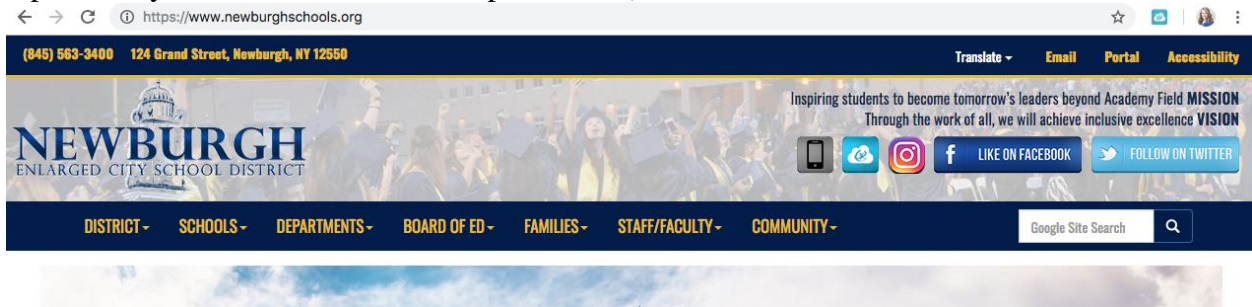


Instructions: Add NECSD District and School Calendar Events

Add school or district events to your Google calendar in a few simple steps!

Step 1: Go to [NewburghSchools.org](https://www.newburghschools.org) (if the link does not work, copy and paste the address into your browser). Select the 'Schools' tab and select your school. (This step will need to be repeated if you have children in multiple schools).



Step 2: Scroll down until you find the Upcoming Events section on the right side of the page.

A screenshot of the 'UPCOMING EVENTS' section. The title 'UPCOMING EVENTS' is in a dark blue box with yellow text. Below it, a link says 'For all events visit the Full District Calendar'. A calendar interface shows the current date as 'Monday, September 24'. The events listed are:

- C - Day**
- Monday, September 24**
- D - Day**
- 7:00am NFA - West Pride Week
- 6:15pm Balmville Open House
- Tuesday, September 25**
- NFA - West Pride Week
- E - Day**
- 3:30pm SAVE Committee
- 4:30pm Diversity Committee

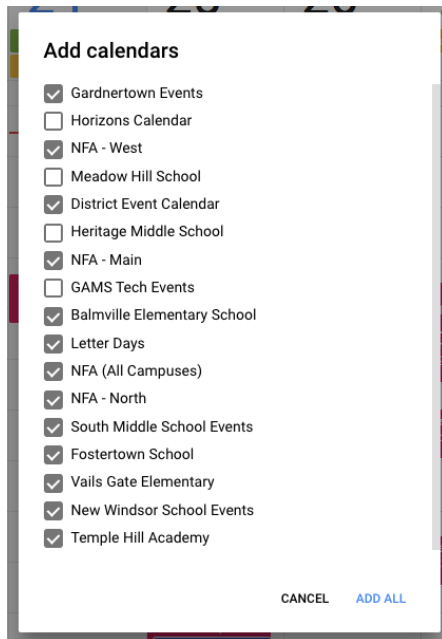
Step 3: Select the blue + toward the bottom of the Google calendar.

A screenshot of the Google Calendar interface. The calendar shows a list of events for the week of September 24-27. The events listed are:

- NYS School Breakfast Day
- F - Day**
- 6:00pm NFA Main Campus-Open House
- 6:00pm NFA North Campus Open House
- Thursday, September 27**

At the bottom of the calendar view, there is a blue button with a white plus sign and the text 'Google Calendar'. A large yellow arrow points to this button.

Step 4: All calendars will automatically be selected for you. Unselect any calendars you do not want to link to your personal Google calendar. We suggest you add the District calendar, School events calendars, and letter day calendars that most pertain to you. Only calendars with a check mark next to them will be added to your calendar.



By completing these steps, you will be able to easily view these calendars on your own calendar. When necessary, you can easily hide a calendar from view by clicking the check mark next to the calendar name on your Google calendar (on the left hand side, midway down the screen). Check the box again and the calendar can be seen again.

- District Event Calendar
- Fostertown School
- Full NECSD District Calend...
- GAMS Tech Events
- Gardnertown Events
- Heritage Middle School
- Horizons Calendar