


## INSTRUCTIONS FOR ACCESSING CALENDARS

1. Log on to school website at: <http://www.pv362.org>
2. Click on Activity Calendar picture on the right side. 
3. The calendar page will automatically go to the current month. You can read down through this or click on **Month at a glance**.
4. When clicking on **Month at a glance**, the calendar you see is a combination of all 6 calendars maintained by our district. The different colors represent different calendars.
  - a. Green = High School Calendar
  - b. Pink = Middle School Calendar
  - c. Black = BOE Calendar
  - d. Blue = Parker Calendar
  - e. Red = La Cygne Calendar
  - f. Maroon = Fontana Calendar
5. Select the month and year by changing the **View Events For: <month> <year>** located just above the calendar to the left.
6. To narrow down your search, under **Keyword Search** choose the correct calendar you wish to view by clicking on it and then click the **Go** button to the right.
  - a. Example: **1. Prairie View High School** and **Go** will show you all events for the high school for the designated month.
7. To narrow down further, in the box to the right of the calendars, scroll down and select just the activity you wish to view then press **Go** button.
  - a. Example: **PVHS>>Football** then **Go** will show you only high school football games for that month.
8. To return to combined calendar press **(clear search)** located under **Keyword Search** box.