


# Hamadeh Educational Services Calendar Introduction & Instructions





Our school is using "Tandem" to manage all school calendars and events. It will be the place for you to find school event information.



Hamadeh Educational Services

Last updated:  
8/5/2019 3:31 pm

 **Calendar**

 Sign In

Today < **August 2019** > Year [Month](#) [Week](#) [Day](#) [List](#)

Subscribe

| SUN | MON   | TUE   | WED  | THU  | FRI                       | SAT                          |
|-----|---|---|--|--|---------------------------|------------------------------|
| 28  | 29  | 30  | 31   | 1  | 2                         | 3                            |
|     | Band Camp FULL BAND 8:00a<br>Kickoff to Kindergarten 9:30a<br>Extreme Science LS Camp 10:00a<br>Extreme Science MS Camp 2:00p | Band Camp FULL BAND 8:00a<br>Kickoff to Kindergarten 9:30a<br>Extreme Science LS Camp 10:00a<br>Extreme Science MS Camp 2:00p | Band Camp FULL BAND 8:00a<br>Kickoff to Kindergarten 9:30a<br>MacBook Rollout (New Students Grades 6-12, Last Names: A-H) 9:30a<br>Extreme Science LS Camp 10:00a<br>MacBook Rollout (New Students Grades 6-12, Last Names: I-Z) 12:30p<br>Extreme Science MS Camp 2:00p | Band Camp FULL BAND 8:00a<br>Band Pictures 8:00a<br>Incoming Grade 6 Student Orientation (students only) 9:00a<br>Kickoff to Kindergarten 9:30a<br>Rising 5th Grade MacBook Rollout (Returning Last Names: A-K and All New 5th Graders) 9:30a<br>Extreme Science LS Camp 10:00a<br>Incoming Grade 7 Student Orientation (students only) 10:00a<br>New 8th Grade Student Orientation (students only - students that will be new to HA) 11:30a<br>Rising 5th Grade MacBook Rollout (Returning Last Names: L-Z) 12:30p<br>Football (JV & Varsity) Pictures 1:00p<br>Extreme 2:00p | Band Camp FULL BAND 8:00a | Band Camp/PREVIEW SHOW 9:00a |

## Sign up for a free account to get these great benefits:

- \* Filter the calendar to only show the events that are important to you
- \* Import events into your personal calendar like Outlook, Google, Apple, Yahoo and more
- \* Receive email & text message notifications when events change
- \* Get directions and a map to event locations

The **Hamadeh Educational Services** calendar can be found at <http://hes.tandem.co>


## Set up a User Account:

1. Click **Sign In** (located on the left side of the Tandem calendar)
2. Click **Sign Up**
3. Enter your **email address, first and last name**.
4. You will receive an email with a link to activate your account. (Don't forget to check your junkmail folder if you can't find it)
5. Click on the "**Activate Account**" link provided in the email.
6. When the Account Activation screen opens, you are only required to complete the fields that are in **Bold** text. All

other fields are optional.


7. Enter a **password** (there are no restrictions)
8. Click the "**Activate**" button at the bottom of the page
9. Sign into the calendar with your email address and password


## My Schedule - Your personal headquarters for the Tandem calendar:




Hamadeh Educational Services

Last updated:  
7/30/2018 11:32 am

 [Calendar](#)

 [Reports](#)

 [Sign In](#)

### My Schedule

#### Member Events

[No Events]

#### Followed Events

| Name                           | Date Start       | Time Start | Location                     |
|--------------------------------|------------------|------------|------------------------------|
| <a href="#">HS VB Practice</a> | 08/20/2018 (Mon) | 3:30 pm    | Clyde Hill Edwards Gymnasium |
| <a href="#">HS VB Practice</a> | 08/21/2018 (Tue) | 3:30 pm    | Clyde Hill Edwards Gymnasium |
| <a href="#">HS VB Practice</a> | 08/22/2018 (Wed) | 3:30 pm    | Clyde Hill Edwards Gymnasium |
| <a href="#">HS VB Practice</a> | 08/23/2018 (Thu) | 3:30 pm    | Clyde Hill Edwards Gymnasium |
| <a href="#">HS VB Practice</a> | 08/24/2018 (Fri) | 3:30 pm    | Clyde Hill Edwards Gymnasium |

[View calendar](#)

[subscribe](#)

After signing in to the Tandem calendar, check out the "**My Schedule**" tab.

The **Member Events** area will populate with upcoming events for any group that the school staff has assigned you as being a member.


The **Followed Events** area will populate with upcoming events for any **Groups** or **Facilities** you are following.

Use the **Subscribe** button to set up a sync of these events into your personal calendar.

Note: Click the **Gear** icon to add or remove Groups and Facilities from your followed list.

## Following Groups & Facilities:


You can manage the **Groups & Facilities** that you are Following by clicking on **Your Name**, then **My Profile**:





Star International, Universal  
& Universal Learning  
Academies School Calendar


Hamadeh Educational  
Services


Last updated:  
7/30/2018 11:32 am


 [Calendar](#)



 Collapse

 Use old design


 **My Profile**

 Help

 Sign Out

 Demo User 

## My Profile


 **My Associations**


---


Group Follower [edit](#)


[HS Boys Golf](#)  
[HS Volleyball JV](#)


---

 **My Event Requests**  
A list all my requested events and changes.


 **My Facility Rentals**  
A list all my facility rental requests and changes.

 **Event Templates**  
Create and manage your event templates for faster event creation.

 **Event Reminders**  
Manage your event reminders.

 **Followed Events**  
A list of your followed events on the calendar.

---

 **Profile**  
Change your address, name, phone, and other details about yourself.

## Manage your Email and Text Message Preferences:

1. Click on **My Profile > Preferences**
2. Check the boxes if you would like to receive Email Updates and/or Reminders.
3. Check the boxes if you would like to receive Text Message (Phone Delivery) Updates and/or Reminders
4. Scroll to the bottom and click "**Update Preferences**"

Note: If you see a "My Associations" area use the **edit** link to add or remove Groups and Facilities from your followed list.