

## **Directions on how to view the calendar.**

To view the calendar:

Go to the link provided on our website for schooldude.com

Enter in the user name “guestuser”, and then enter in the password “mypassword”, in the go to section you must select “FS Direct”. After you have completed these steps click on “sign in”

This will log you into the system under the guest user account. On the top of the screen you will see three tabs named “Home”, “Calendar”, and “My Settings”. Click on the “Calendar” tab.

When you arrive at the Calendar page and before you do anything else be sure to click on “Room View”. It is more user friendly (It will be in red letters next to Month View and Day View).

After you have selected Room View you need to choose a location. Next to the word **Location** on the right side of your screen click on the grey down arrow and choose from the drop down menu the school of your choice. **(If you would like to see your schedule only, then select organization instead of location.)**

Next you need to select the correct event status (still on the right side of your screen and a few choices below location). Click on the grey down arrow next the words **Event Status** and choose from the drop down menu **Approved/active events.**

Click on the **Refresh Button** below. Your events should now be on the bottom of your screen.

To adjust the month you are viewing simply click on “select month/year” and select the appropriate month located on the top left hand side of your screen. Please note that when you select a new month or year the calendar will automatically refresh for you. (Please remember to adjust the year when you look ahead into January and on, because unless it is changed the default will be 2007 until we get into 2008.)

**Any Questions or new accounts needed**  
then contact the recreation department at [recdept@mtolivetwp.org](mailto:recdept@mtolivetwp.org)