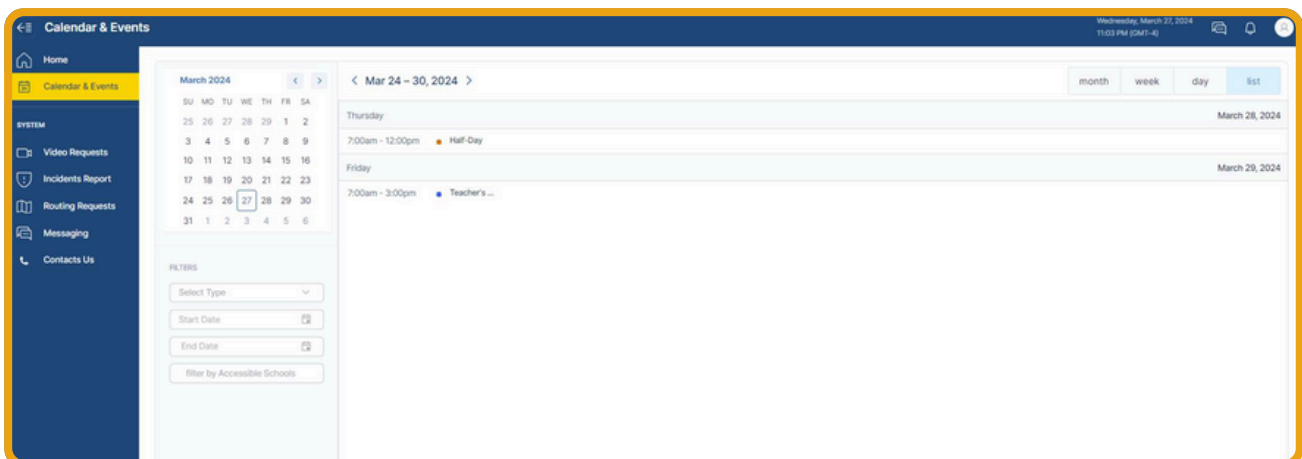

5. Calendar Preference - Weekly View

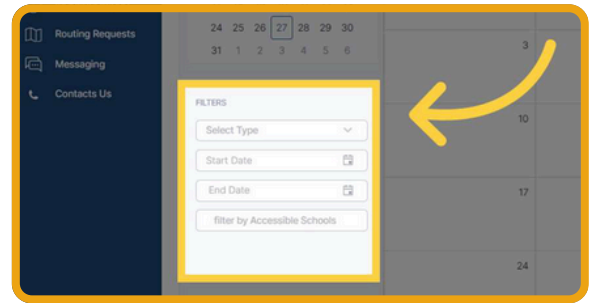Here is an example of a Weekly view.

6. Calendar Preference - Daily View

Here is an example of a Daily view.

7. Filter Options

Use the filter menu to narrow your calendar by event type, date range, or specific schools.

8. Additional Filter Options

You can filter by specific event types, such as Early Release Day, to highlight only those events. Color-coding makes it easier to spot important dates in a busy calendar, helping you stay organized at a glance.