

How make the District Calendar a bookmark on Your Mobile Smartphone

1. Go to www.franklintwpschools.org
2. Below the first picture of our Administration Office, tap the gray bar with the 3 white lines
3. A drop down menu will appear; tap on “Calendars”
4. This will bring you to a new screen; click on the plus sign, “+”, next to the word “Calendars”
5. A drop down menu will appear; tap on “2020-2021 District Calendar”
6. The 2020-2021 District Calendar will appear
 - a. **Android Users only** - Skip to the bottom of this page; instructions are slightly different
7. At the very bottom of your phone screen you will see a little box with an arrow pointing up; tap on that
8. Options to send the calendar via different media platforms will appear; scroll down and click on “Add to Home Screen”
9. A new Screen will appear; above the URL address, tap on the line right above and a cursor will appear... you can name this whatever you would like.
 - a. For Example: 2020-2021 School Calendar
10. Once you have named it, tap “Add” in the top right hand side of your screen
11. You will now be brought back to your home screen where you will find the calendar as a bookmark on your home screen for easy accessibility at any time!

Attention Android Users: Follow steps 1-6, after step 6 you can follow these instructions...

7. Tap the menu icon (3 dots in the upper right-hand corner)

8. Tap "Add to Homescreen"

9. Name the shortcut whatever you would like

10. You will now be brought back to your home screen where you will find the calendar as an app icon on your home screen for easy accessibility at any time!