

## Guidelines for Participants in the [Davis Multi-school Calendar](#)

[ *This document will evolve based on participants' input. Calendar Volunteers, please send your email address to [DavisMultiSchool@gmail.com](mailto:DavisMultiSchool@gmail.com) to facilitate collaboration.*]

PTAs, PTOs, and booster clubs for specific school site or for music and performing art groups which are using the DCN web calendar can participate in the Davis Multi-school Calendar in which they can flag selected events from their own individual calendars to be automatically displayed in the aggregated calendar. The calendar guidelines will eventually be determined collectively by the participants. As a start, it will be helpful to observe the following:

- Reserve "Flag One" under "Organization Specific Flags" for events to display in the Multi-school Calendar. (See footnotes)
- To avoid duplication, only flag events directly organized by your school site. Do not flag third-party events, including such events as district-wide holidays as listed in the DJUSD calendar. Music and performing art events will be flagged by their respective booster clubs starting from the 2008-09 school year.
- There are a few events in which more than one school participate. Each participating school can flag those unless it proves too cluttering, in which case we'll adjust the policy.
- The [Calendar Goals](#) will help determine what events are appropriate for inclusion. Participants will collaboratively compile a list of "highly desirable" events to serve as future guidelines. For now, let's start with the following:
  - PTA and PTO meetings
  - ~~Back to school nights~~ (DJUSD will flag this.)
  - ~~Open house~~ (DJUSD will flag this.)
  - Key committee meetings, e.g. Site Council, School Climate, etc.
  - Fundraisers
  - Social events
  - PTA/PTO monthly newsletter deadlines (especially secondary schools)
  - Booster club monthly meetings
  - ~~Kindergarten Information Nights~~ (DJUSD will flag this.)
  - Information nights
  - Concerts and performances which are open to the public
  - Major rehearsals

Note: the striked out items will be flagged by DJUSD starting from 2008-09. Suggestions are welcome to help make this project beneficial for all. Thanks!

FOOTNOTES: Most groups already have their flags activated and can skip this. Instructions on how to activate the flag(s) can be found near the bottom of the "Edit Organization" form in your calendar's management interface. You can enter "Multi-school Calendar" for "Flag One." Then click "Save" near the bottom.

Your "Event Editor" form should now display a new checkbox for "Flags" with one named "Multi-school Calendar."

Shortcut Tips: If most of your events are appropriate for the district-wide calendar, you may want to save it as the default. Here's how you do it. While you're at the "Event Editor" form: 1) check the box for "Multi-school Calendar" 2) check the box for "Save as default?" near the bottom 3) click "Save".

For music and performing art groups, "Flag Two" will be reserved for other aggregated calendars such as the district-wide music and performing arts calendar coordinated by retired DJUSD music teacher [Bob Gonzalez](#).