



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

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Creation Date

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Last Updated

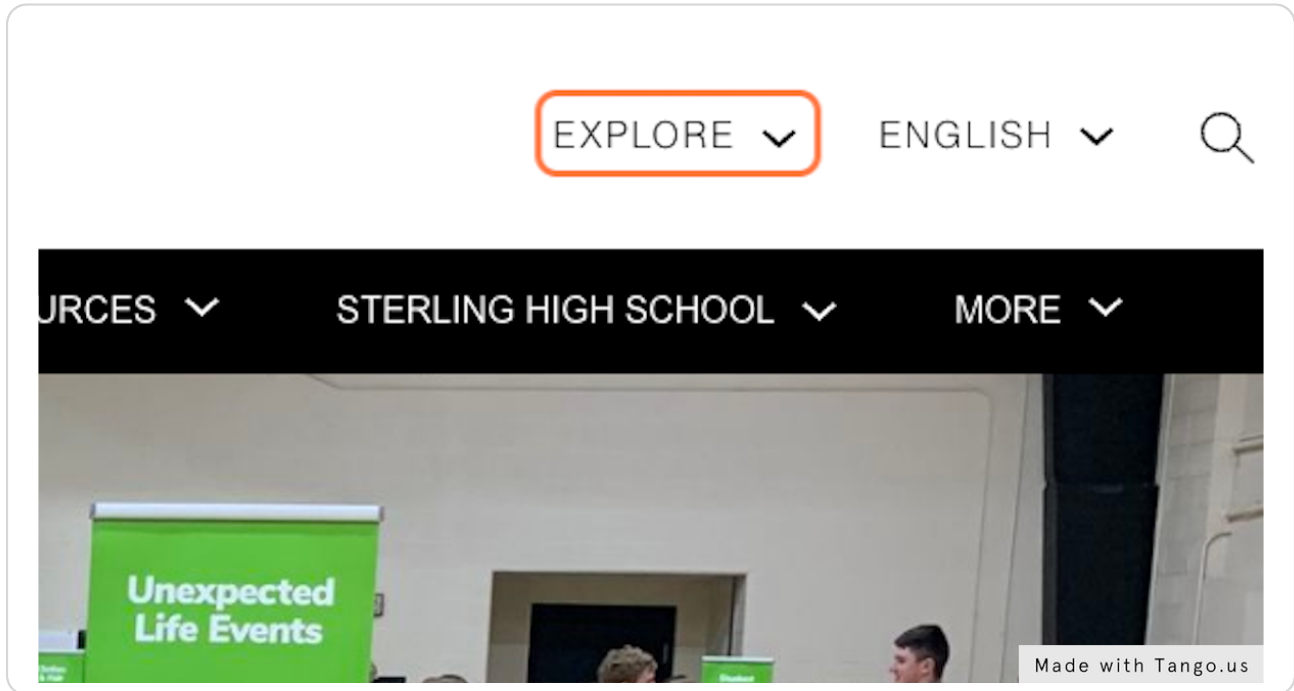
December 12, 2022

STEP 1

Go to Sterling USD 376 | Home

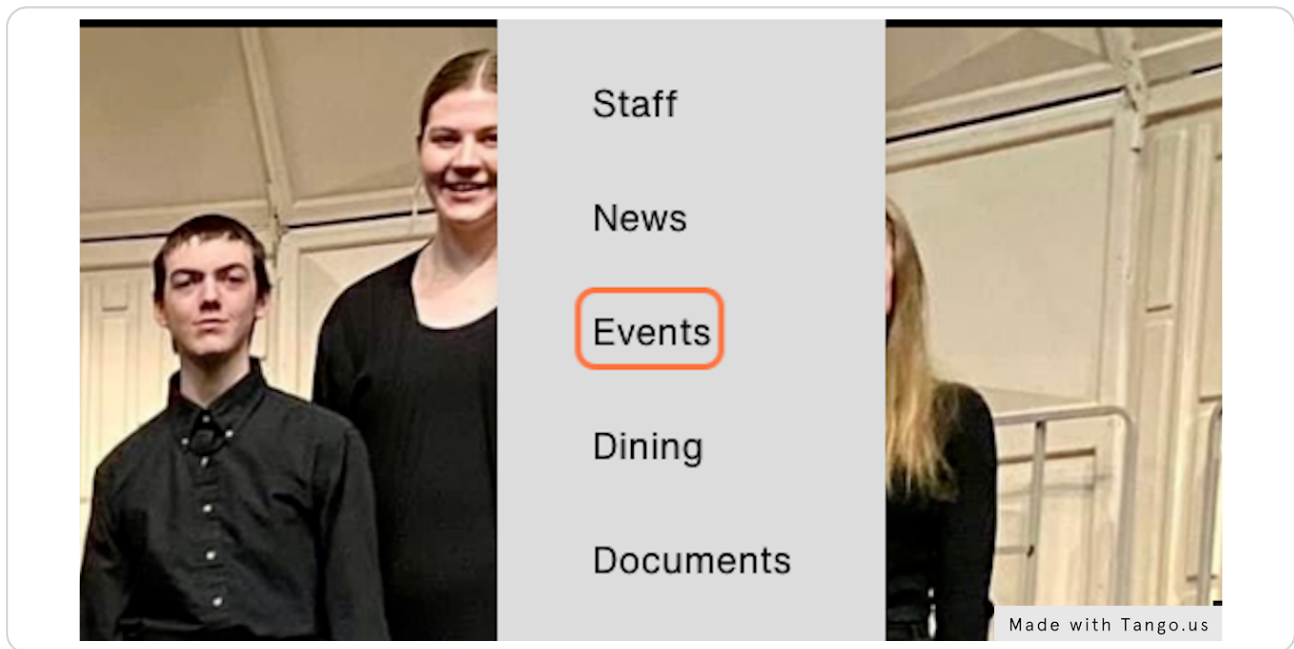
STEP 2

Click on EXPLORE



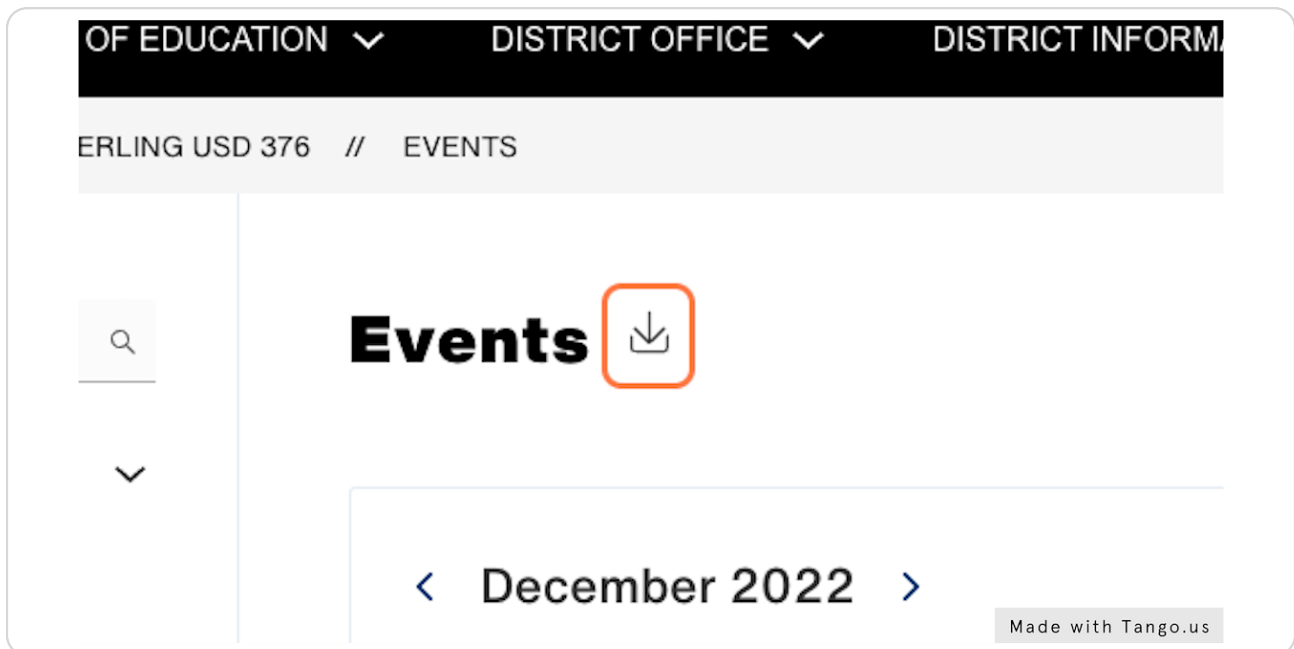
STEP 3

Click on Events



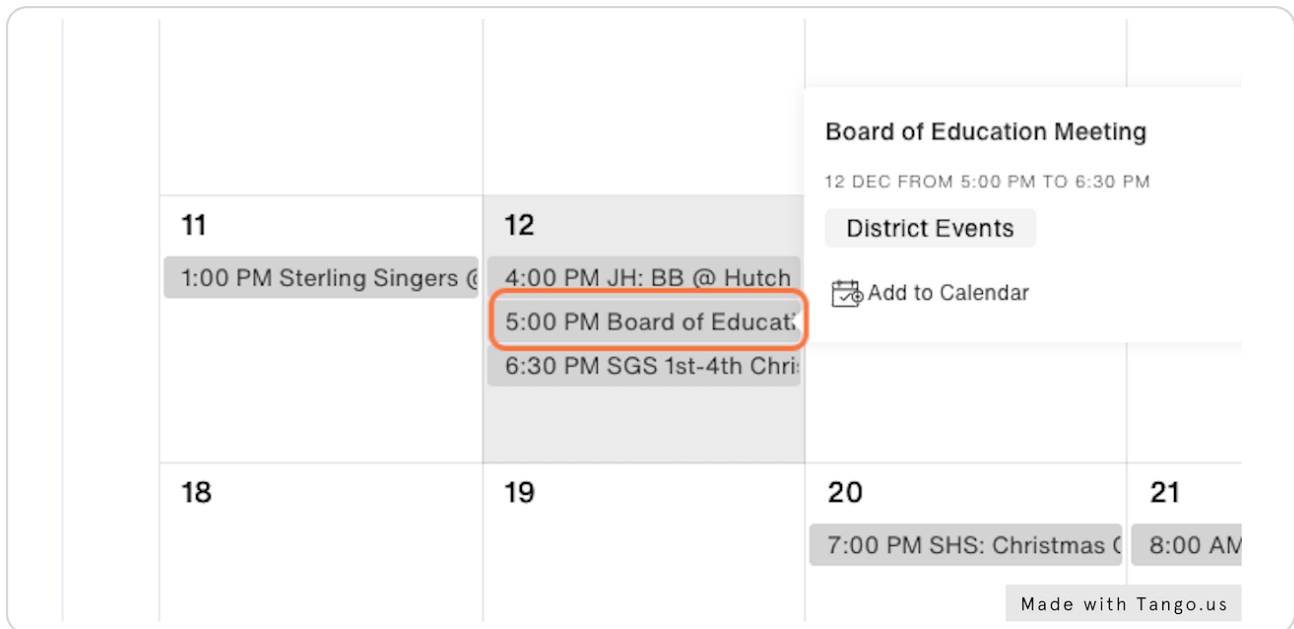
STEP 4

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



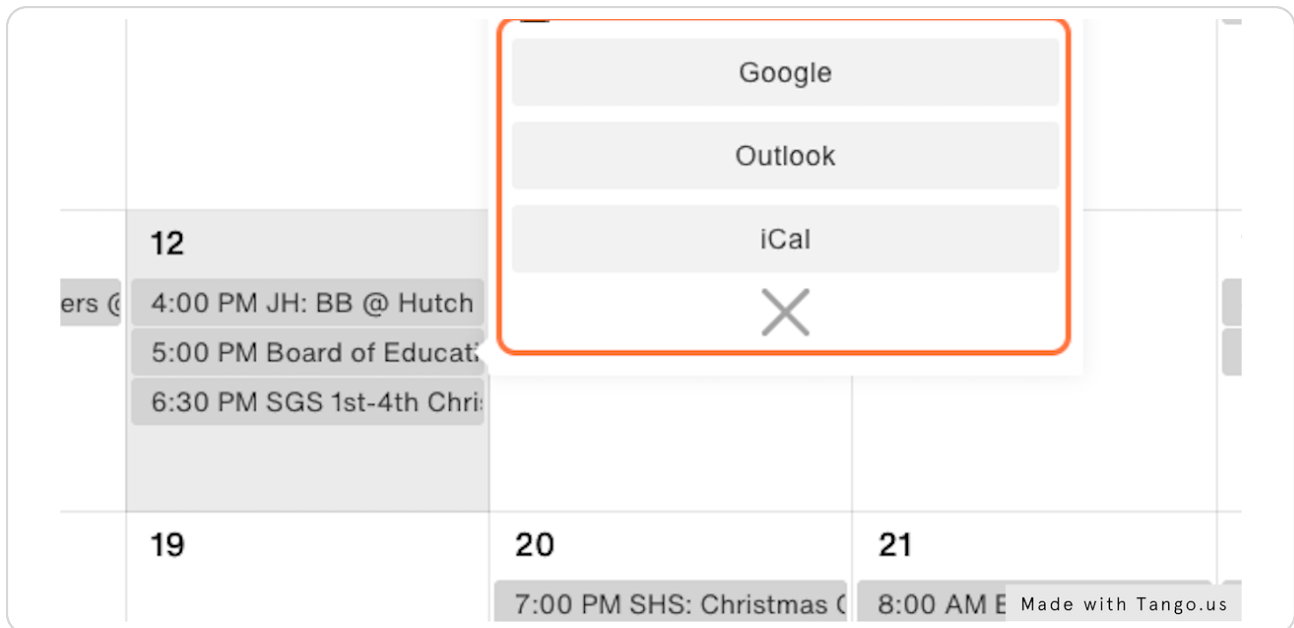
STEP 5

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



STEP 6

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



STEP 7

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

EVENTS

CALENDARS

☐ District Events

☒ SGS Events

☐ SJSHS Events

☐ Athletic Events

< December

Sun

27

Made with Tango.us

STEP 8

Select the date of events to see additional details.

27	28	29	30
4	5	6	7
11	12 6:30 PM SGS 1st-4th Chri	13	14
18	19	20	21
25	26	27	Made with Tango.us

STEP 9

You can add this specific event from the single calendar.

The screenshot shows a calendar interface with a date grid. The date 12 is highlighted in grey. To the right of the grid, event details are displayed: "12 DEC FROM 6:30 PM TO 8:30 PM", "Sterling High School, 308 E Washington A Sterling, KS 67579, USA", and "1st & 2nd 6:30-7:30 3rd & 4th 7:30-8:30". Below this is a button labeled "SGS Events" and a link with a calendar icon labeled "Add to Calendar". The event "6:30 PM SGS 1st-4th Chr" is highlighted with an orange rectangle. The date grid shows dates 4, 5, 11, 12, 18, 19, 20, 21, 25, 26, 27, and 28. A "Made with Tango.us" watermark is in the bottom right corner.

STEP 10

Click on Add to Calendar

The screenshot shows the same calendar interface as in Step 9, but with a modal dialog open. The dialog has a red border and contains three options: "Google", "Outlook", and "iCal", each in its own button. Below these options is a close button represented by an "X" icon. The event "6:30 PM SGS 1st-4th Chr" is still highlighted in the background. The "Made with Tango.us" watermark is visible in the bottom right corner.

Created in seconds with

Tango