Office of Student Enrollment

NYC Public Schools

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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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 if you manage 3K, Pre-K, Kindergarten, or G&T admissions at your school.
    - MSEnrollment@schools.nyc.gov if you manage middle school admissions at your school.
    - 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

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:

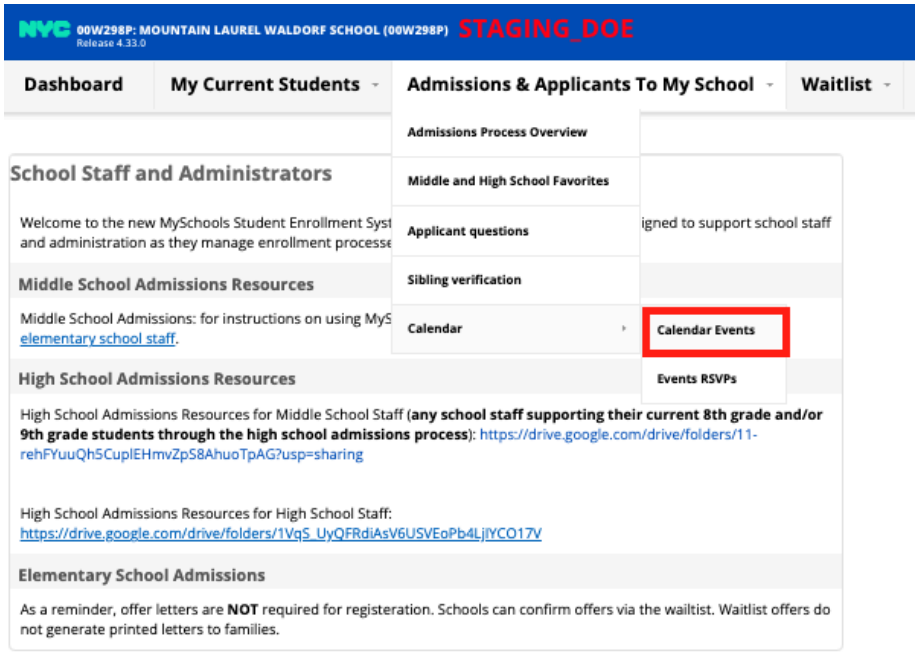
    - Username: the email address used to create your account
    - If you forgot your password, please send an email to ESEnrollment@schools.nyc.gov and we can reset your password

- **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.

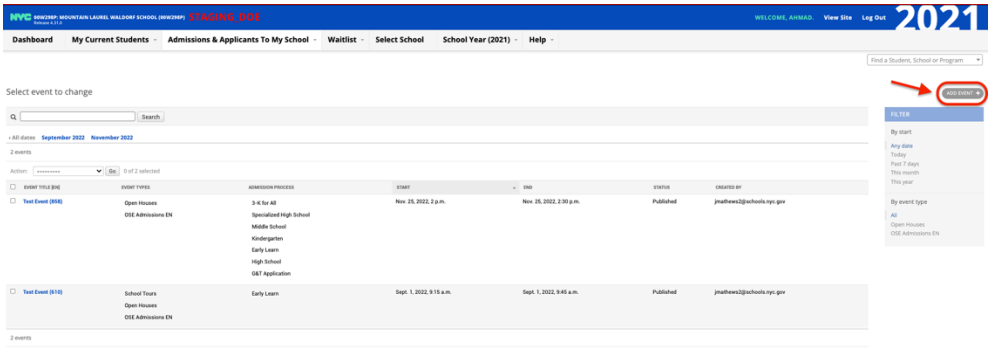
2. **How do I add an event to the calendar?**

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'**.



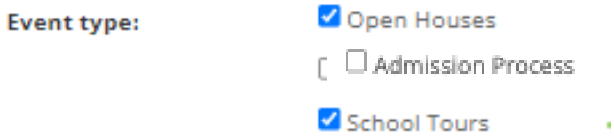
- Click on **'Add Event'** in the top right corner of the page.



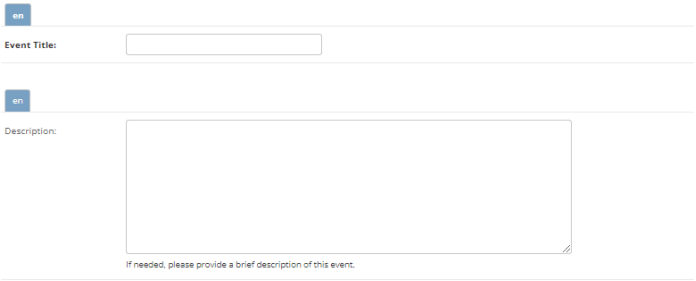
- Look for **'Event Admissions Process'** and select the applicable process for the event.



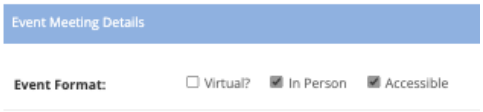
- Select the '**Event Type**'.



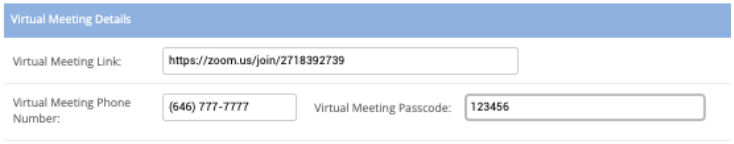
- In the text box, enter the **event title** and a brief **description** of what participants can expect by attending.



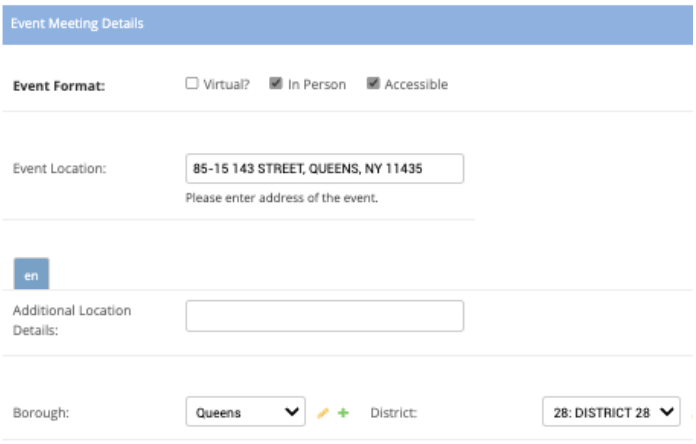
- Choose the **Event Format**. It can be **virtual**, **in person**, or **both**.
- **Note**: If the location of the event is accessible, check the box to the left of **'Accessible'**.



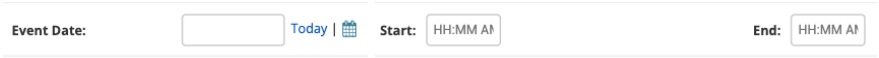
  - **Virtual**: In the text box, enter the **'Virtual Meeting Link'**. If applicable, enter the meeting ID or phone number and the passcode.



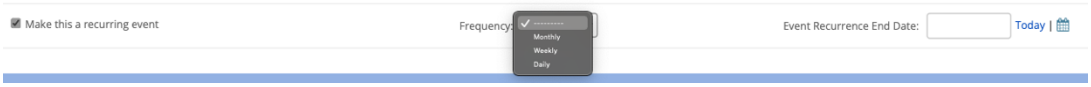
  - **In Person**: The textbox will already contain your school address. If the event is at a different location, update the **Event Location**.
    - **Optional:** You may want to add **Additional Location Details**, such as other building access points.



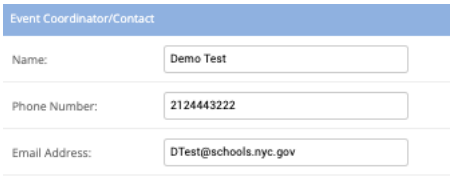
- Enter the **Date**, **Start,** and **End** time of the event.



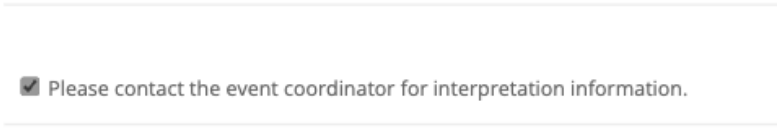
  - **Optional:** If this is a recurring event, select **'Make this a recurring event'**. Select the '**Frequency'** and enter the **'Event Recurrence End Date'**.



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



- 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.'**

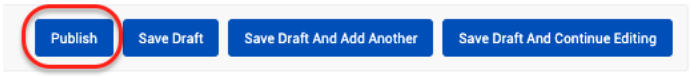


  - If you would like families to **RSVP** to your event, select '**Yes'** from the drop-down menu. This will generate a **'Yes I will Attend'** button in the Parent Portal. See Step #5 to see which families plan to attend the event.

  - **Optional:** You can enter the event **Capacity** in the textbox.



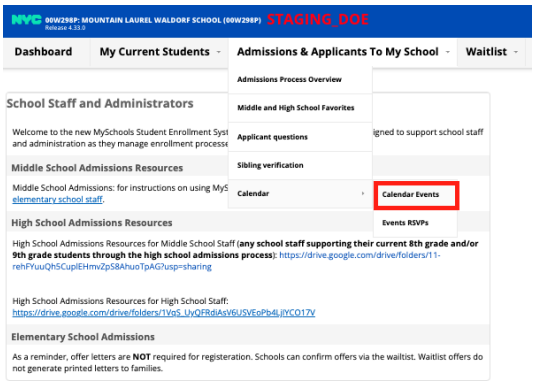
- Then click **'Publish'** located on the right of the page. The event will appear in the parent portal immediately after published.
- **Note**: You can also save the event as a draft and publish later.



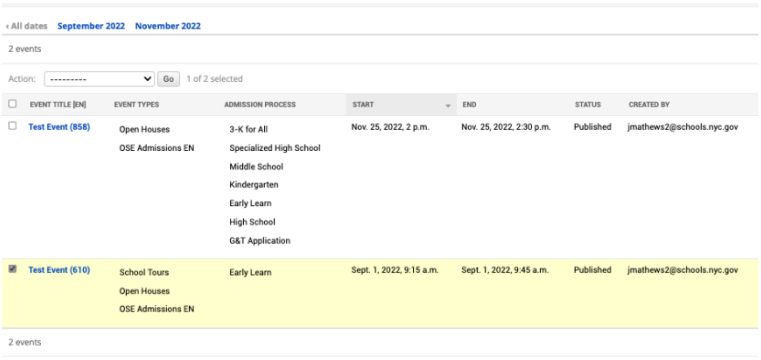
3. **How do I delete an event?**

   Click here to watch a video tutorial

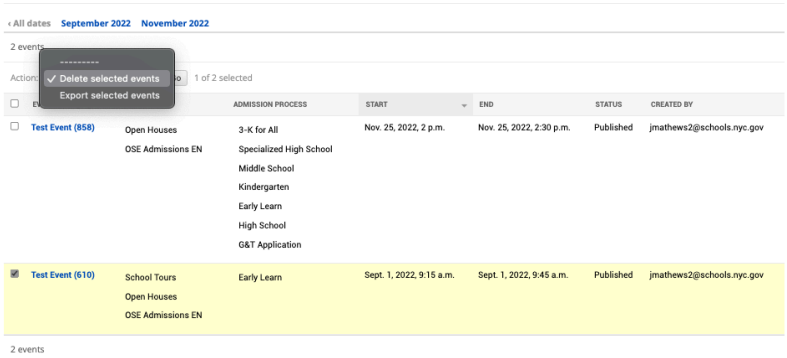
- Log into MySchools (#1 above).
- Hover over '**Admissions and Applicants to MySchools'**. Look for **'Calendar'** and click **'Calendar Events'**.



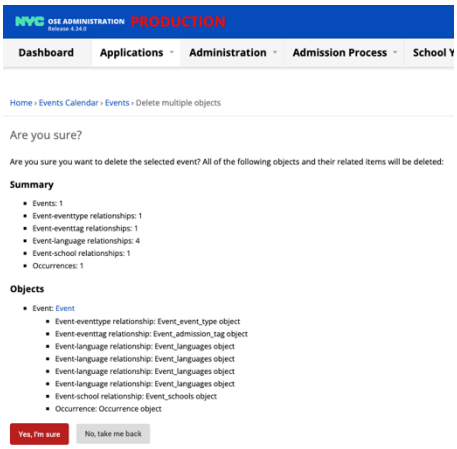
- Look for the event and check the box all the way to the left.



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



- Click **‘Yes I’m Sure’**.



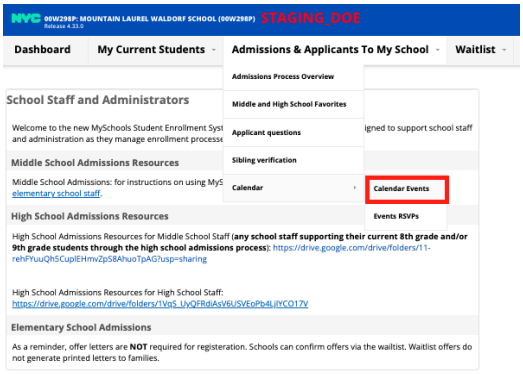
- You can also export your events by selecting ‘**Export selected events’**, then ‘**CSV’** from the **format** drop-down menu**,** and clicking ‘**Go’.** A file will download with the events.



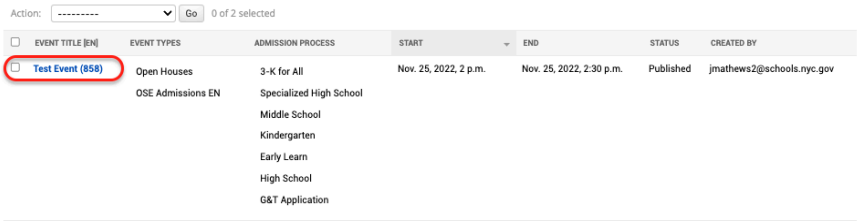
4. **How do I edit an event?**

Click here to watch a video tutorial

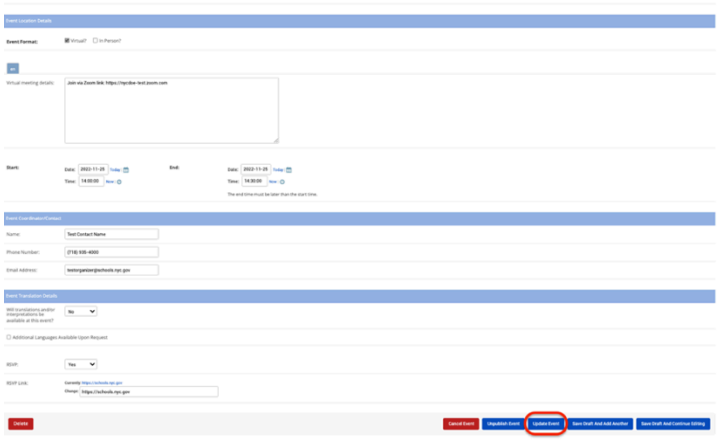
- Log into MySchools (#1 above).
- Hover over ‘**Admissions and Applicants to MySchools’**. Look for **‘Calendar’** and click **‘Calendar Events’**.



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

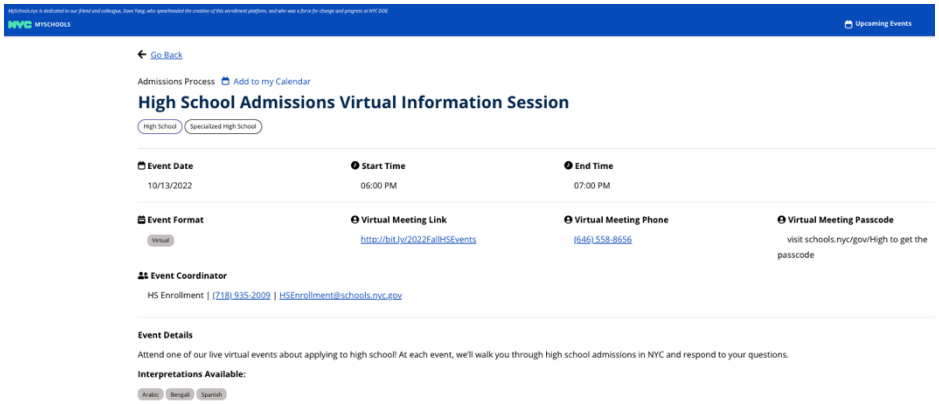


- Make the required changes and click **'Update Event'** located at the bottom of the page.

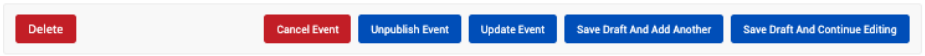


- To view the event in the Parent Portal, click on the **'View On Site'** button in the top right corner of the page.





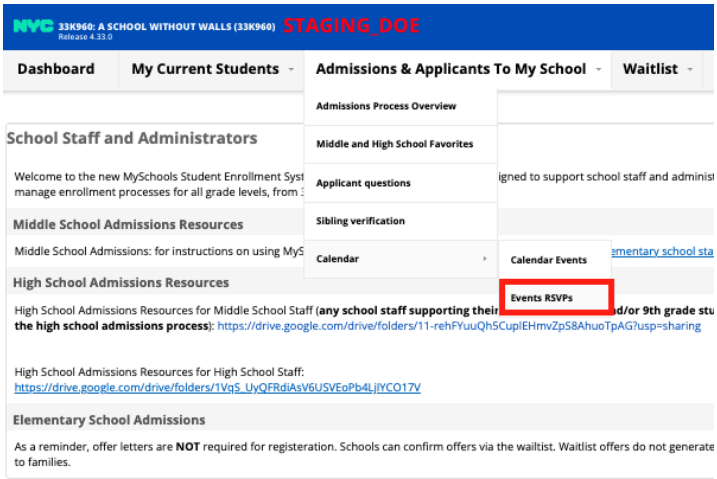
- **Note:** You can also modify events using the different buttons at the bottom of the page.
    - **Cancel Event:** Can be used to cancel the event and those events will appear crossed out in the parent portal. Canceled events can be reactivated again by clicking on the **Reactivate Event** button.
    - **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**.



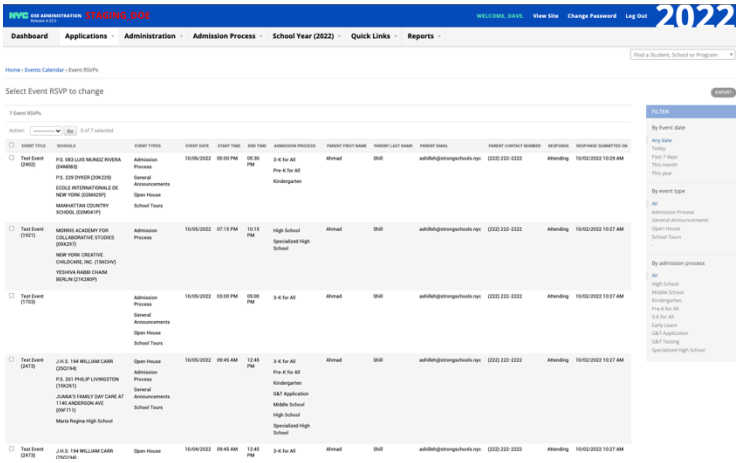
5. **How do I view event attendees?**

Click here to watch video tutorial

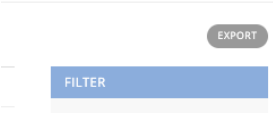
- Log into MySchools (#1 above).
- Hover over **'Admissions and Applicants to MySchools'**. Look for **'Calendar'** and click **'Events RSVPs'**.



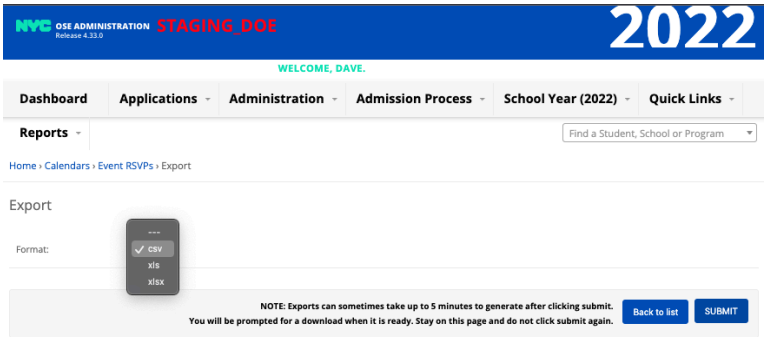
- This page will display a list of families that plan to attend.
- **Note**: Only families that have a MySchools account will be able to RSVP to an event.



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



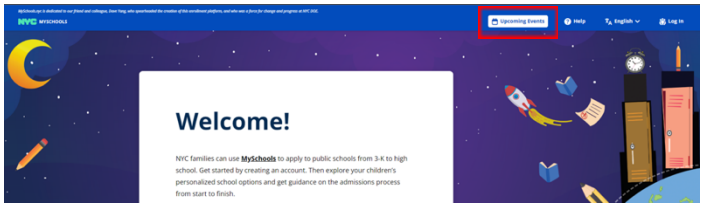
- Select **‘CSV’** from the drop down menu and click **‘submit’**. A file will begin to download.



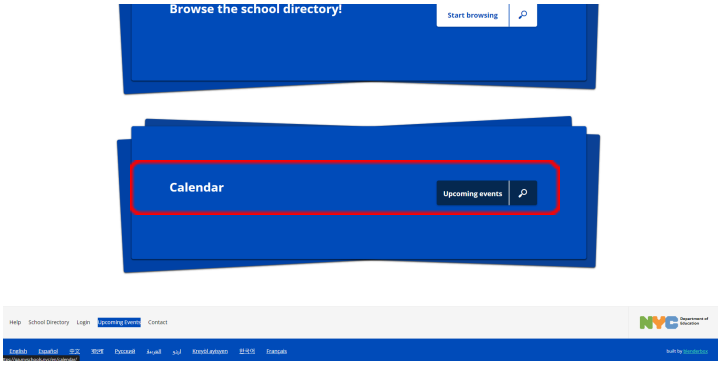
PARENT PORTAL

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

- Go to MySchool.nyc
- On the Welcome page, click on **‘Upcoming Events’** located at the top of the page.

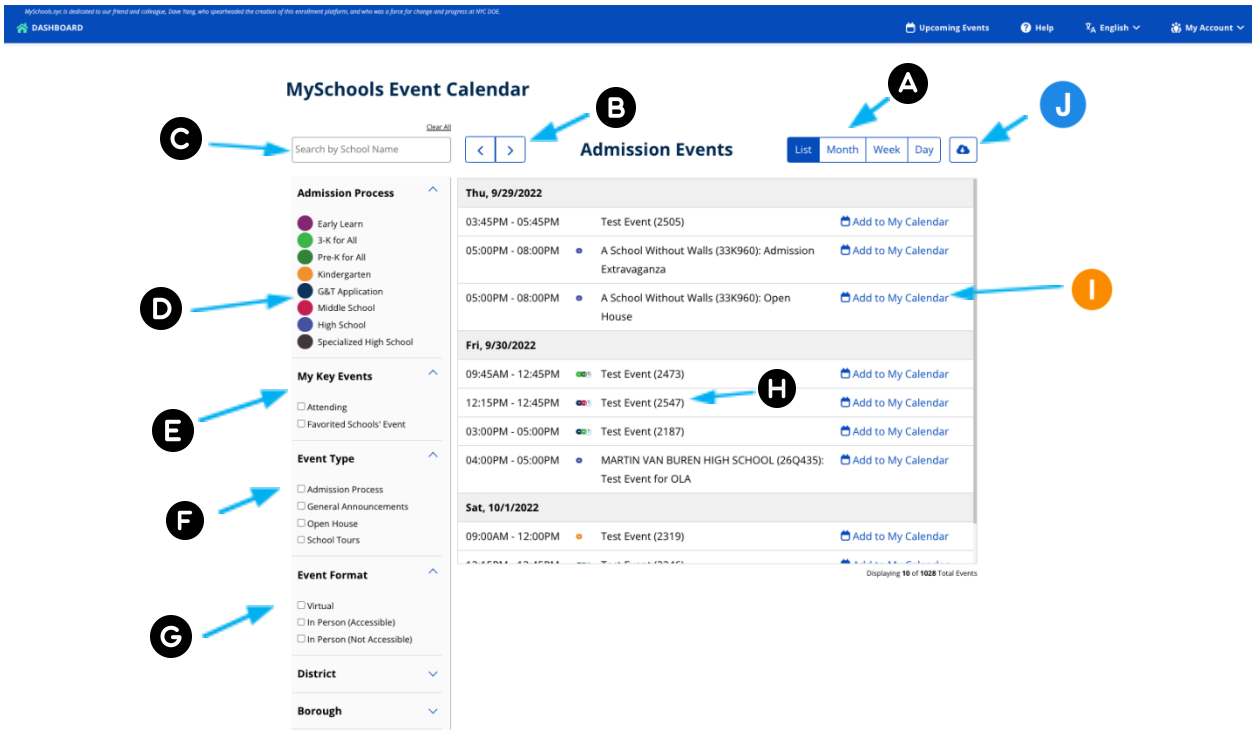


- You can also scroll to the bottom of the page and click on **‘Upcoming Events’** in the calendar section.



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:

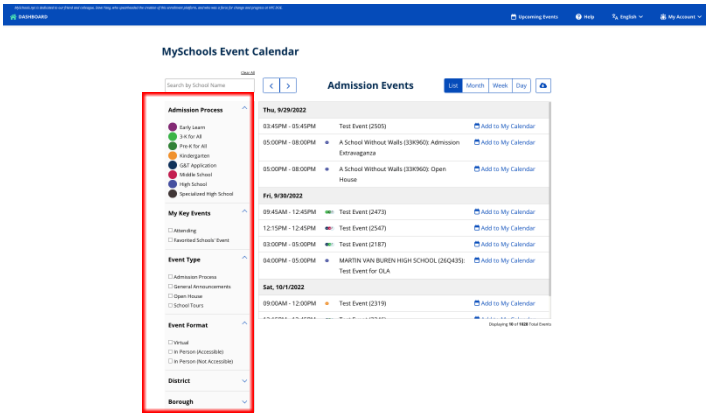


A. Click to display the calendar by month/week/day.
B. Quickly view future events. Use the arrows to jump to the next or previous month, week, or day.
C. Search for events by school.
D. Filter by admissions process

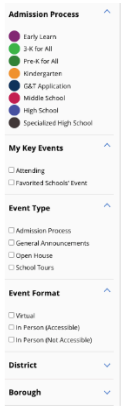
E. Key events; filter for events you plan on attending. When you are logged into your MySchools account, you can also filter for favorited schools from a student's application.
F. Filter by Event type.
G. Event format; filter for virtual events or in person. Accessible events take place within accessible 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.

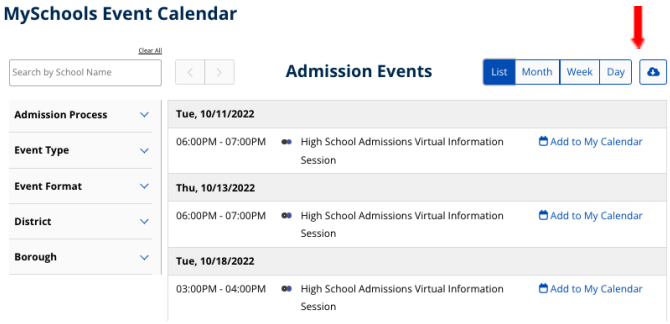


- Choose the filter options.

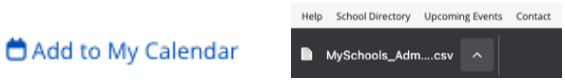


9. **How do I export events?**

- 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.



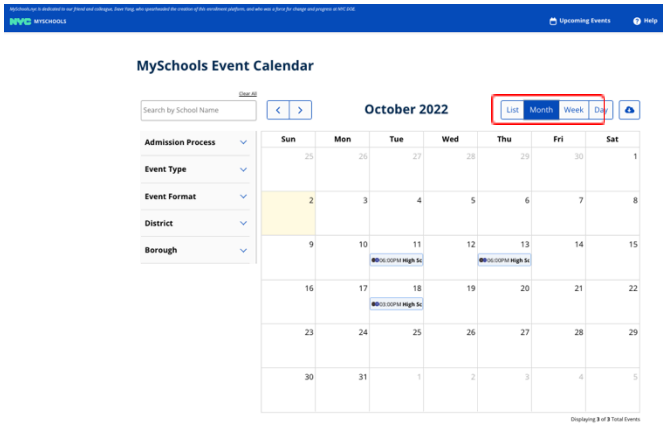
- You can also add an event to your calendar by clicking the **Add to My Calendar** button located to the right of the event. After the download is complete, click on the **.ics** file to add the event to your calendar.



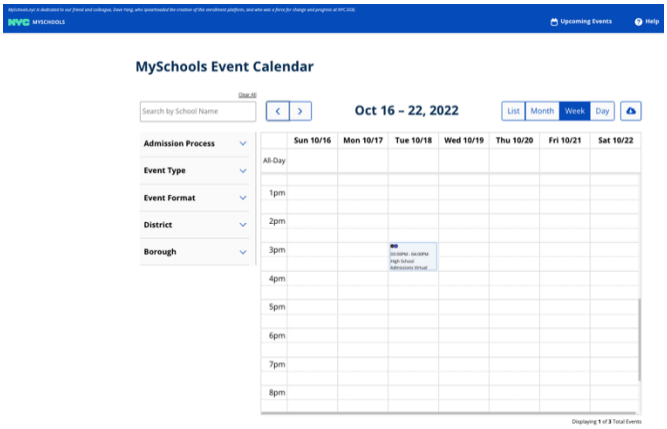
10. **How do I change the calendar view?**

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

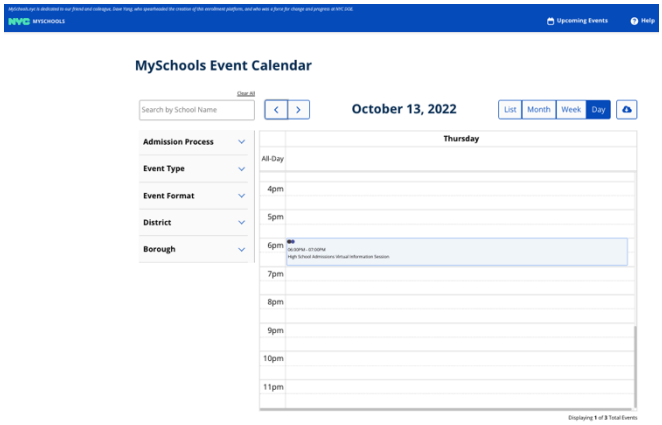
Month



Week

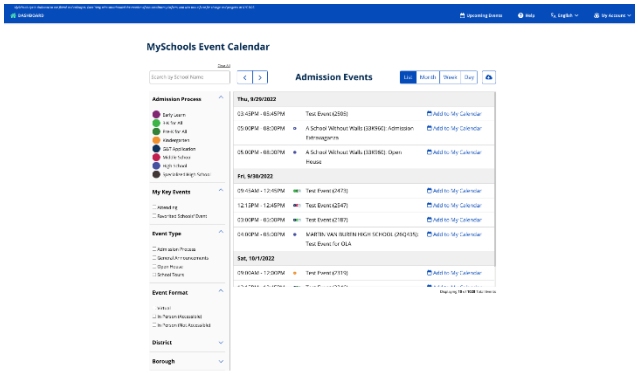


Day

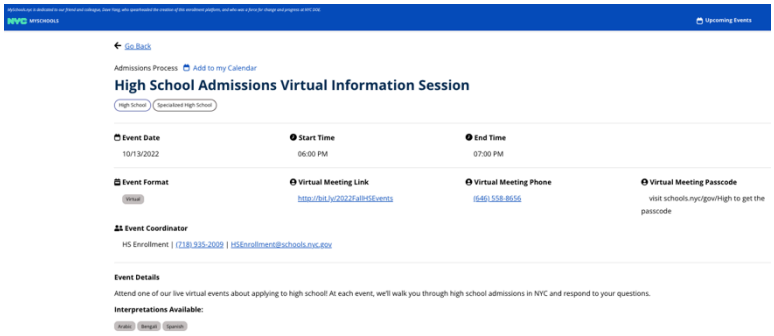


11. **How do I view event details?**

- 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.

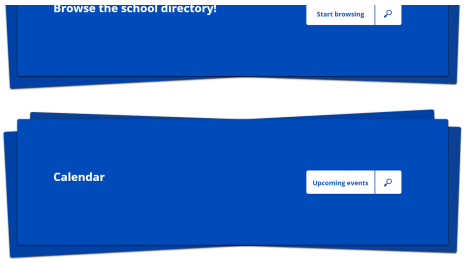


- To view additional details about an event, click on the event name to open the event details page.



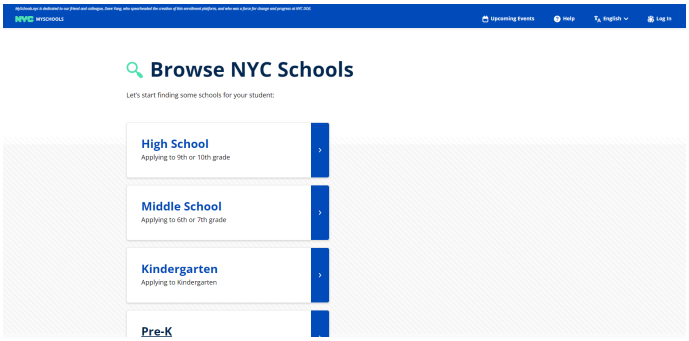
12. **How do I view school events in the MySchools Directory?**

- Go to MySchool.nyc.
- Scroll to the bottom of the page and click **School Directory** on the left side.

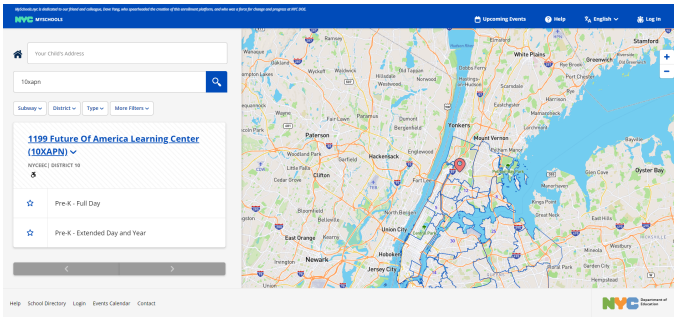




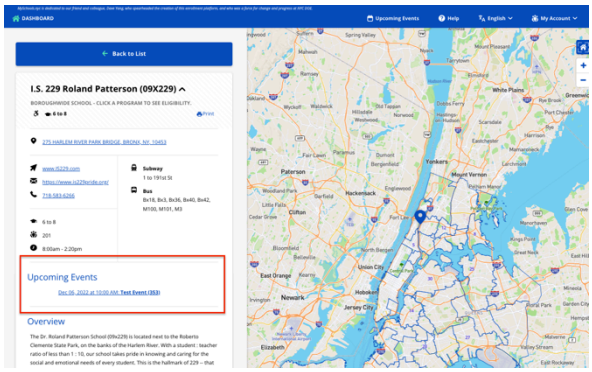
- Click on an admissions process.



- 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.

