Using the Academic Event Calendar

Go to EACS webpage, www.eacs.k12.in.us

Left click on the Academics tab

Left click on Full Calendar
Using the Academic Event Calendar

Left click on Suggest an Event
Using the Academic Event Calendar

Left click on Select Calendar drop down menu

Select the Academic Event Calendar

Left click on the Event Date/Start Date box and the calendar will automatically appear.

Left click the Start Date of the event.
Using the Academic Event Calendar

Left click on the Reoccurrence drop down menu

Left click on your option (i.e. One Day)

Left click on Event End Date, the calendar will appear.

Left click on End Date
Using the Academic Event Calendar

Event Time
To add **Start & Stop Time** (s), left click on drop down menus. By default both are set to **AM**.

Event Details
In the **Title** box, type name of event (i.e. End of Second Trimester)

**Description** (not required). Additional information about the event. Indicate whether this is a "closed event or open for other schools to attend.

** Please note any technology and/or custodial needs (this applies ONLY to PHLC events)

Contact Details
Left click on **Select Contact Name** drop down menu.

If the name does **NOT** appear in the list go to **Contact Name** and type the appropriate information (name, email, telephone).
Using the Academic Event Calendar

Location Details

Left click on Select Location drop down menu. If location is NOT in the list, left click in the Title box and type location. Please complete as much information as possible. Description could include additional details of the location (i.e. go to door #3).

Location Information

Left click on drop down menu and select Location

All Park Hill locations are referenced as PHLC with the room number. The number in parenthesis represents the room capacity.
Using the Academic Event Calendar

If location is NOT in the list type the location information in the **Title** box.

Left click on **Post Event**.

Items will NOT appear on the calendar until approved. A confirmation email will be sent within 48 hours.
Park Hill Room Information

- **PHLC Staff Development (75)**
  - Projector
  - Laptop
  - Dell desktop
  - Elmo
  - Microphones (2) – lapel & handheld
  - DVD/VCR

- **PHLC #208 – Computer Lab (16)**
  - Projector
  - Laptop
  - Dell desktop
  - Elmo
  - DVD/VCR

- **PHLC #220 (50)**
  - Projector
  - Laptop
  - Dell desktop
  - Elmo
  - DVD/VCR

- **PHLC #224 (10)**
  - TV/VCR

- **PHLC Auditorium (900)**
  - Projector
  - All other technology available upon request

**All rooms have wireless access**