Oakland UNITY High School
2022/2023 Open Enrollment
Oakland Enrolls School Finder
and
Oakland Enroll Website
Oakland Enrolls School Finder & Oakland Enrolls Website

How to submit tours & events to the shared events calendar-featured on Oakland Enrolls School Finder and Oakland Enrolls website.
Oakland Enrolls
School Tours &
Events Calendar

How to submit events to the shared events calendar:

1) *Create an event on your own calendar*
   a) Include both English and Spanish title
   b) Don’t forget to include the name of your school in the title!
c) Be sure to set it as recurring if that is the case.
Include links to virtual tours or RSVP pages.
Oakland Enrolls
School Tours &
Events Calendar

e) Include description, links, and points of contact for your tour.
f) Include any specific grades your tour will be covering.
g) Include both English and Spanish descriptions.
Oakland Enrolls School Tours & Events Calendar

2. Invite oaklandpublicschoolevents@gmail.com to the event.
   a. This will automatically add it to the shared calendar that is on Oakland School Finder and Oakland Enrolls.
   b. Allow invited guests to modify calendar in case Oakland Enrolls needs to access the event.
3. If you would like to edit the event, feel free to just edit the calendar event that you own, then refresh it. All changes will be automatically applied!
Oakland Enrolls
School Tours &
Events Calendar

4. Please be sure to spell check your event before inviting oaklandpublicschoolevents@gmail.com.
Oakland Enrolls
School Tours &
Events Calendar

Oakland Enrolls will be
monitoring which events are
added each week.

If you have any questions,
please feel free to reach out to
contact@oaklandenrolls.org.