

Pearl River Athletic Calendar Introduction & Instructions

ATTENTION PARENTS:

Welcome to Tandem! The Pearl River Athletic Department will be using **Tandem for Schools** to manage all athletic events. This will be the place for you to find all athletic event information. It is highly recommended that you set up a user account using the instructions below so you can follow the teams of your choice.

Sign-up for a free user account to follow your son or daughter's athletic schedule and receive daily updates.

- *Receive email and/or text message updates when games are changed or cancelled
- *Follow and track the sport teams of your choice
- *Get directions and a Google Map to event locations
- *Import events into your personal calendar

The Pearl River Tandem calendar can be found on our school website, www.pearlriver.org/athletics, under Team Schedules, or you can access the calendar directly at <http://pearlriver.tandemcal.com>

Set up a User Account:

1. Click Sign In (located at the top right of the Tandem calendar)
2. Click Sign Up
3. Enter your email address, first and last name and answer the security question provided.
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 (there are no restrictions)
8. **(Optional)** Click "Add" to select the Schools that you are interesting in seeing events for. (The district calendar will be pre-filtered for the schools that you select here anytime you visit the calendar)
9. **(Optional)** Click "Add" to select the Groups that you are interesting in tracking. (If you choose to select groups here, you are opting in to receive email notifications when events for these groups are added, cancelled or modified)
10. **(Optional)** Enter your Address. If you provide your address the Tandem calendar will automatically use that address when getting directions to events. You can access these directions by clicking on the "Get Directions" link on the Event Details page.
11. **(Optional)** Enter additional contact information or an image of yourself.
12. Click the "Activate" button at the bottom of the page.
13. Sign into the calendar with your email address and password.

Manage your Email and Text Message Preferences:

1. Sign In and click ACCOUNT (next to your name)
2. Click on "Preferences" at the top of the page next to the Welcome, Your Name!
3. Check the boxes if you would like to receive Email Updates and/or Reminders.
4. Check the boxes if you would like to receive Text Message (Phone Delivery) Updates and/or Reminders.
 - a. Enter your cell phone number with no dashes
 - b. Choose your mobile provider from the drop down menu
 - c. Scroll to the bottom and click "Update Preferences"