

Customizing the Calendar

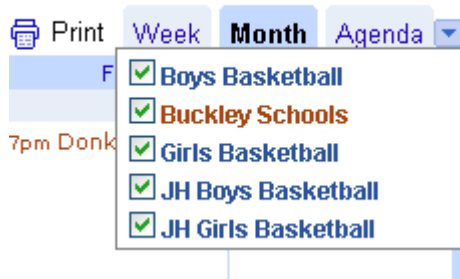
The calendar on the website can do some really cool things. Please follow the directions below to make the calendar display just what you want.

Showing certain events

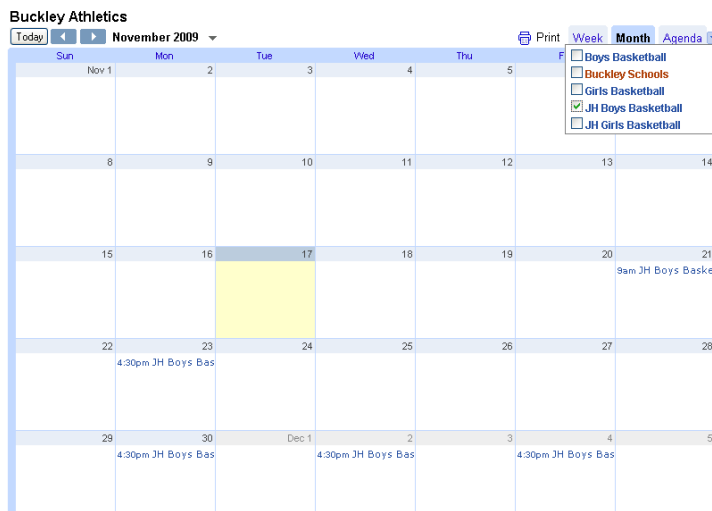
1. In the upper right hand corner of the calendar is a small arrow (right next to 'Agenda' view).



2. If you click on that arrow, you will get choices of what calendars you want to see.



3. By clicking the checkbox next to the item, you can show/hide any event that fits in that category.



*Calendar
only
showing JH
Boys
Basketball
Events*

Ways to combine both customizations

Let's say you want to see a list of all sports games for a particular sport. By following these instructions you can get a printout of all games in one sport.

1. Narrow your search of events to the sport you want to see. (see Showing Certain Events above)
2. Change view to agenda view (see View Modes above)



3. Highlight the agenda events listed that you want to print.
4. Go to File>Print and choose selection. Then click OK.
5. You now have a custom printout of the event that you chose.