



# MySchools Events Calendar Guide

## OVERVIEW

The MySchools Events Calendar is a useful tool for schools to promote upcoming events, such as open houses, school tours, admission fairs or webinars. The calendar also helps families quickly find out what events are happening in schools across New York City. This guide will show you how to create an event and use the many features available.

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## TUTORIAL VIDEOS

- a. [How to add an event to the calendar](#)
- b. [How to delete an event](#)
- c. [How to edit an event](#)
- d. [How to view event attendees](#)

## SCHOOL PORTAL

### 1. How do I log into the School Portal?

- Your MySchools accounts from last school year remain active. You can use your login information to access the School Portal.
- School staff who do not have a MySchools account, may email one of the following Admission teams to request a login. Please specify your DBN or Site ID/Z code (Pre-K Centers Only) and copy your principal on the email.
  - [ESenrollment@schools.nyc.gov](mailto:ESenrollment@schools.nyc.gov) if you manage 3K, Pre-K, Kindergarten, or G&T admissions at your school.
  - [MSEnrollment@schools.nyc.gov](mailto:MSEnrollment@schools.nyc.gov) if you manage middle school admissions at your school.
  - [HSEnrollment@schools.nyc.gov](mailto:HSEnrollment@schools.nyc.gov) if you manage high school admissions at your school.
- School staff will not have a login for the Parent Portal. To login to the School Portal:
- Go to [school.myschools.nyc](https://school.myschools.nyc)

#### For DOE users:

- Username: your email address before the @ symbol
- Password: your DOE login/email password
- **Note:** Your username is case sensitive and should match your DOE username exactly. You can look this up in the Outlook Address Book. This means that if your name is Jane Smith:
  - and your DOE username is written as JSmith (as it appears in Outlook), you should use JSmith when you log into MySchools.
  - and your DOE username is written as JSMITH (as it appears in Outlook), you should use JSMITH when you log into MySchools.
  - and your DOE username is written as jsmith (as it appears in Outlook), you should use jsmith when you log into MySchools.
- If you are seeing an error message when logging in, please clear your browser history OR try logging in while in incognito mode in Chrome.

#### For NYCEEC and FCC users:

- Username: the email address used to create your account
- If you forgot your password, please send an email to [ESenrollment@schools.nyc.gov](mailto:ESenrollment@schools.nyc.gov) and we can reset your password
- **Note:** Your username is case sensitive
- If you are seeing an error message when logging in, please clear your browser history OR try logging in while in incognito mode in Chrome.

### 2. How do I add an event to the calendar?

[Click here to watch a video tutorial](#)

- Log into MySchools (#1 above).
- Hover over **'Admissions and Applicants to MySchools'**. Look for **'Calendar'** and click **'Calendar Events'**.

**MVC** 00W/298P: MOUNTAIN LAUREL WALDORF SCHOOL (00W298P) **STAGING DOE**  
Release 4.33.0

Dashboard My Current Students Admissions & Applicants To My School Waitlist

Admissions Process Overview

School Staff and Administrators

Welcome to the new MySchools Student Enrollment System and administration as they manage enrollment processes.

Middle School Admissions Resources

Middle School Admissions: for instructions on using MySchools [elementary school staff](#).

High School Admissions Resources

High School Admissions Resources for Middle School Staff (**any school staff supporting their current 8th grade and/or 9th grade students through the high school admissions process**): <https://drive.google.com/drive/folders/11-rehFYuuQh5CuplEHmvZpS8AhuoTpAG?usp=sharing>

High School Admissions Resources for High School Staff:  
[https://drive.google.com/drive/folders/1VqS\\_UyQFRdAsV6USVeoPb4LjiYCO17V](https://drive.google.com/drive/folders/1VqS_UyQFRdAsV6USVeoPb4LjiYCO17V)

Elementary School Admissions

As a reminder, offer letters are **NOT** required for registration. Schools can confirm offers via the waitlist. Waitlist offers do not generate printed letters to families.

- Click on 'Add Event' in the top right corner of the page.

WELCOME HOME View Site Log Out **2021**

Dashboard My Current Students Admissions & Applicants To My School Waitlist Select School School Year (2021) Help

Find a Student, School or Program

Select event to change

Q Search

All dates: September 2022 November 2022

2 events

Actions: [dropdown] 0 of 2 selected

<input type="checkbox"/>	EVENT TYPE	ADMISSIONS PROCESS	START	END	STATUS	CREATED BY
<input type="checkbox"/>	Test Event (10)	Open Houses OSE Admissions EN	3-K for All Specialized High School Middle School Kindergarten Early Learn High School DET application	Nov. 20, 2022, 2 p.m.	Nov. 20, 2022, 2:30 p.m.	Published jraffness@schools.nys.gov
<input type="checkbox"/>	Test Event (11)	School Tours Open Houses OSE Admissions EN	Early Learn	Sept. 1, 2022, 9:15 a.m.	Sept. 1, 2022, 9:45 a.m.	Published jraffness@schools.nys.gov

2 events

**ADD EVENT**

**FILTER**

By start  
Any date  
Today  
Past 7 days  
This month  
This year

By event type  
All  
Open Houses  
OSE Admissions EN

- Look for 'Event Admissions Process' and select the applicable process for the event.

Add event en

Event Admissions Process:  High School

- Select the 'Event Type'.

**Event type:**

Open Houses

Admission Process

School Tours

- In the text box, enter the **event title** and a brief **description** of what participants can expect by attending.

en

Event Title:

---

en

Description:

If needed, please provide a brief description of this event.

- Choose the **Event Format**. It can be **virtual**, **in person**, or **both**.
- **Note:** If the location of the event is accessible, check the box to the left of **'Accessible'**.

Event Meeting Details

**Event Format:**  Virtual?  In Person  Accessible

- **Virtual:** In the text box, enter the **'Virtual Meeting Link'**. If applicable, enter the meeting ID or phone number and the passcode.

Virtual Meeting Details

Virtual Meeting Link:

Virtual Meeting Phone Number:  Virtual Meeting Passcode:

- **In Person:** The textbox will already contain your school address. If the event is at a different location, update the **Event Location**.
  - **Optional:** You may want to add **Additional Location Details**, such as other building access points.

**Event Meeting Details**

**Event Format:**  Virtual?  In Person  Accessible

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Event Location:   
Please enter address of the event.

---

Additional Location Details:

---

Borough:  District:

- Enter the **Date**, **Start**, and **End** time of the event.

Event Date:  Today | Start:  End:

- **Optional:** If this is a recurring event, select **'Make this a recurring event'**. Select the **'Frequency'** and enter the **'Event Recurrence End Date'**.

Make this a recurring event      Frequency:       Event Recurrence End Date:  Today |

- The **Event Coordinator/Contact** textbox will be populated with the current user's information. If different, update the textbox.

**Event Coordinator/Contact**

Name:

Phone Number:

Email Address:

- If translation and/or interpretation services will be available for this event, check the box to the left of **'Please contact the event coordinator for interpretation information.'**

Please contact the event coordinator for interpretation information.

- If you would like families to **RSVP** to your event, select **'Yes'** from the drop-down menu. This will generate a **'Yes I will Attend'** button in the Parent Portal. See [Step #5](#) to see which families plan to attend the event.
  - **Optional:** You can enter the event **Capacity** in the textbox.

RSVP:

Capacity (Optional):

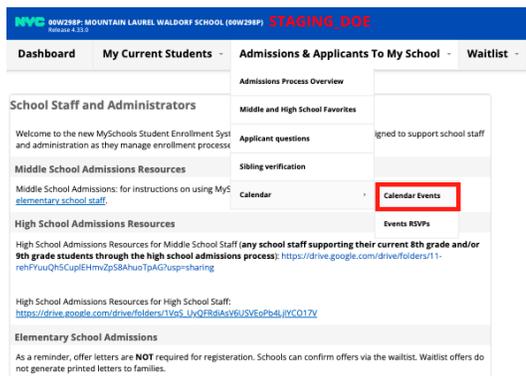
- Then click **'Publish'** located on the right of the page. The event will appear in the parent portal immediately after published.
- **Note:** You can also save the event as a draft and publish later.



### 3. How do I delete an event?

[Click here to watch a video tutorial](#)

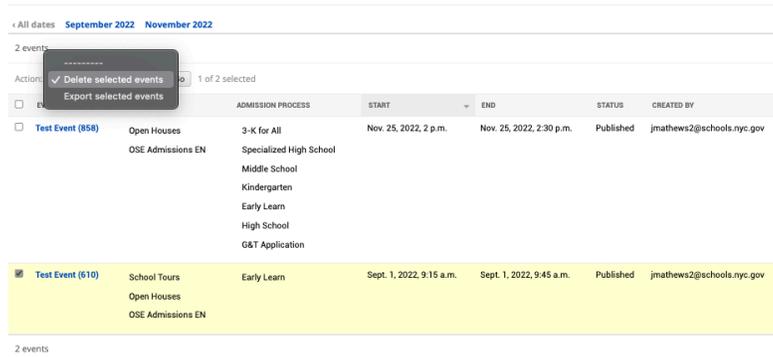
- Log into MySchools (#1 above).
- Hover over **'Admissions and Applicants to MySchools'**. Look for **'Calendar'** and click **'Calendar Events'**.



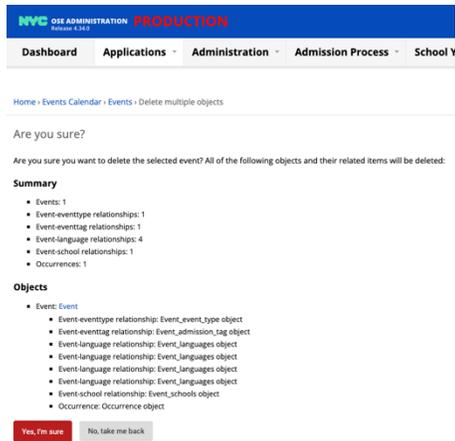
- Look for the event and check the box all the way to the left.

EVENT TITLE [EN]	EVENT TYPES	ADMISSION PROCESS	START	END	STATUS	CREATED BY
<input type="checkbox"/> Test Event (858)	Open Houses OSE Admissions EN	3-K for All Specialized High School Middle School Kindergarten Early Learn High School G&T Application	Nov. 25, 2022, 2 p.m.	Nov. 25, 2022, 2:30 p.m.	Published	jmathews2@schools.nyc.gov
<input checked="" type="checkbox"/> Test Event (610)	School Tours Open Houses OSE Admissions EN	Early Learn	Sept. 1, 2022, 9:15 a.m.	Sept. 1, 2022, 9:45 a.m.	Published	jmathews2@schools.nyc.gov

- From the **'Action'** dropdown menu at the top, select **'Delete selected events'** and then click **'Go'**.



- Click **'Yes I'm Sure'**.



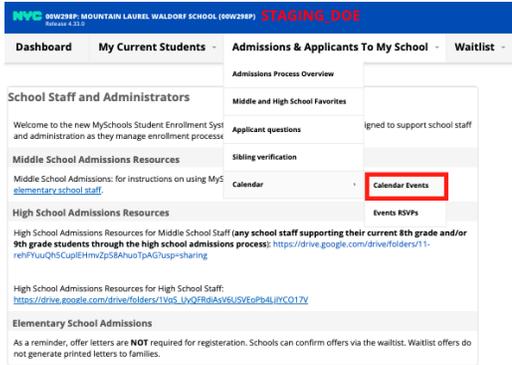
- You can also export your events by selecting **'Export selected events'**, then **'CSV'** from the **format** drop-down menu, and clicking **'Go'**. A file will download with the events.



#### 4. How do I edit an event?

[Click here to watch a video tutorial](#)

- Log into MySchools ([#1 above](#)).
- Hover over **'Admissions and Applicants to MySchools'**. Look for **'Calendar'** and click **'Calendar Events'**.



- Search for the event you want and click on the title in blue.

Action: [dropdown] Go 0 of 2 selected

<input type="checkbox"/>	EVENT TITLE [EN]	EVENT TYPES	ADMISSION PROCESS	START	END	STATUS	CREATED BY
<input checked="" type="checkbox"/>	<a href="#">Test Event (858)</a>	Open Houses	3-K for All	Nov. 25, 2022, 2 p.m.	Nov. 25, 2022, 2:30 p.m.	Published	jmathews2@schools.nyc.gov
		OSE Admissions EN	Specialized High School				
			Middle School				
			Kindergarten				
			Early Learn				
			High School				
			G&T Application				

- Make the required changes and click 'Update Event' located at the bottom of the page.

The screenshot shows the 'Event Details' form for editing an event. It includes fields for Name, Phone Number, and Email Address. There are also sections for 'Event Details' and 'Event Dates'. At the bottom right, the 'Update Event' button is highlighted with a red box.

- To view the event in the Parent Portal, click on the 'View On Site' button in the top right corner of the page.



- **Note:** You can also modify events using the different buttons at the bottom of the page.
  - **Cancel Event:** Can be used to cancel the event and those events will appear crossed out in the parent portal. Canceled events can be reactivated again by clicking on the **Reactivate Event** button.
  - **Unpublish Event:** This will hide the event in the calendar.
  - **Delete:** Removes the event from the parent portal.
  - Past events cannot be **cancelled** or **reactivated**.

## 5. How do I view event attendees?

[Click here to watch video tutorial](#)

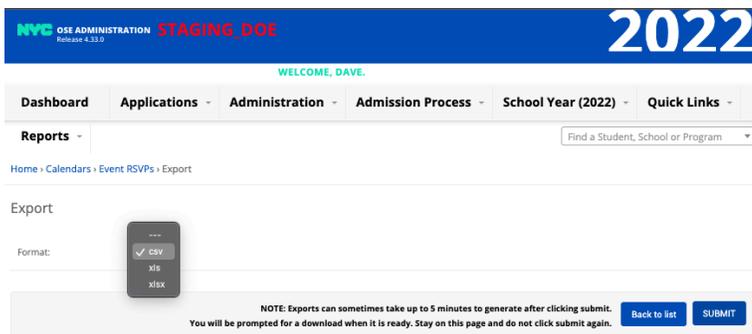
- Log into MySchools (#1 above).
- Hover over **'Admissions and Applicants to MySchools'**. Look for **'Calendar'** and click **'Events RSVPs'**.

- This page will display a list of families that plan to attend.
- **Note:** Only families that have a MySchools account will be able to RSVP to an event.

- You can also export the list of RSVPs by clicking on **'Export'** on the right of the screen.



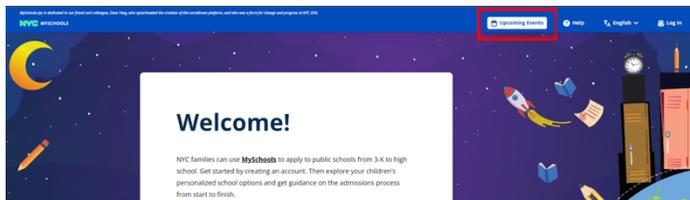
- Select **'CSV'** from the drop down menu and click **'submit'**. A file will begin to download.



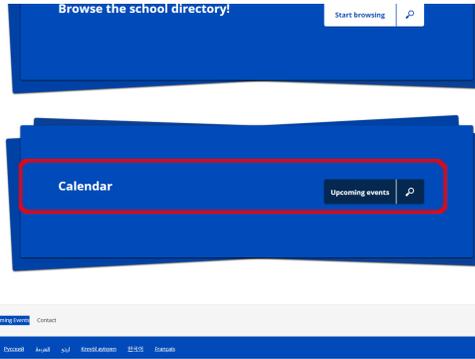
## PARENT PORTAL

### 6. How do I access the events calendar in the Parent Portal?

- Go to [MySchool.nyc](https://www.myschools.nyc.gov)
- On the Welcome page, click on **'Upcoming Events'** located at the top of the page.



- You can also scroll to the bottom of the page and click on **'Upcoming Events'** in the calendar section.



## 7. Calendar Overview

- By default, the calendar is shown in the list view. The calendar can provide an instant view of all activity on any given day. Other features include:

**MySchools Event Calendar**

Search by School Name  Clear All < > **Admission Events** List Month Week Day 📅

**Admission Process**

- Early Learn
- 3-K for All
- Pre-K for All
- Kindergarten
- G&T Application
- Middle School
- High School
- Specialized High School

**My Key Events**

- Attending
- Favorited Schools' Event

**Event Type**

- Admission Process
- General Announcements
- Open House
- School Tours

**Event Format**

- Virtual
- In Person (Accessible)
- In Person (Not Accessible)

**District** ▼

**Borough** ▼

**Thu, 9/29/2022**

03:45PM - 05:45PM	Test Event (2505)	<a href="#">Add to My Calendar</a>
05:00PM - 08:00PM	A School Without Walls (33K960); Admission Extravaganza	<a href="#">Add to My Calendar</a>
05:00PM - 08:00PM	A School Without Walls (33K960); Open House	<a href="#">Add to My Calendar</a>

**Fri, 9/30/2022**

09:45AM - 12:45PM	Test Event (2473)	<a href="#">Add to My Calendar</a>
12:15PM - 12:45PM	Test Event (2547)	<a href="#">Add to My Calendar</a>
03:00PM - 05:00PM	Test Event (2187)	<a href="#">Add to My Calendar</a>
04:00PM - 05:00PM	MARTIN VAN BUREN HIGH SCHOOL (26Q435); Test Event for OLA	<a href="#">Add to My Calendar</a>

**Sat, 10/1/2022**

09:00AM - 12:00PM	Test Event (2319)	<a href="#">Add to My Calendar</a>
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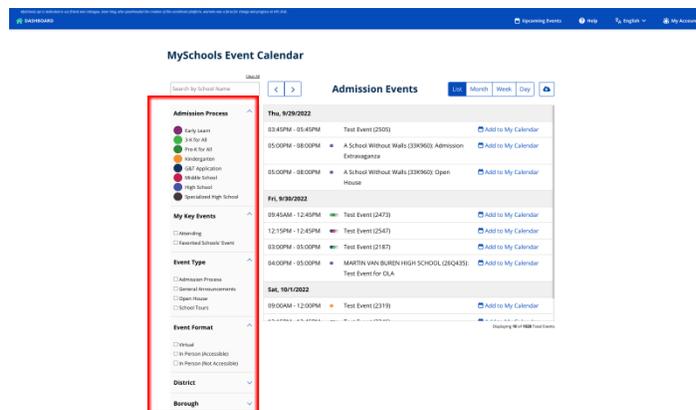
Displaying 10 of 1028 Total Events

- Click to display the calendar by month/week/day.
- Quickly view future events. Use the arrows to jump to the next or previous month, week, or day.
- Search for events by school.
- Filter by admissions process

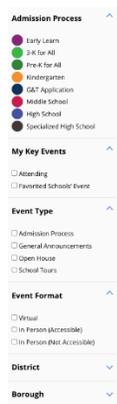
- E. Key events; filter for events you plan on attending. When you are logged into your MySchools account, you can also filter for favorited schools from a student's application.
- F. Filter by Event type.
- G. Event format; filter for virtual events or in person. Accessible events take place within accessible venues. You can also filter by district or borough.
- H. Click on an event to display its details.
- I. Add an event to your calendar.
- J. You can export events by clicking on the download button.

## 8. How do I filter events?

- Find the **Event Type/Format** section on the left. Click to expand the different filter options.



- Choose the filter options.



## 9. How do I export events?

- Go to the events calendar page.
- After choosing your filters, click the **download** button to export the event. A file will download with the filtered events.
- **Note:** Cancelled or events that have passed, will not appear in the file.

## MySchools Event Calendar



Clear All

Search by School Name

Admission Events

List Month Week Day

Admission Process

Event Type

Event Format

District

Borough

**Tue, 10/11/2022**

06:00PM - 07:00PM High School Admissions Virtual Information Session [Add to My Calendar](#)

**Thu, 10/13/2022**

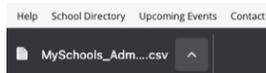
06:00PM - 07:00PM High School Admissions Virtual Information Session [Add to My Calendar](#)

**Tue, 10/18/2022**

03:00PM - 04:00PM High School Admissions Virtual Information Session [Add to My Calendar](#)

- You can also add an event to your calendar by clicking the **Add to My Calendar** button located to the right of the event. After the download is complete, click on the **.ics** file to add the event to your calendar.

[Add to My Calendar](#)



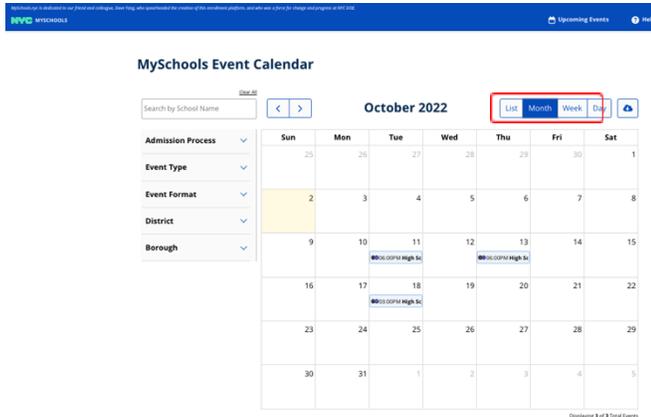
Help School Directory Upcoming Events Contact

MySchools\_Adm...csv

## 10. How do I change the calendar view?

- Go to the events calendar page.
- In the top right, click on a tab to choose a view: **List**, **Month**, **Week**, **Day**.

### Month



MySchools Event Calendar

Search by School Name

October 2022

List Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Displaying 3 of 8 Total Events

### Week

### MySchools Event Calendar

Search by School Name  Default < > **Oct 16 - 22, 2022** List Month Week Day 🔍

	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22
All Day							
1pm							
2pm							
3pm			<div style="border: 1px solid blue; padding: 2px;">                     05:00PM - 05:00PM                      High School                      Admissions Event                 </div>				
4pm							
5pm							
6pm							
7pm							
8pm							

Displaying 1 of 3 Total Events

### Day

### MySchools Event Calendar

Search by School Name  Default < > **October 13, 2022** List Month Week Day 🔍

**Thursday**

	Thursday
All Day	
4pm	
5pm	
6pm	<div style="border: 1px solid blue; padding: 2px;">                     05:00PM - 05:00PM                      High School Admissions Event Information Session                 </div>
7pm	
8pm	
9pm	
10pm	
11pm	

Displaying 1 of 3 Total Events

## 11. How do I view event details?

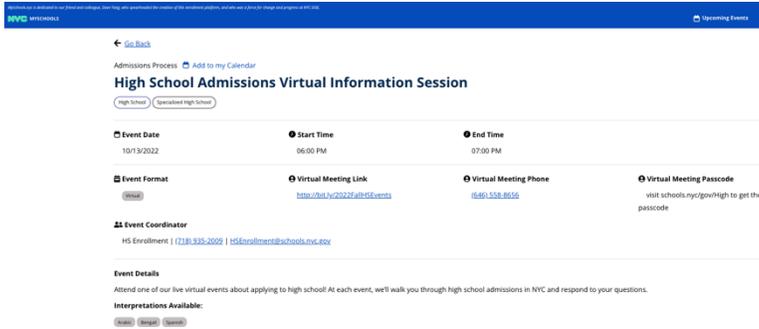
- Go to the events calendar page.
- When you hover over an event, a pop up will appear with a brief overview of the event such as date, time, and location information, if applicable.

### MySchools Event Calendar

Search by School Name  Default < > **Admission Events** List Month Week Day 🔍

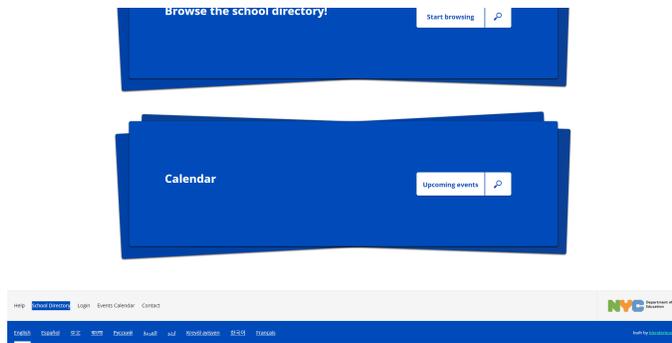
Admission Process	Event	Time	Location	Action
Early Learn	03:00PM - 03:45PM	Tue Event (2188)		<a href="#">Add to My Calendar</a>
Pre-K to 4K	05:00PM - 06:00PM	A SCHOOL WITHOUT WALLS (E3M562) Admission Fair/Registration		<a href="#">Add to My Calendar</a>
Kindergarten	05:00PM - 06:00PM	A School Without Walls (E3M562) Open House		<a href="#">Add to My Calendar</a>
5th Grade	05:00PM - 06:00PM	5th GRADE ONLY (E3M562) HIGH SCHOOL (E3M562) Open House		<a href="#">Add to My Calendar</a>
6th Grade	05:00PM - 06:00PM	6th GRADE ONLY (E3M562) HIGH SCHOOL (E3M562) Open House		<a href="#">Add to My Calendar</a>
7th Grade	05:00PM - 06:00PM	7th GRADE ONLY (E3M562) HIGH SCHOOL (E3M562) Open House		<a href="#">Add to My Calendar</a>
8th Grade	05:00PM - 06:00PM	8th GRADE ONLY (E3M562) HIGH SCHOOL (E3M562) Open House		<a href="#">Add to My Calendar</a>
9th Grade	05:00PM - 06:00PM	9th GRADE ONLY (E3M562) HIGH SCHOOL (E3M562) Open House		<a href="#">Add to My Calendar</a>
10th Grade	05:00PM - 06:00PM	10th GRADE ONLY (E3M562) HIGH SCHOOL (E3M562) Open House		<a href="#">Add to My Calendar</a>
11th Grade	05:00PM - 06:00PM	11th GRADE ONLY (E3M562) HIGH SCHOOL (E3M562) Open House		<a href="#">Add to My Calendar</a>
12th Grade	05:00PM - 06:00PM	12th GRADE ONLY (E3M562) HIGH SCHOOL (E3M562) Open House		<a href="#">Add to My Calendar</a>

- To view additional details about an event, click on the event name to open the event details page.

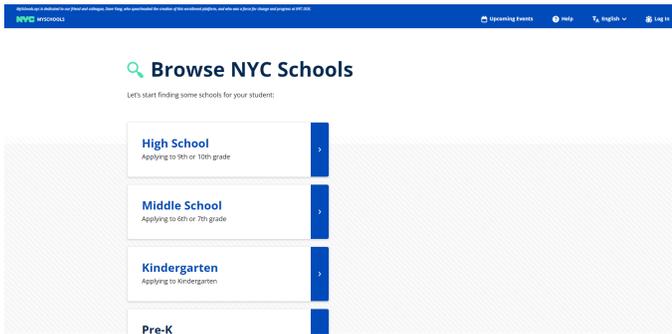


## 12. How do I view school events in the MySchools Directory?

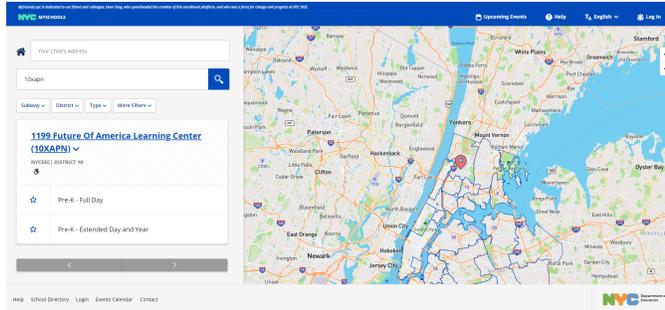
- Go to [MySchool.nyc](https://www.schools.nyc.gov).
- Scroll to the bottom of the page and click **School Directory** on the left side.



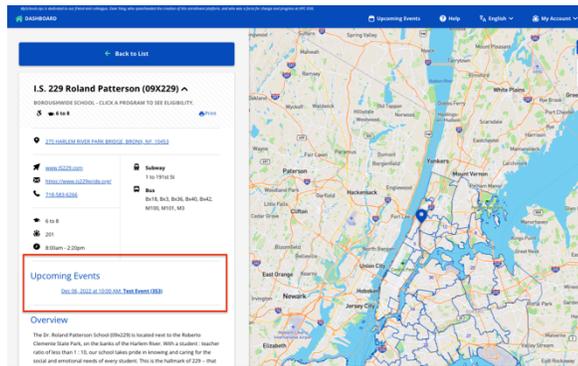
- Click on an admissions process.



- Search for a school by entering the name into the search box.



- Click on a school to view additional details and find the 'Upcoming Events' section. Click on an event to view details.



- Click on an event to see more details.

