

# Seniors and Calendars

Tip for: 11.24.14

Do the seniors in your high school get out earlier than the other students? If so, you'll want them to return their books earlier as well. You can handle this in Alexandria with your Calendars.

There are just a few things you will need to do:

- Open **Preferences**.
- Click on **Calendars** in the **Management** category.
- Select you **Standard Calendar**.
- Click on the plus (+) icon at the bottom.
- Name the new calendar **Seniors**, and have it **Duplicate** the selected calendar.
- Change the **Period Due Date** on the new calendar to what you want it set to for the Seniors.
- Click on **Save**.

To apply this calendar:

- Click on **Show All** in the upper-left corner of the Preferences window and select Policies in the Management category.
- Make a Patron Policy for Seniors and call it Seniors.
- Set the Use Calendar option to the Seniors calendar.
- Click on Save
- Go to **Tools**, and open **Utilities**.
- Run the Replace Information utility to pull all 12th-graders on the Seniors policy.

Once you have completed these steps, you will no longer need to worry that you might miss using an Override Date to make their books due on a date earlier than the normal date. Alexandria will watch for you and take care of everything.