

Directions for Docent Calendars

To view and edit the calendar:

Link to your specific calendar from the Volunteer Website Links. Be sure to select the correct calendar for your volunteer team. Note: you may also bookmark or save the direct link to your computer as a link under favorites on your homepage.

To add your name to the calendar:

Always create a new individual entry. Never edit someone else's entry.

1. Select the date you want to volunteer by hovering your mouse over the number date. Example: to make an entry on June 12, hover over the "12" and then click to open the editing screen.
2. In the screen that appears (See image below) look for "**Add New Event**" in the middle of the page.
3. Select your times: the first box is the date you have selected. Add the start and end times of your shift by clicking the next two boxes which open a pulldown menu of times.
4. **Volunteer Name** - add just your first name and the initial of your last name. Example: Marge M.
5. Click on **Create Event** to save your selection.
6. To see your entry displayed on the calendar, click on **View Calendar** in the upper left corner.

A screenshot of a web form titled "Add New Event". The form has a light yellow background and a purple header. It contains several input fields and dropdown menus. At the top, there are four date/time pickers: "From: 08-02-2016", "2:00pm", "To: 3:00pm", and "08-02-2016". Below these is a checkbox labeled "All Day?". The "Volunteer name" field is a text input. Below that are "Colors: BG:" and "FG:" text inputs, followed by an "Example Text" label. There are two empty text input fields below the color fields. The "Owner:" field is a dropdown menu with "sysadmin" selected. The "Calendar:" field is a dropdown menu with "ga_conservatory" selected. A green "Create Event" button is located below the calendar dropdown. At the bottom, there is a "Special Features" section with a "Target Date:" text input (placeholder "mm/dd/yyyy") and a checkbox labeled "Display the number of days since or until this date?".

Mobile Devices:

If you view our on-line calendars on a mobile device, (cell phone, iPad, Kindle) you will see that they have a different look. The calendars have not changed; this is merely a Mobile view of the same calendar.

If you prefer the look of the Desktop view, scroll to the bottom of the screen and choose Desktop. The view will toggle to the more familiar Desktop view, and you can continue scheduling as you have before. This view offers more of a Month at a Glance, and will show you where there are open shifts on the monthly calendar. (See page 2 for instructions)

To sign up for a shift when the calendar is in Mobile view:

Tap the date that you want to sign up. Below the calendar, you'll see a listing of who is scheduled for that date and if any shifts remain OPEN.

If you wish to sign up for an OPEN shift, tap the "+" sign at the top of the calendar, next to the Today button.

After you tap the "+" sign, the familiar editing screen will pop up and from here you can follow directions as usual.

Cancellations – If you've signed up for a shift, we'll be expecting you. We count on you and depend on you to responsibly fulfill your commitment. We do understand that emergencies happen and sometimes schedules must change. Please stay in touch so we won't be concerned if you don't appear for your shift. Please also follow the instructions below to help keep calendar assignments and open shifts up-to-date.

Cancelling within 24 hours' of your shift:

If you are unable to work your shift due to a last minute emergency, please contact your staff supervisor by phone or e-mail to let us know.

Following the directions below, remove your name from the docent calendar.

Editing or cancelling a shift with more than 24 hours' notice:

Following the directions below, please log onto the calendar and make your changes.

Log on to the online calendar using the instructions listed above.

Click on the date (the actual date #).

Be sure to select just your name. Click on the **Edit or Delete** button next to your name.

Your name should no longer appear.

Please do not worry about the buttons on the bottom of the calendar page. You do not need to log in, in order to make calendar edits. If you are prompted to log in, you may have inadvertently clicked on administrator's access, which you don't need for making basic entries. Please start over.

If you have additional questions please contact your supervisor.

