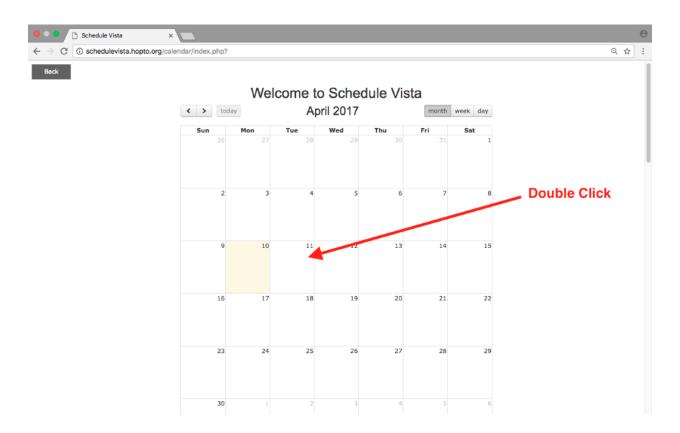
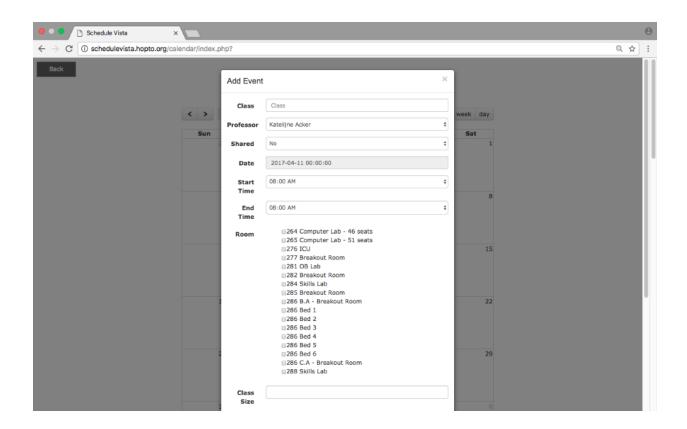
Schedule Vista (Manual)

To Schedule & Delete Schedules

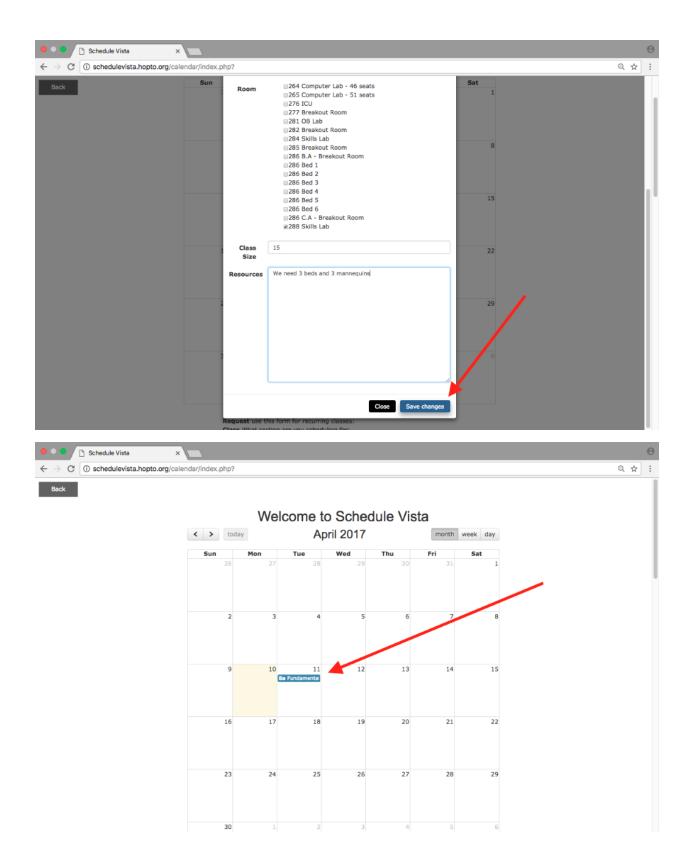
1. Double click on desired date. (A form will pop up)



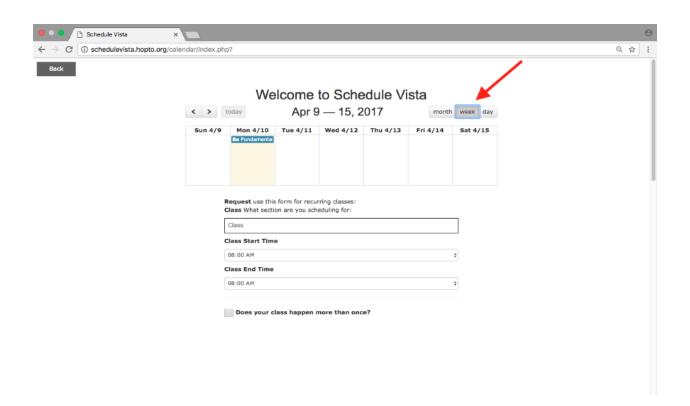
2. Fill out the form.



- 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.

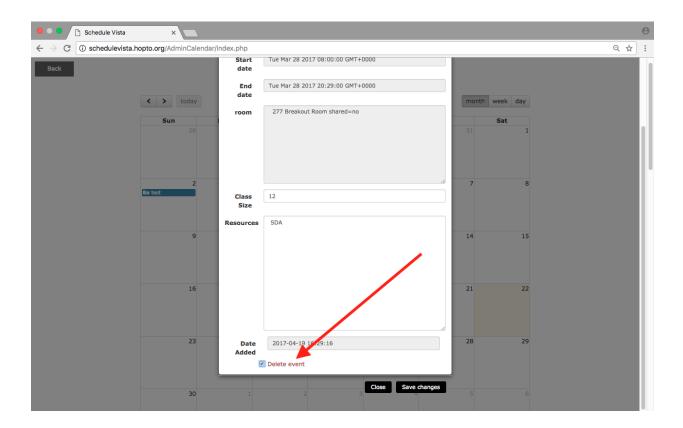


- i. "month", "week", "day" buttons at the top of the calendar will display different views of the calendar accordingly
- ii. Forward and backward arrows will let you go to other month and schedule if you wish



Delete Schedules

- 1. Double Click on the schedule you wish to delete to bring up the detailed information.
- 2. Check "delete event" at the bottom of the form.



3. Then hit save changes.