MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers   **Date:** March 21, 2019

From: Mike Kinney

Subject: Teamup Calendar

Background/Discussion

The purpose of this agenda item is to provide the Board with information on a new calendar software that District staff would like to begin using for the purpose of keeping informed of Managers' schedules. Keeping an updated calendar with days that members of the Board will be unavailable will significantly help the staff to schedule meetings, workshops, events, etc.

Each Board member will receive their own link to access the calendar and add in any schedule items of their own. It can be accessed using any web browser or with the Teamup© smartphone app. This calendar platform allows for each member to edit their own schedule without needing to sign up and log in or provide any personal information. Teamup does not sync with any other calendar apps, so there is no risk of accidentally adding personal appointments or information to this shared Managers' calendar.

Each Board member will be able to view all schedules, but they will only be able to edit their own. If anyone is not comfortable using the software, staff can be given access to edit or add items to every member's schedule based on information provided. However, the calendar is very user friendly. Attached is a short instructional document to show what the calendar looks like and how to use it. A short tutorial can also be provided if interested.

Attached: Teamup Calendar How-To

Teamup Calendar How-To

Teamup is an application designed specifically for event planning within groups. No login is necessary, just use the link provided to you to access the calendar. This is what it looks like:
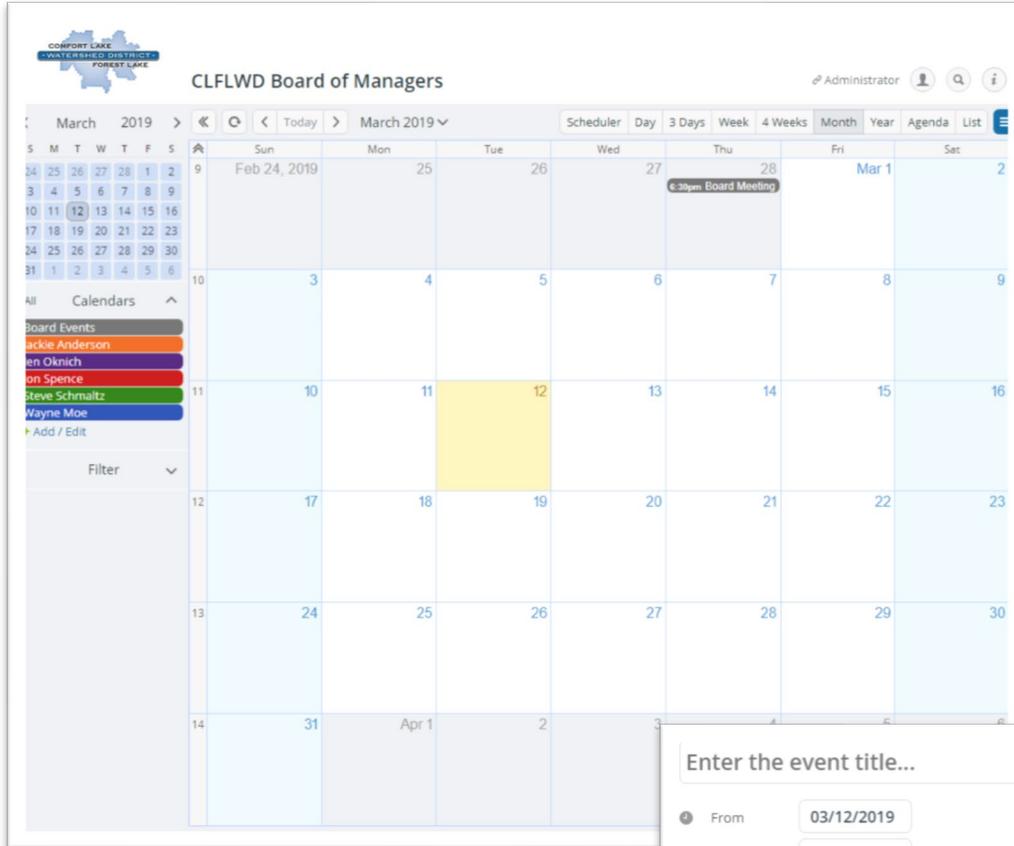
Tips:

-Select from 9 different calendar views at the top ribbon

-Choose to see everyone's calendar or only some

-Use the blue box in the upper-right corner to get email reminders or notifications

To schedule a new event:

-Click on the desired date

-Choose the appropriate settings and fill out the details for the event

-Choose if you would like the event to recur or be single time

-Choose if you would like an emailed reminder for the event

-Add documents, images, or links in the description section (up arrow)

-Save the event