

## Web Calendar Quick Guide

Use this quick reference guide to add or edit items into the public calendar. For other support issues, please visit our support site <a href="http://support.smartisd.com">http://support.smartisd.com</a>

1. Log in to <a href="http://www.schooldistrict.com/cms/">http://www.schooldistrict.com/cms/</a> With your email address and password.



- 2. Select ISD Admin
- 3. Select Web Calendar
- 4. Select Monthly View

- 5. To add an event select
- 6. Add event
- 7. Select the event to add a Description and a time.

- 8. Add event description and time
- 9. Select Update



