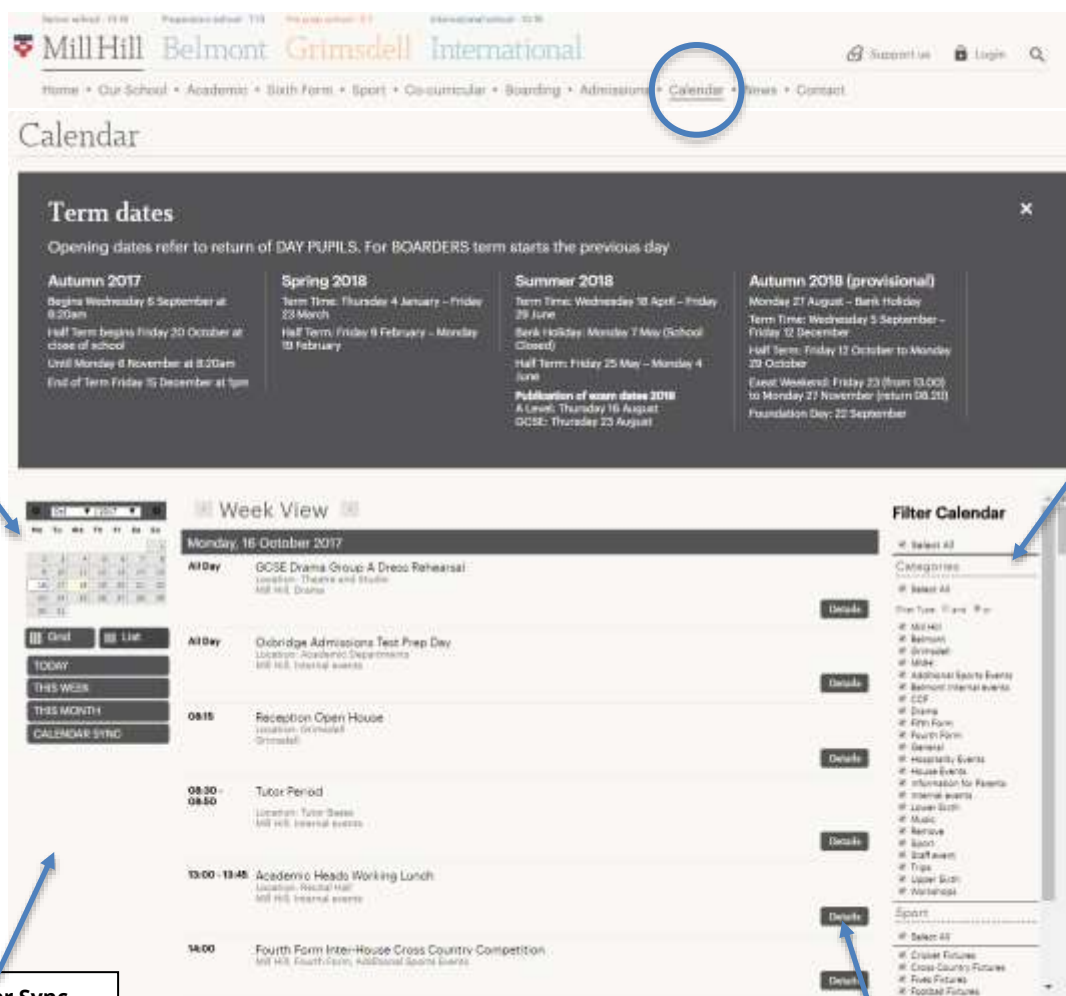


New! Online School Calendar Information Sheet

Our new website provides a digital school calendar. This information sheet is a guide on how to access the calendar as well as access the information pertinent to you and make the best use of it. The new online calendar shows all the major events taking place at all schools across the Mill Hill School Foundation. To view the online calendar visit millhill.org.uk/calendar



The screenshot shows the Mill Hill website's navigation menu with 'Calendar' circled in blue. Below the navigation is a 'Calendar' section with a 'Term dates' modal window open. The modal window displays term dates for Autumn 2017, Spring 2018, Summer 2018, and Autumn 2018 (provisional). Below the modal is a 'Week View' of the calendar for Monday, 16 October 2017, showing events like 'GCSE Drama Group A Dress Rehearsal', 'Oxbridge Admissions Test Prep Day', 'Reception Open House', 'Tutor Period', 'Academic Heads Working Lunch', and 'Fourth Form Inter-House Cross Country Competition'. A 'Filter Calendar' sidebar is visible on the right, and a 'Calendar Sync' button is located in the bottom left corner of the calendar interface.

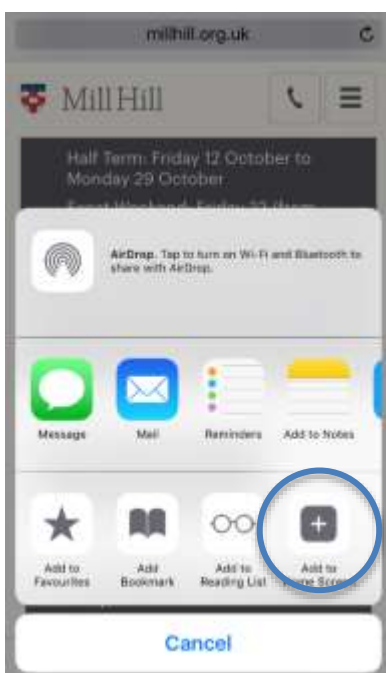
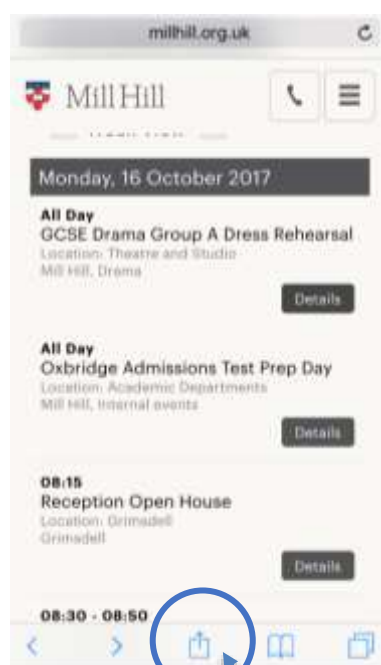
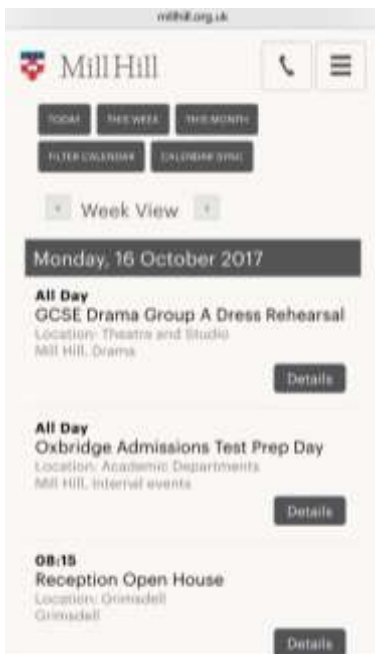
Select **'Grid'** or **'List'** view by using the icons on the left. You can then view the calendar by day, week or month

Filter the calendar by category by using the **Filter Calendar** section. Allowing you to focus on the school calendar relevant to you

Use the **Calendar Sync** button to synchronize the school calendar with your personal calendar. Any subsequent changes to the calendar will update your personal calendar.

View more details of an event by clicking **'Details'**.
Clicking 'Details' also leads you to a screen with the option of syncing this particular event to your calendar

If you wish to sync events to your calendar individually, this can be done through clicking **'Add to my calendar'**



1. If you are visiting our calendar website on your mobile phone you will notice it loads up as a Mobile Web App. The Mobile Web App will allow you to access the school calendar on the go.
1. You can save the icon to your home screen to access the calendar quickly by clicking the middle icon and selecting 'Add to Home Screen'.