# Workflow to Add USD376 Calendar Events

This brief handout provides screenshots explaining the process of adding USD376 school events to a user's calendar application.

10 Steps          [View on Tango](#)

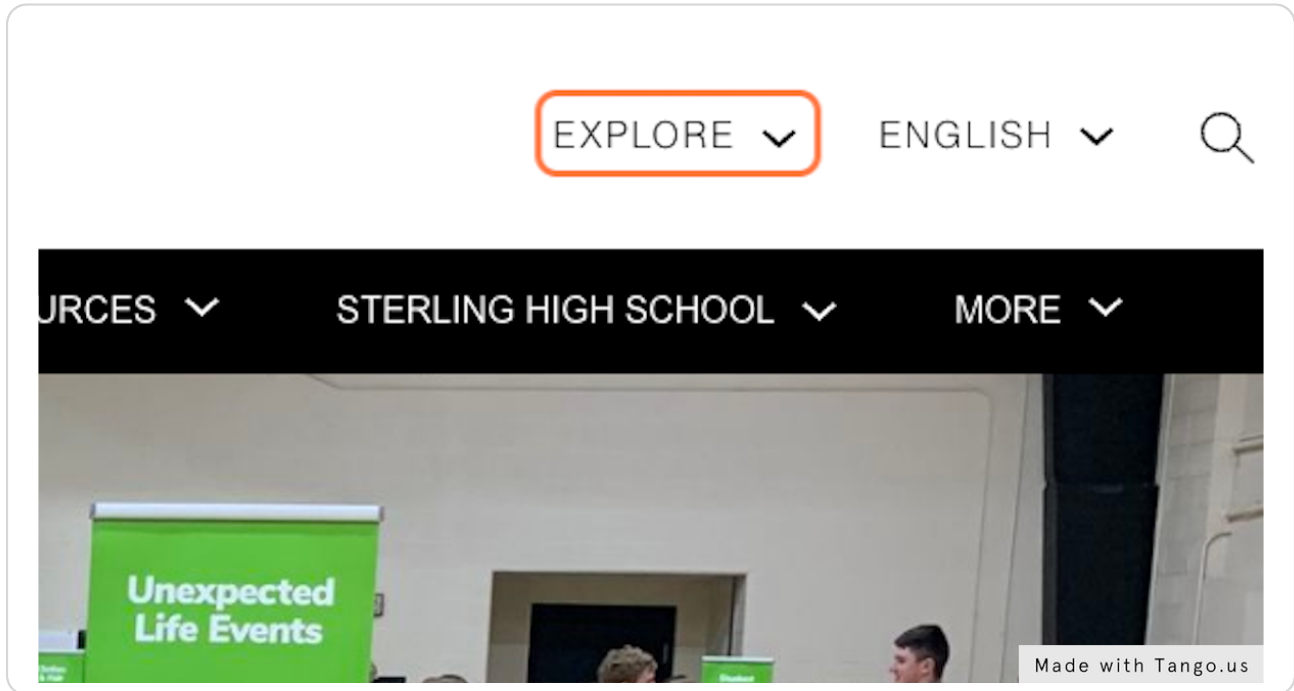| Created by | Creation Date | Last Updated |
| --- | --- | --- |
| Dean Mantz | December 12, 2022 | December 12, 2022 |

**Go to Sterling USD 376 | Home**

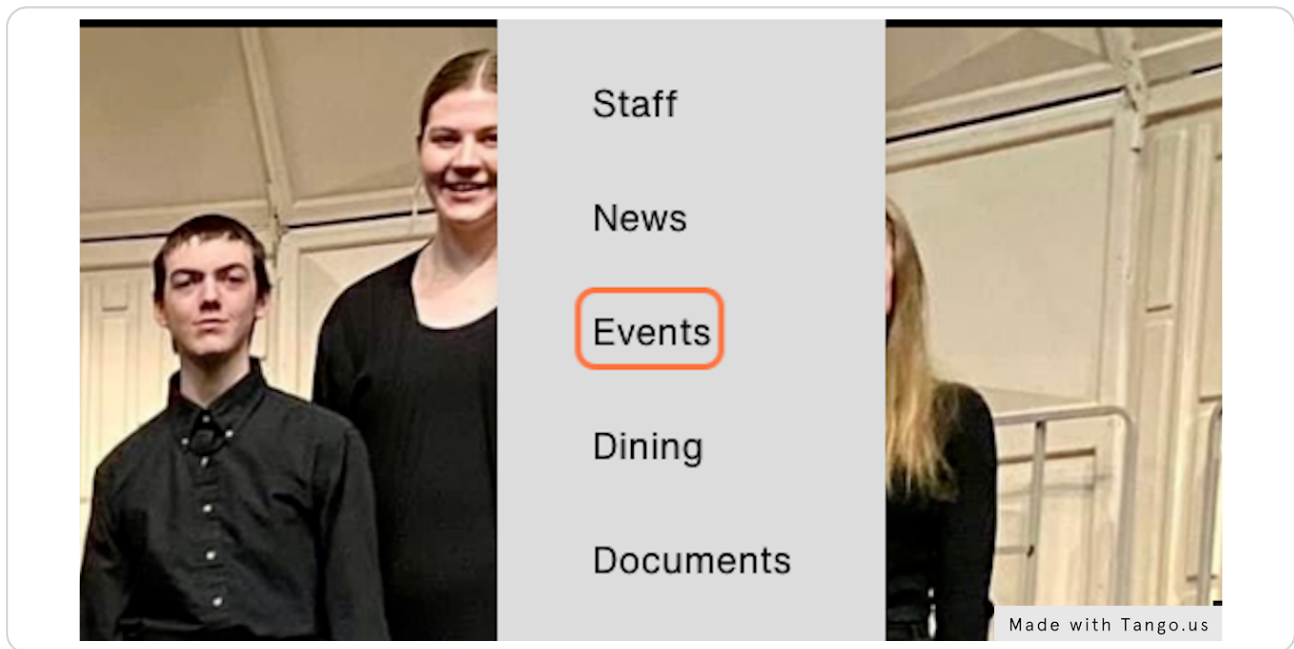**Click on EXPLORE**

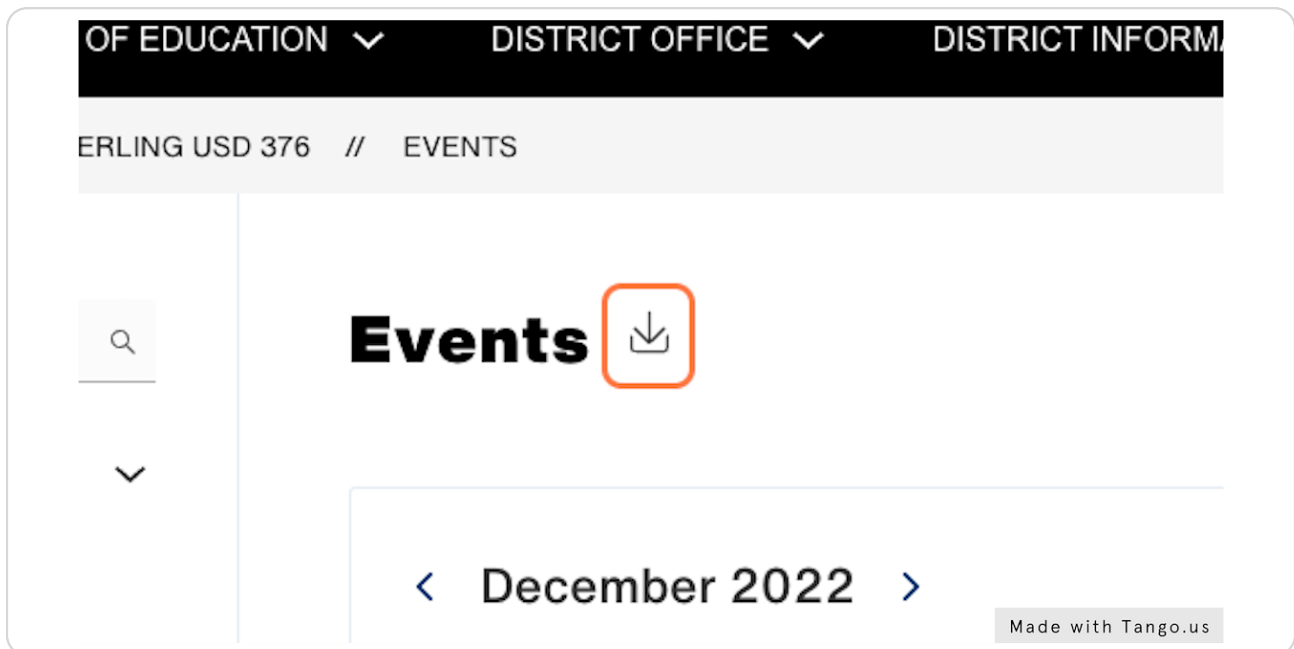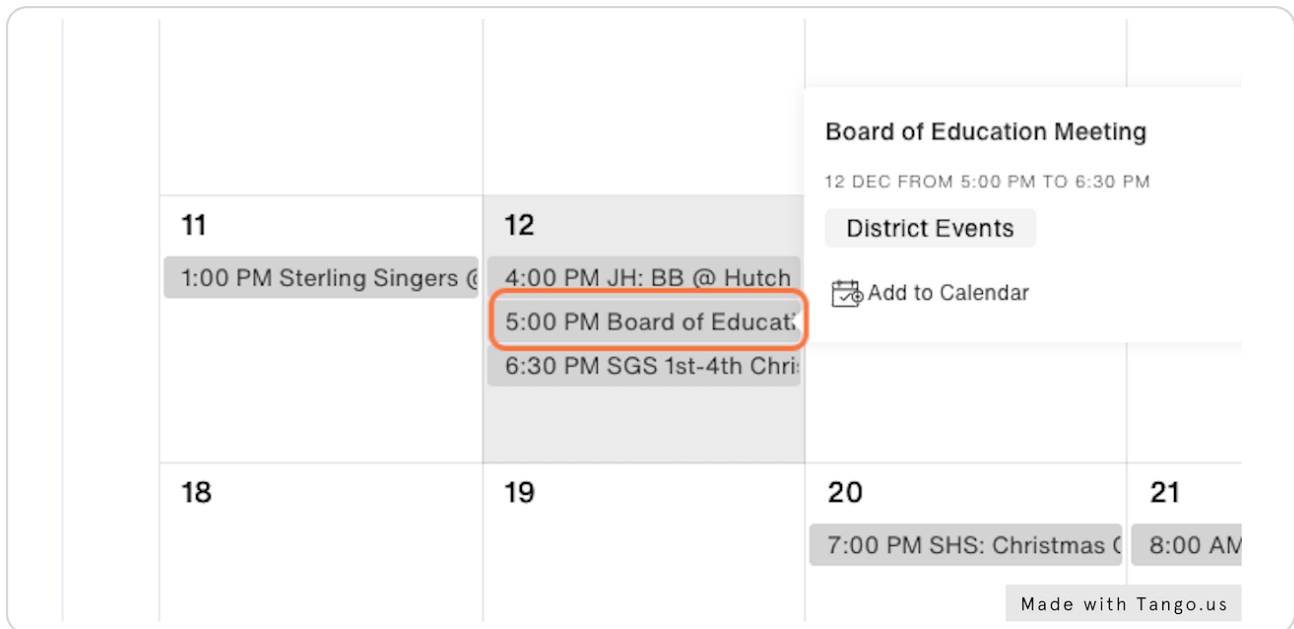## Click on Events

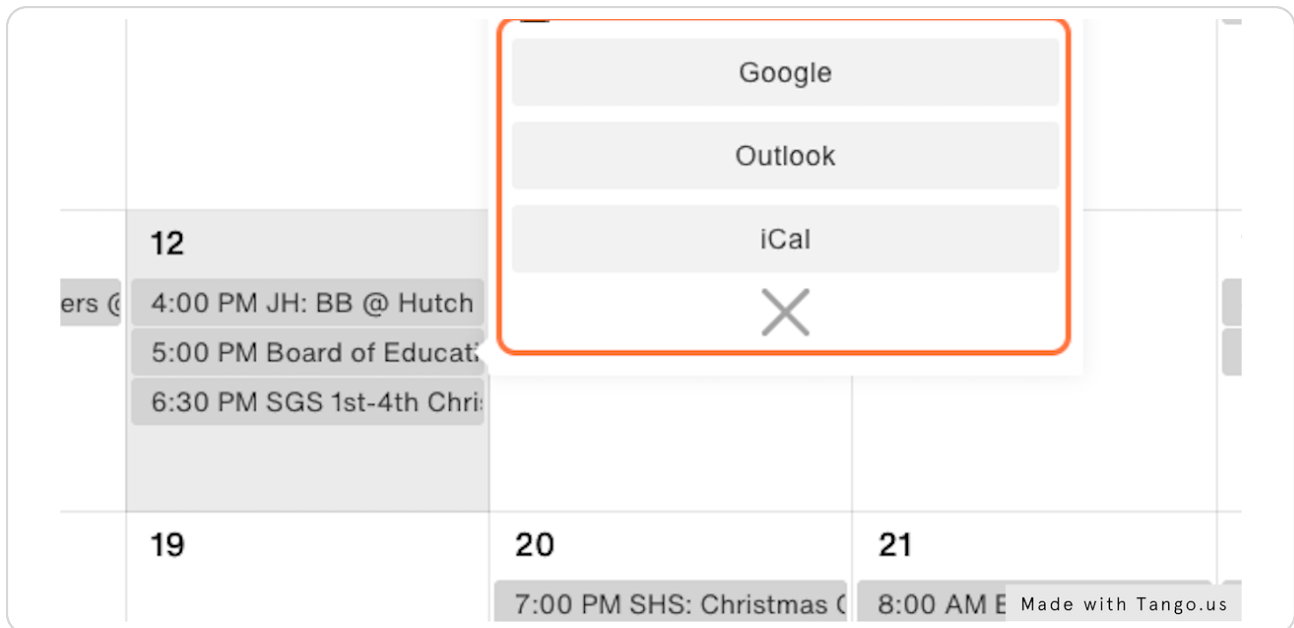## Click on Click to Download Calendar to have the entire district calendar added to your local calendar application.

**You can click on a date and select an individual event to be added to a calendar application.**

Board of Education Meeting

12 DEC FROM 5:00 PM TO 6:30 PM

District Events

Add to Calendar

| 11 | 12 |
| --- | --- |
| 1:00 PM Sterling Singers @ | 4:00 PM JH: BB @ Hutch |
| | 5:00 PM Board of Educati |
| | 6:30 PM SGS 1st-4th Chri |

| 18 | 19 | 20 | 21 |
| --- | --- | --- | --- |
| | | 7:00 PM SHS: Christmas ( | 8:00 AM |

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**Click on Add to Calendar and select the specific calendar application being used.**

Google

Outlook

iCal

✕

| 12 |
| --- |
| 4:00 PM JH: BB @ Hutch |
| 5:00 PM Board of Educati |
| 6:30 PM SGS 1st-4th Chri |

| 19 | 20 | 21 |
| --- | --- | --- |
| | 7:00 PM SHS: Christmas ( | 8:00 AM E |

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*Tango*

**Click on checkbox to the left of the specific calendar you want to view.**

**Select the date of events to see additional details.**

**You can add this specific event from the single calendar.**

| 4 | 5 |
|---|---|
| 11 | 12 6:30 PM SGS 1st-4th Chri |

12 DEC FROM 6:30 PM TO 8:30 PM

Sterling High School, 308 E Washington A
Sterling, KS 67579, USA

1st & 2nd 6:30-7:30
3rd & 4th 7:30-8:30

SGS Events

Add to Calendar

| 18 | 19 | 20 | 21 |
|----|----|----|----|
| 25 | 26 | 27 | 28 |

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**Click on Add to Calendar**

| 5 | |
|---|---|

Google

Outlook

iCal

X

| 12 6:30 PM SGS 1st-4th Chri | | |
|---|---|---|
| 19 | 20 | 21 |
| 26 | 27 | 28 |

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