

How to Use the New Steiner Public Calendar

Filtering the Calendar by Category

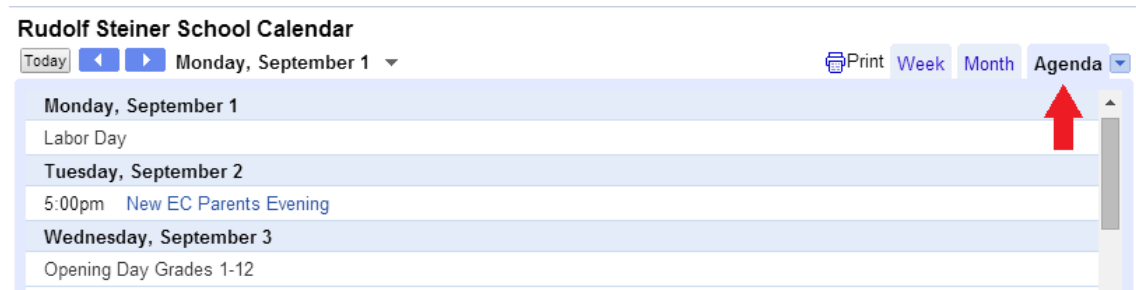
By default the public calendar shows all our public events in a month view.

To filter by category (e.g. divisions, grade levels, athletics), click on the triangle next to agenda and deselect the categories you do not want to see so that check boxes only remain in the categories you want to see. Then click the triangle next to agenda when you are done filtering.



Changing the Calendar to Agenda View

To see a list of the events in an Agenda view, click on “Agenda” in the top right corner.



The Agenda view is best for printing. To do so, just click “Print” in the top right corner of the calendar.



Adding our Calendars to Your Google Calendar

If you want to add one or more of the calendars to your Google calendar, click the “Add to Google Calendar” icon in the bottom right corner of the calendar.



If you are not signed into your Google account, you will be prompted to do so now. Then a pop-up window will appear like the one below. Click the “Add” button next to any calendars you want to add to your Google calendar.

Do you want to add these calendars?



Elementary School

Add

Grade 1


Add

Grade 2


Add


When you are done, click the “X” to close the window.

You will now see the calendar(s) listed under your “Other calendars.”

▼ Other calendars 

Add a friend's calendar

 All School

 Holidays in United Stat...