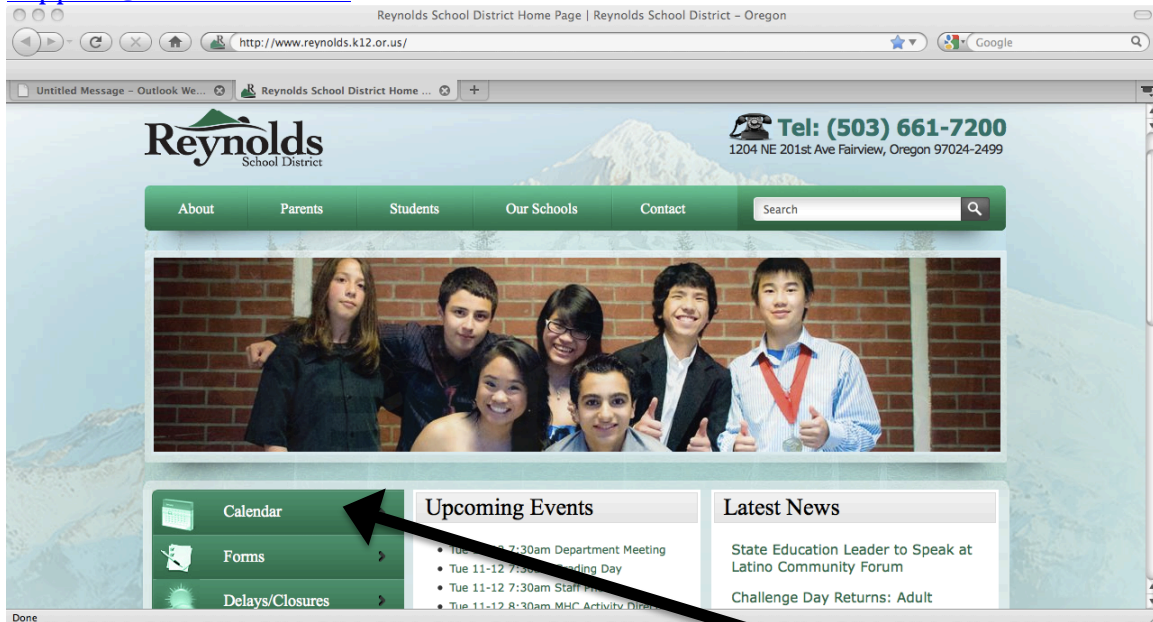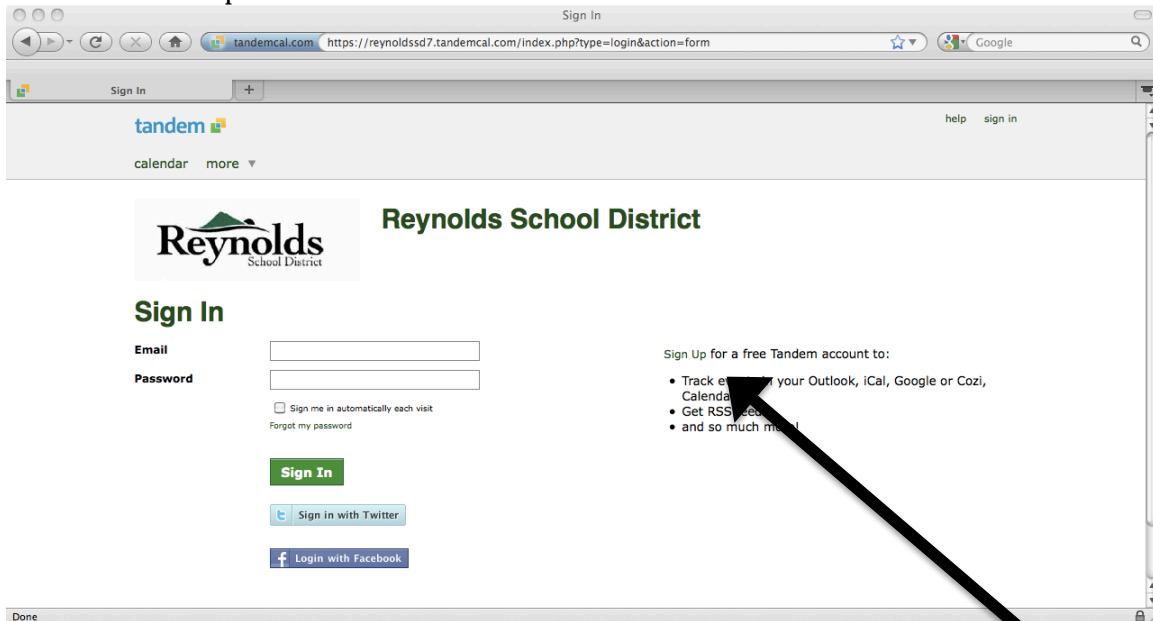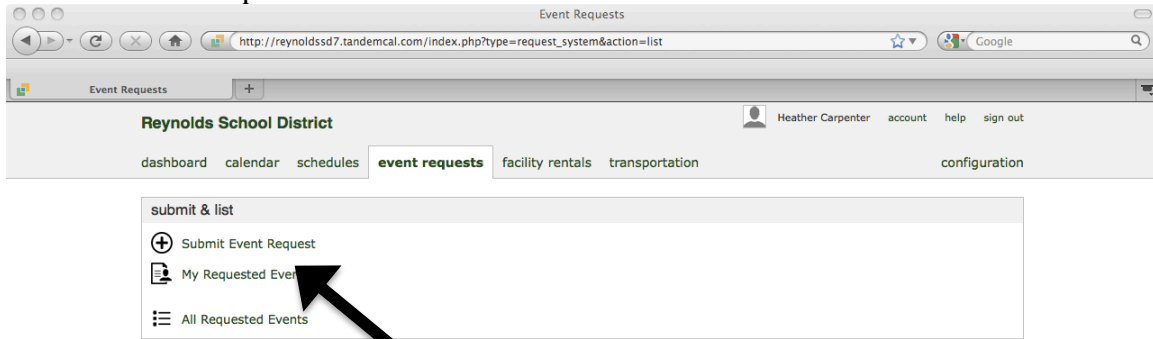How to Request an Event

Step 1: You must login to the Tandem Calendar. If you do not have an account you can set one up. You begin by going to the school calendar. Employees with Tandem Accounts can enter their email address and click forgot password to recover their password. If that does not work, contact Chris Houck to get your user account reset or to get a new user account set up for you. Tandem Support at support@tandemcal.com.

Step 2: Click on sign in in the top right hand corner. If you have an account simply log in, if you do not have an account click on Sign Up, and follow the prompts in order to set up an account.
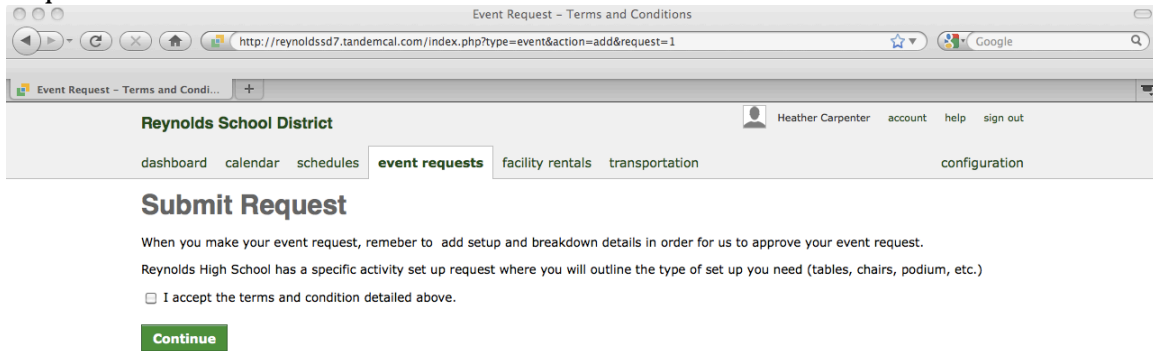
Step 3: After logging in click on the Event Requests tab at the top. Then click on Submit Event Request.

Step 4: You must accept the terms and conditions before you can proceed to request an event. Then click Continue.

Step 5: Complete the Request. There are tabs for specific types of information. Hit the submit button to save your selections.