

Setting up and Printing School Calendars on DynaCal

1. Go to the DynaCal Web site: visit www.dynacal.com/shadysideacademy, or from the SSA website, click 'Calendar' on the homepage, then on the Calendar page click 'View the full calendar on Dynacal.com.'
2. On the left side of the DynaCal page, click **My DynaCal**.
3. Create an account if you do not already have one. Enter your e-mail address and a password. **Please note that the password must be 10 or fewer characters.**
4. Click **Sign in**. If you're creating a new account, click **Create My Account**.
5. On the Welcome page, click **Add a New Calendar**.
6. Enter a name for your calendar. You can create more than one calendar, just give them different names.
7. Select the checkboxes next to the **categories** you'd like to display on your calendar.

Tip: You can select main categories and sub-categories (i.e. you can add **all Athletic** events to your calendar by checking 'Athletics' or you can add events for specific sports, such as 'Basketball Boys' and 'Swimming Girls.' School-specific categories are at the bottom of the page.
8. Click **Save**. Back on your 'My DynaCal' page, your calendar name appears under 'Your Personalized Calendar Views.'
9. **Optional:** Select if you want to receive emails or text messages for new events, cancellations, or postponements.
10. **Optional:** Click the pencil to **Edit** your calendar.
11. To print your calendar, view it by clicking the calendar name under 'View.' Your new calendar shows the name you chose at the top of the page and only the specific information you selected to display.
12. Across the top-middle of page, click the **Prefs** icon (next to Monthly and Full Screen) and select the number of days to show on your calendar. **Tip:** You will probably want seven days – Monday-Sunday.
13. Select whether to 'Show only days with events' or 'Show all days on calendar.'
14. Click **Submit**.

15. Print by clicking the **Print** icon in the top right. Select the elements to display on your printed calendar.

16. Go to the **File** menu in your web browser and select **Print**.

Tip: If you're using a school printer, you can print two pages on one page and then print on the back of each page, so 5 pages show up on 1 full sheet and a little on the second sheet.

17. When you want to print a new calendar, select the date that you want the calendar to start on by using the **Select** icon in the top right of your calendar view.

For questions, please contact Diane Curry at dcurry@shadysideacademy.org or SSA Technology at technology@shadysideacademy.org.