

# VFBA CALENDAR INTRODUCTION AND INSTRUCTIONS

Valley Forge uses "Tandem" to manage all school calendar and events. It will be the place where you can find all our school event information.

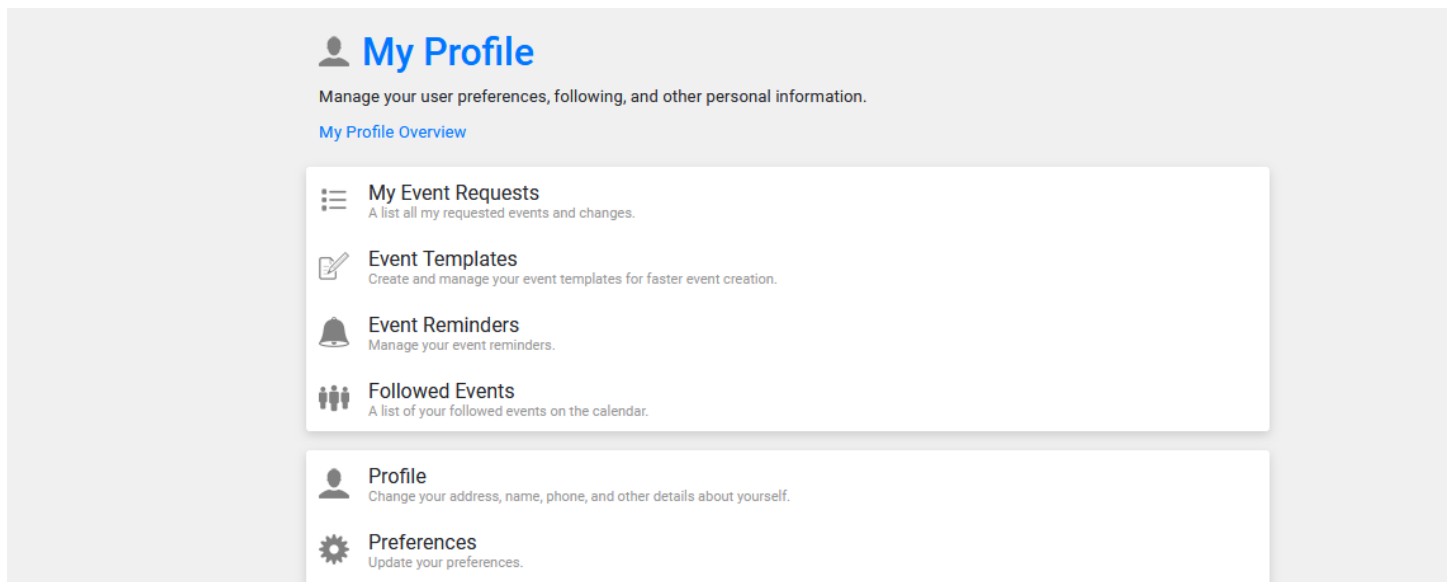
- The Valley Forge Baptist Academy calendar can be found at <https://valleyforgebaptistacademy.tandem.co>

## 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.
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**
8. Click the "**Activate**" button at the bottom of the page
9. Sign into the calendar with your email address and password

## Following Groups & Facilities:

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



After signing into the Tandem calendar, check out the "**My Profile**" tab on the bottom left tab.

Here you can choose what **Groups** you would like to follow, by clicking "**Following**" for example if you have a child in fifth grade and a child in eighth grade who plays soccer. You can follow the groups "fifth grade", "Eighth Grade", and "Soccer".

By following specific groups you will receive notifications and really build your calendar to fit your specific family.

### **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

### **Step by Step Directions on how to add your Tandem School Calendar to your Home Screen:**

Adding the calendar to your home screen is completely optional for you, but it does make accessing the calendar so much easier. These simple instructions will help you turn the website into an APP that stays on your Home Screen.

#### **Apple Users:**

1. log into your Tandem account through your search engine  
<https://valleyforgebaptistacademy.tandem.co/>



2. Click the "Share" icon on your screen
3. There will be a list of options that will come up - scroll down until you see "Add to Home Page"
4. Click "Add"

#### **Android Users:**

1. log into your Tandem account through your search engine  
<https://valleyforgebaptistacademy.tandem.co/>



2. Click the "Menu" icon
3. Click "Add to home Page"

**If you have any further questions, please feel free to ask the academy office and we will be happy to help !! (:**