

SPIRIT STORE SCHEDULING

Spirit Store volunteers can sign up directly on the Iron Pride web site at www.unit5.org/nchs/spirit

Once you have accessed the web site, click on the **Store Calendar** link. This will open a box for you to log in so you can view the calendar:

Username: spirit

Password: contact Julie Fink (862-1678) or Pam Wylder (663-6049)

TO ADD YOUR NAME TO A SESSION THAT HAS NOT BEEN SCHEDULED

If you are the first person to add your name to a date OR if someone has already signed up for the AM or PM session and you are the first person to sign up for the *other* session on that date:

1. At the left side of the calendar screen click **Add Event**. The *Add Event* screen will open up with a **Name** box. In that box, type AM or PM, then a space and your last name.
2. Click **Save and Continue**
3. On the *Schedule Event* screen, check the box **All Day** and then choose **Individual Date(s)**. Click the arrow to the right of the Individual Date(s) box, and a calendar will pop up. This calendar will allow you to scroll to the left or right to find the correct month. Click on the day(s) you want to work.
4. Click **Save**.

This takes you back to the *Add Event* screen where, under **Select Command**, you can choose to **View Calendar** and see the month you just selected to make sure you were scheduled. You can also click on Select Command to **Edit/Delete Events** to make additions or corrections.

NOTE: we ask that you not delete your name from the schedule without first notifying Julie or Pam. If you used the calendar to sign up for several days at once (rather than clicking "save" after each individual day,) deleting one day will delete all the days you signed up for.

TO ADD YOUR NAME TO A SESSION THAT HAS BEEN PARTIALLY SCHEDULED

We need two volunteers for each morning and afternoon in the store. If there is only one person scheduled on a particular day for AM or PM and you would like to add your name to the calendar:

1. At the left side of the calendar screen click **Edit Events**.
2. Select the month and click **Go**.
3. Click the **Edit** button that corresponds to the desired date and session (AM or PM) and add a right slash (/) and your last name after the last name of the person already scheduled at that time.
4. Click **Save Changes**.

This will bring you back to the *Schedule Event* screen. Remember, it is here at the Select Command menu that you can View Calendar, Add Event, or Edit/Delete Events. This makes it easy to alternate between signing up for a day that has not yet been scheduled and adding your name to days where someone else has already signed up. Once you've added your name on this screen, in future scheduling it will drop down on a list of all the other people who have signed up, and you can just click on it.