sustainable thriving achieving
East Dunbartonshire Council
www.eastdunbarton.gov.uk

Operating Procedure – School Calendar

Overview

This describes the procedure to be followed by school offices when adding events to the school calendar on parentsportal.scot

Process for School Offices

- In the parents portal admin portal, click on 'manage calendar' on the left hand side. Any existing events will be listed in the table.
- To add a new school events, click on the add button at the bottom and new panel will appear.
- Give the event a name and choose the event type.
- Enter the start and end date for the event.
- You can also add start and end times, if relevant.
- In the 'Local Authority or School Event' choose school.
- Your school should automatically appear in the school dropdown.
- Enter any extra info for the parents in the event description.
- There is a status option of 'active' or 'inactive'. Select 'active' if you are happy to publish the event straight away, if you want to create a draft to publish later select 'inactive'. At any time you can change the event from inactive to active or vice versa by clicking these buttons on the main menu.
- If you need to edit an event, click on the pencil icon in the action column, update the details and click 'update'.

Related Documentation

School Calendar Video