


VShare School Calendar

Depending on what permissions you have, the Calendar feature may appear at the top of the page as one of the red tabs, or you will have to click on the 3 lines and then select Calendar.

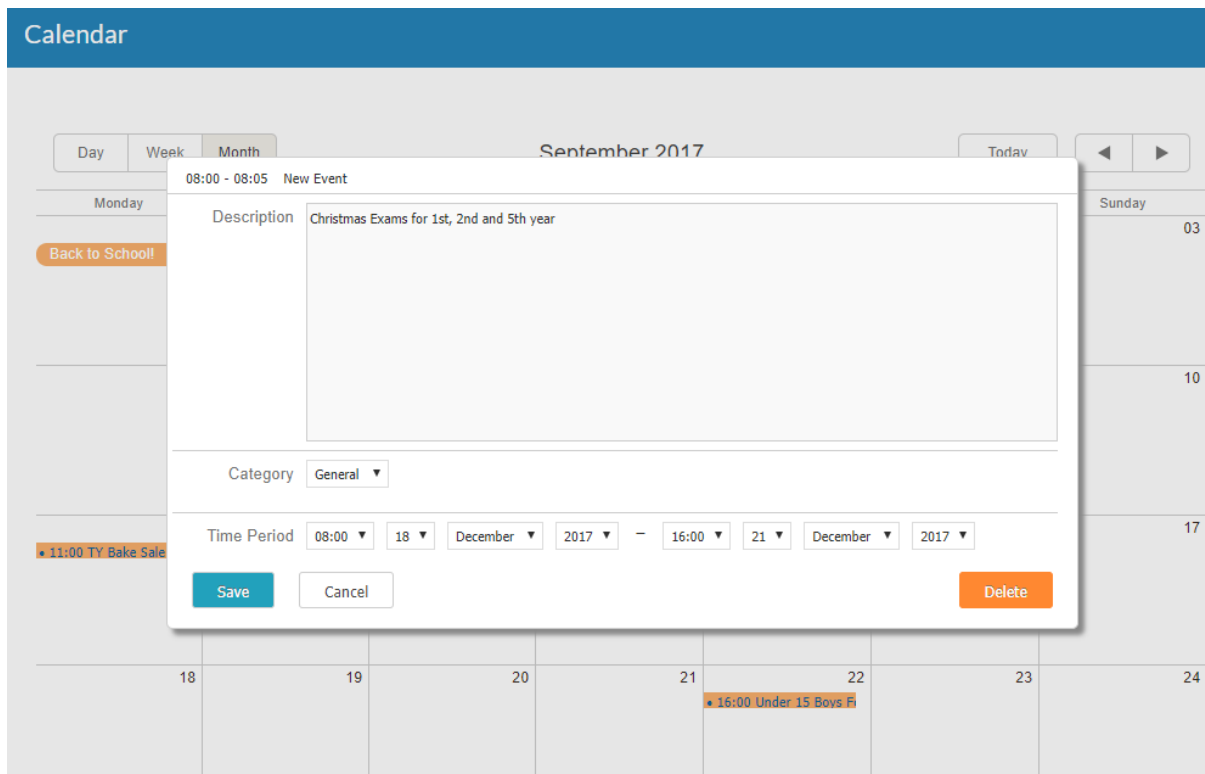
The calendar is a shared school calendar, it is not a personal calendar. Any events you create will be visible to all users.

Day	Week	Month	September 2017							Today	◀	▶
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
28	29	30	31	01	02	03						
Back to School!												
04	05	06	07	08	09	10						
				16:00 Under 15 Boys Fi								
11	12	13	14	15	16	17						
11:00 TY Bake Sale in		09:20 Year Head Meeti		16:00 Under 15 Boys Fi								
18	19	20	21	22	23	24						
				16:00 Under 15 Boys Fi								
25	26	27	28	29	30	01						
	12:50 Spanish Departm			16:00 Under 15 Boys Fi								



To add, edit or delete an event simply double click on a cell.

Create your event, edit your event or delete your event.



N.B. If you have a teacher account you will need a permission turned on to allow you to edit Calendar events. This can be done by a Secretary or Principal.

If you cannot access the calendar at all, please contact VSware Support and we can turn it on for you.