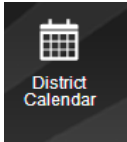


# How to Filter the District Calendar to See Only Certain Categories.



1. Click on the District Calendar button at the top of the website.
2. Click on the customize Calendar View link

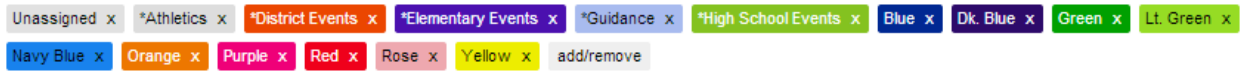
Edwards-Knox Central School District ▶ |

▶ [Customize Calendar View](#)

3. Click the pencil icon next to categories.



You should see the following:



4. Click on the add/remove button (last button).
5. When the Select Categories appears, uncheck the categories you do not wish to see.

**Note: Not all categories are available on the District Calendar. Athletics has its own calendar and even if selected here, its events will not be displayed on the district calendar.**

## Select Categories

Click on the category or categories you want to include.

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Unassigned         | <input checked="" type="checkbox"/> Athletics | <input checked="" type="checkbox"/> *District Events    |
| <input checked="" type="checkbox"/> *Elementary Events | <input checked="" type="checkbox"/> *Guidance | <input checked="" type="checkbox"/> *High School Events |
| <input checked="" type="checkbox"/> Blue               | <input checked="" type="checkbox"/> Dk. Blue  | <input checked="" type="checkbox"/> Green               |
| <input checked="" type="checkbox"/> Lt. Green          | <input checked="" type="checkbox"/> Navy Blue | <input checked="" type="checkbox"/> Orange              |
| <input checked="" type="checkbox"/> Purple             | <input checked="" type="checkbox"/> Red       | <input checked="" type="checkbox"/> Rose                |
| <input checked="" type="checkbox"/> Yellow             |   |   |

I'm Done

6. Click I'm Done.  
You should now only see the categories you wish to see.