

Add New On Call Event

- 1) Click *Calendar* on the Navigation Bar at the top of the page to go to the month view.
- 2) Navigate to the month of the event you would like to add using the *Previous Month* & *Next Month* buttons at the top of the calendar.
- 3) Click the *square* (when highlighted in light blue) of the day of the month for the event you would like to add.
- 4) The *Date* field should be filled out with the date you clicked. In the unlikely event that this field is blank (a bug we are looking to resolve), please press *Cancel* and repeat step (3).
- 5) Use the dropdown menus for *Faculty*, *Fellow*, *Nurse 1*, *Nurse 2*, *Tech 1*, and *Tech 2* to select the team members that you would like for this event.
- 6) Click *Create event* to submit.
- 7) Verify that your new event appears on the correct day of the calendar. If you would like to change any of this information, click your event and follow the instructions for **Edit On Call Event**.