**Instruction for document storage and links in the email.**

To create the click here link follow the instruction to save the PDF on a hidden page on the SK site. Then rename the link to ‘Click here’. By saving it to the hidden page you don’t have to attach a PDF and you don’t have to ask parents to log in to the OLE.

[https://saintkentigern.sharepoint.com/:w:/r/SK%20ICT%20Services/\_layouts/15/Doc.aspx?sourcedoc=%7B67b0bf9a-8e5d-4713-ad67-1c88860071a2%7D&action=default](https://saintkentigern.sharepoint.com/%3Aw%3A/r/SK%20ICT%20Services/_layouts/15/Doc.aspx?sourcedoc=%7B67b0bf9a-8e5d-4713-ad67-1c88860071a2%7D&action=default)

Kate has a short cut on her desktop to the location to save these files

Eg below of the link in the format/naming protocol requested by ICT. You can then edit the link per normal in the email/notice being sent:

Dear Parents and Caregivers

**Term Card – Term 4 2018**

<https://pub.saintkentigern.com/files/College/20181001_TermCard_Term4.pdf> for the Term 4 Term Card calendar and contacts

You are welcome to print it if you have previously enjoyed having it in easy reach on the fridge, or in your study.  If you do not have printer access and would like to have a printed copy, your child is welcome to collect a copy from Middle College or Senior College reception.

As always there is potential for some dates and times to change, and additional events that are not included on the term card calendar will take place.  We remind you that the most up to date event details are on the OLE for parents and caregivers.   <https://parents.saintkentigern.com/>