

CALENDAR MODULE FOR INDIVIDUAL USERS GUIDE

Features:

- The Calendar is color coded for immediate identification of Events the individual is signed up for, Events needing personnel, Events that are filled, Shifts where a partner is requested.
- The event will be displayed on the calendar of all members of the selected group(s) and individuals
- Enter a start time and date and end time and date
- Reminder – request that a reminder be automatically sent to the personnel signed up
- Request the Number of Partners Needed for the Event
- Select the Group(s) and/or individual(s) who are to be notified of the event. Some individuals can be given read-only status
- All members of the selected group(s) and individuals will receive a message announcing the event on the internal message system.
- Send an external email to all individuals announcing the event
- Reserve resources for use during the event
- Enter detailed information about the event
- View a whole month's schedule at a time. To see the next month, click on the arrows (\gg) near the top of the calendar.
- Be notified of any Conflicts – events that are scheduled for the same date and time period.
- Individuals can request partners for a shift (One Button Buddy)
- Print out a list of all the events scheduled for the month
- Print out the information about a particular event

SCHEDULING A SHIFT

Individuals can schedule a shift by clicking on the “Schedule Your Shift” link at the bottom of their calendar.

Fill out the form as follows:

- Enter a title for the shift such as Bob and Mary on Patrol
- Start - select the date and time the event will start
- End – select the date and time the event will end
- Send Reminder – select the date a reminder will be sent out to the individuals prior to the event
- Disable Reminder – if you do not want a reminder to be sent out, click this box.
- Group – Select the name of the Group you are a member of. If you are a member of more than one group, select the Group or Groups that should be notified of this shift. To select more than one group, hold down the CONTROL key and click on the group names.
- Partner(s) – If you would like to schedule your partner for the shift, select his/her name from the list under “Partner(s)”.
- Partner(s) Needed – If you would like to request a partner for this shift, click “Yes” next to “Partners Needed” and then enter a number under “Number of Partners”.
- Notes – To provide more information about the shift, use the box under “Optional: Use this space ... “ to enter any additional details.
- Add Resource – To reserve a resource to use during the shift, check the box next to “Add Resource”.
- To send an external mail to all members of your group announcing this shift, check the box next to “Check this box to send a message ... “.
- Submit Shift – Once entering all the information above, click the “Submit Shift” button.

After submitting the Event, one of the following pages will appear:

If you selected:

- **Add Resource** – Select the resource from the dropdown box and click “Add Resource” button to reserve the resource during the shift time period. Resources already reserved during that same time period will appear on the list in red with “ *** “ before and after the resource name..

Multiple resources can be reserved for the event by following the process as above. When a resource is added, it will appear on the list in red with “ *** “ before and after the resource name..

To edit the resources reserved for the shift, click on “Edit Event Resources”. Select the Resource to unassign for this event by clicking on the box next to the resource name. Then click “Update Resources”. When finished editing the shift resources, click on “Done Editing Resources” and the Select Resource page will appear with the updated information on the resources assigned for the shift.

Once finished adding and editing the resources, click the “Done Adding Resources” button. The summary page of your shift (or event) will appear.

Near the top of the page, under “Conflicts”, will be a list of events that are scheduled for that same date and time period (if any). This is for information only and will not prevent your event from being entered.

- **Summary Page -**

The Summary Page provides all the details about the event including the names of the individuals who have signed up for the Shift (if applicable).

Near the top of the page, under “Conflicts”, will be a list of events that are scheduled for that same date and time period (if any). This is for information only and will not prevent your event from being entered.

A list of the individuals who have signed up for the event are shown under “Personnel Confirmed for Event or Shift“. To remove yourself from the list of people signed up for this Shift, click on “Remove Me From Event” button. The page will refresh and your name will no longer appear on the list of Confirmed Personnel.

To print out a list of the personnel signed up for the event, click “Print Event Details” link at the bottom of the page. A new page will appear and the browser’s print function can be used to print this page out. When done printing, this page can be closed (as it is a separate page from the Event Summary page).

Once finished entering and editing the event there is no need to do anything else. You can click on any of the buttons on the toolbar and go to your Home page, Log Out, View Training, etc.

This summary page can be returned to at any time by clicking on the “Events” button in the toolbar or clicking on the day on the calendar. A page will appear listing all your events or the all your events for the day (if you clicked on the calendar day). By clicking on the Event Title link (in blue), the Summary Page for that event will appear.

EDIT AN EVENT

A Shift can be edited by clicking on the "Your Schedule" button in the toolbar or clicking the day of the event on the calendar. A list of events will appear. Click on the Event Title link (in blue type) and the Summary Page for the event will appear. At the bottom of this page, click "Edit Event".

Another way to get to the edit page is to click on the "Your Schedule" button in the toolbar and then click on "Show My Created Events". Click the "Edit" link next to the event you want to edit.

All the fields can be edited as described for adding an event.

SIGN UP FOR AN EVENT

To sign up for an Event or Shift, click on the date of the event on your calendar or click on the button "Your Schedule". Click on the Event Title (in blue type) of the event or shift you would like to sign up for. Then click on "Volunteer for Event".

TO BE REMOVED FROM EVENT OR SHIFT

To be removed from the list of participants of an Event or Shift, click on the date of the event on your calendar or click on the button "Your Schedule". Click on the Event Title (in blue type) of the event or shift you would like to be removed from. Then click on "Remove Me From Event".

PRINT EVENT INFORMATION

To print out a list of all the events scheduled for the month, click on the link below the calendar entitled "View/Print Text Version". A new page will open and the print function on your browser can be used to print it out. When finished, this page can be closed but your VIMS website page will still be open.