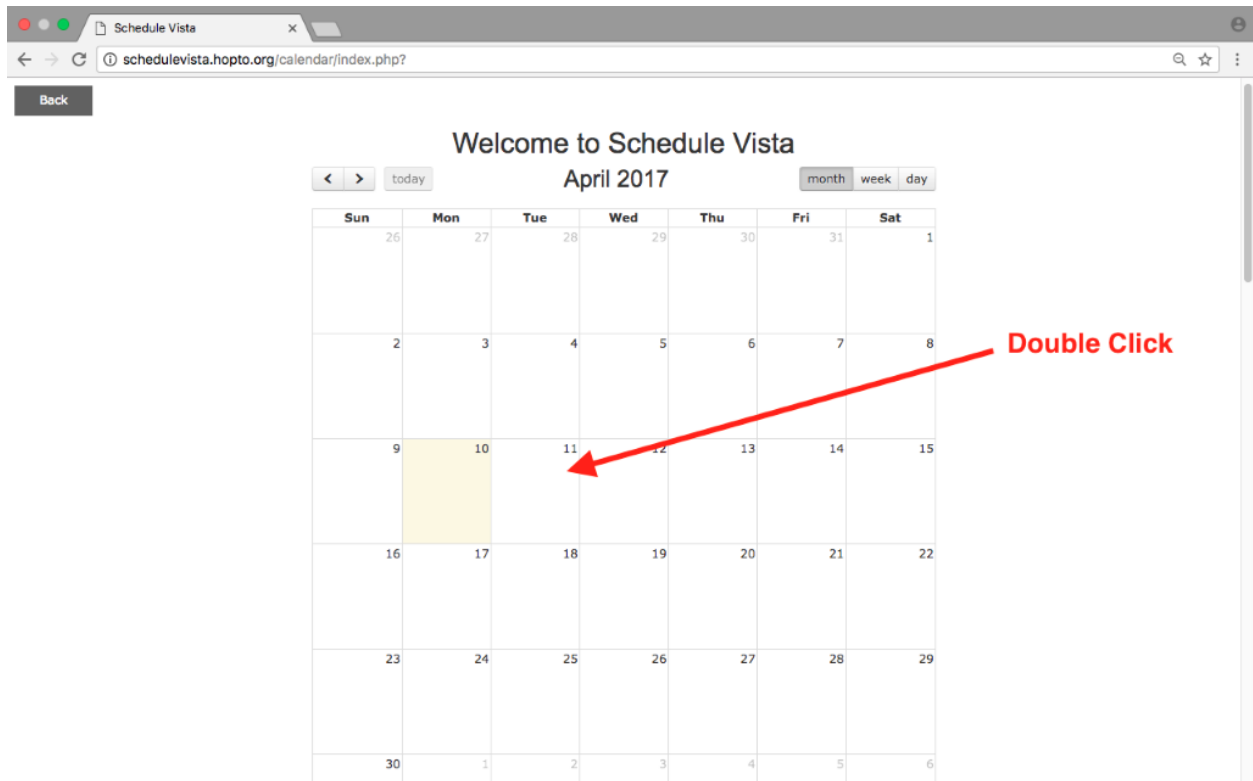# Schedule Vista (Manual)

To Schedule

1. Double click on desired date. (A form will pop up)

2. Fill out the form.

3. Proceed with comments describing any equipment needed and so forth.
4. Click save changes and your scheduled class will be uploaded showing on the calendar.
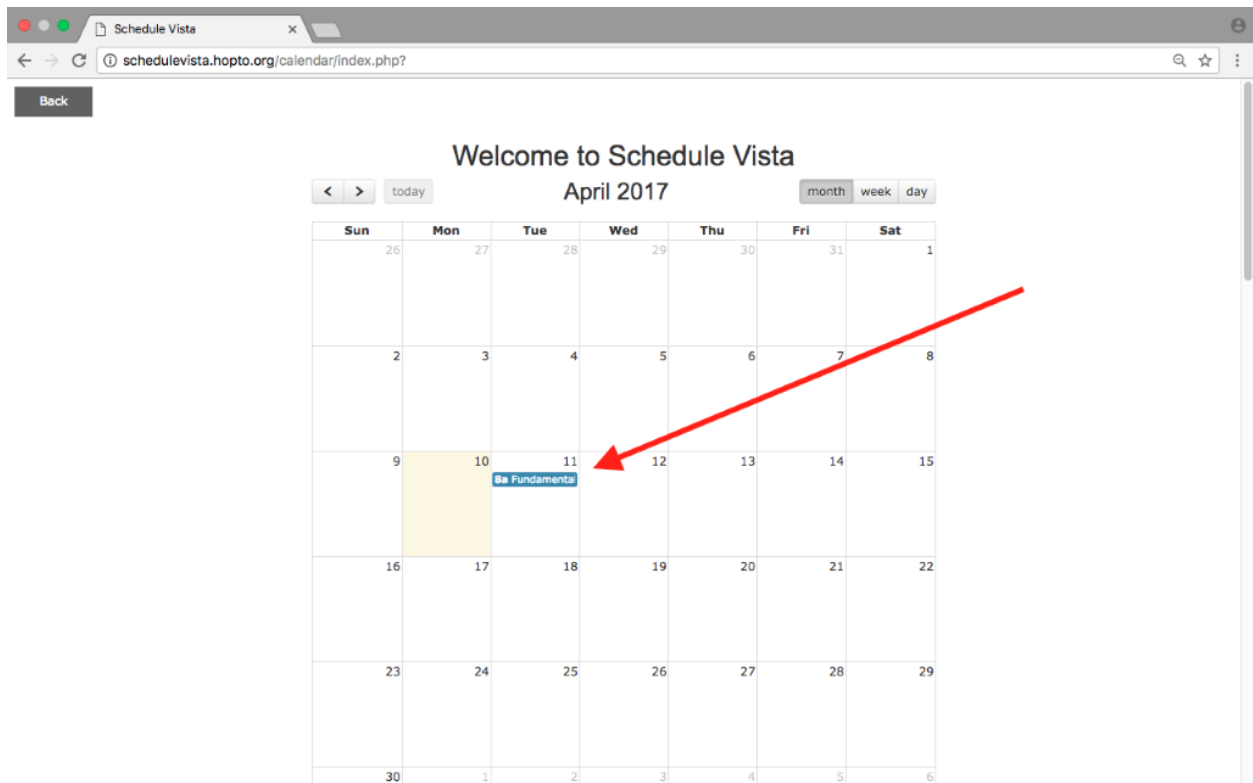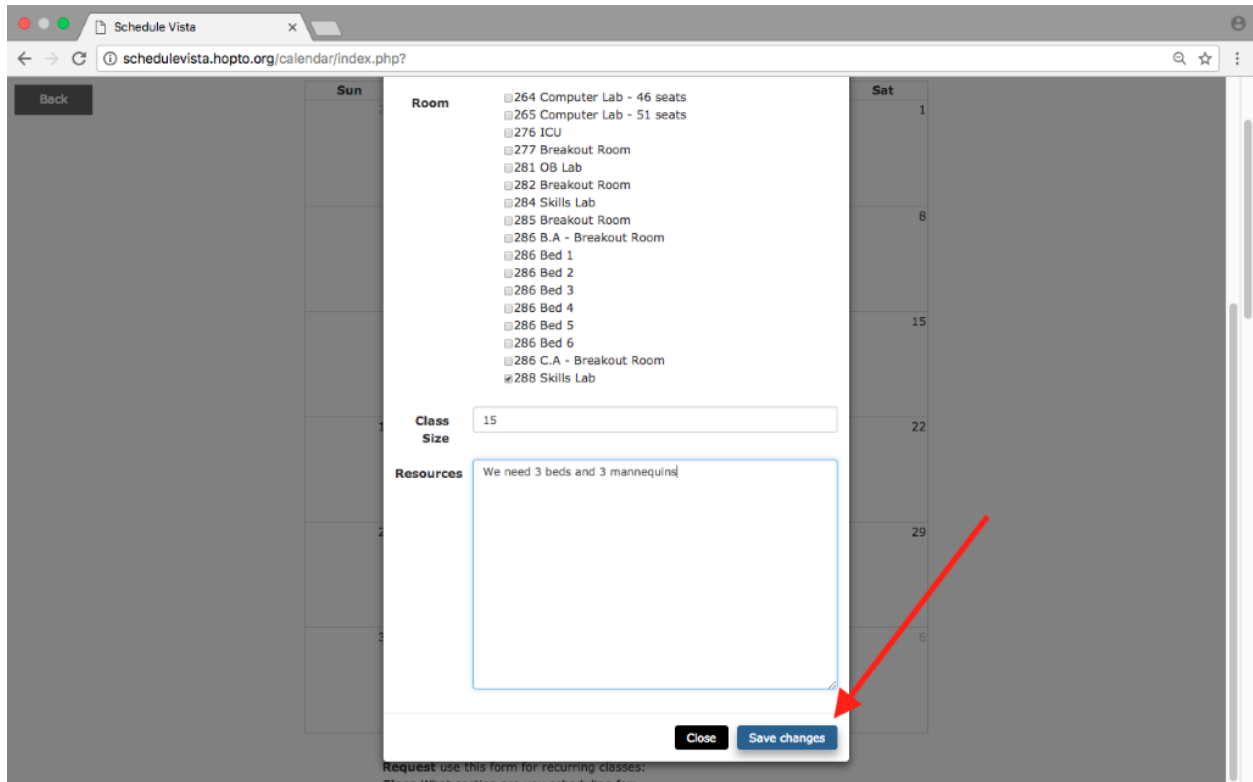
i. "month", "week", "day" buttons at the top of the calendar will display different views of the calendar accordingly

ii. Forward and backward arrows will let you go to other month and schedule if you wish