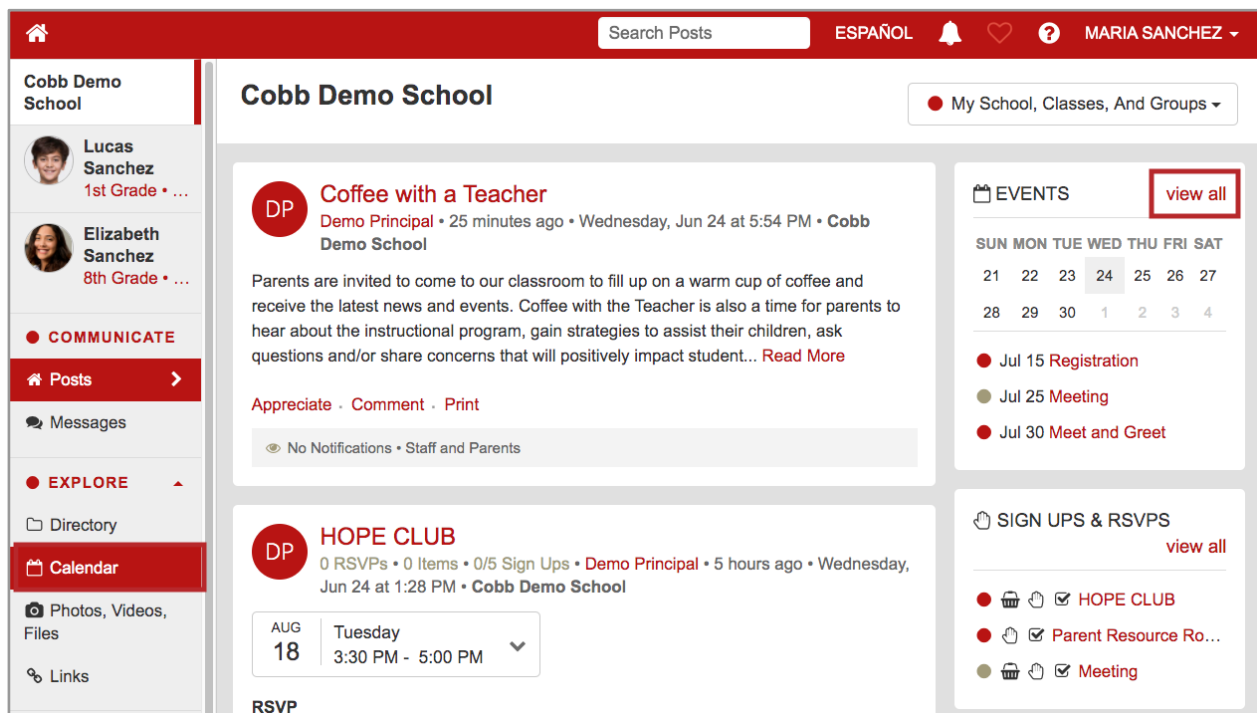


## How to Subscribe to the CTLS Parent Calendar

CTLS Parent allows you to subscribe and stay up to date with your school's calendar.

### Viewing & Subscribing to the CTLS Parent Calendar

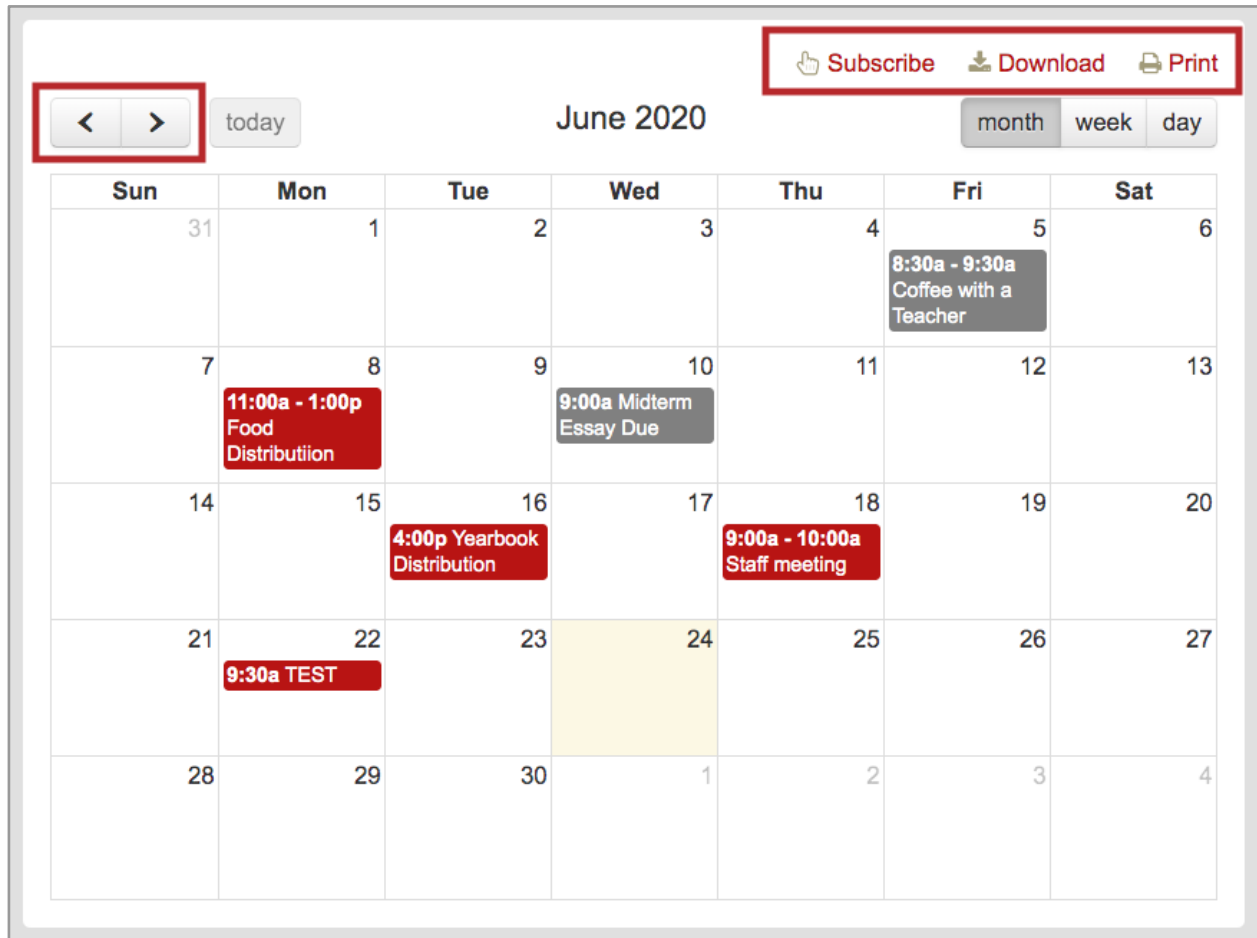
1. Select **“Calendar”** on the left toolbar under EXPLORE or select **“View All”** in the calendar on the right.



The screenshot shows the CTLS Parent interface for 'Cobb Demo School'. The left sidebar includes navigation options like 'Posts', 'Messages', 'EXPLORE', and 'Calendar'. The main content area displays a post titled 'Coffee with a Teacher' by Demo Principal, dated Wednesday, Jun 24 at 5:54 PM. Below it is another post for 'HOPE CLUB' with 0 RSVPs, dated Wednesday, Jun 24 at 1:28 PM. A calendar widget on the right shows the current date as Tuesday, August 18, with a time slot from 3:30 PM to 5:00 PM. The calendar also lists upcoming events such as 'Jul 15 Registration', 'Jul 25 Meeting', and 'Jul 30 Meet and Greet'.

## How to Subscribe to the CTLS Parent Calendar

2. This will display your personalized calendar including events linked to your school, classes, grade levels, and groups.



The screenshot shows a calendar for June 2020. At the top right, there are three buttons: "Subscribe" (with a hand icon), "Download" (with a download icon), and "Print" (with a printer icon). Below these are navigation arrows and a "today" button. The calendar grid shows the following events:

- Friday, June 5: 8:30a - 9:30a Coffee with a Teacher
- Sunday, June 7: 11:00a - 1:00p Food Distribution
- Wednesday, June 10: 9:00a Midterm Essay Due
- Tuesday, June 16: 4:00p Yearbook Distribution
- Thursday, June 18: 9:00a - 10:00a Staff meeting
- Monday, June 22: 9:30a TEST

Select **“Subscribe”**, **“Download”** or **“Print”**.

3. If you subscribe, follow your computer’s default calendar application instructions to add your school’s calendar.