

## Online Scheduling

[www.geneseo.edu/~esquad](http://www.geneseo.edu/~esquad)

Click - duty schedule, online version

Crew of 2 for weekday shifts, crew of 3 for weeknight shifts, 3 for weekend day and night.

Yellow is for weekdays/nights, Blue is for Friday night, Saturday day and night and Sunday day, because they change every weekend.

\*OPEN\* shows that a shift spot is not filled

Red & \*OPEN (CC)\* symbolizes open crew chief spot

Ex: Sept 17th is \*OPEN\*

Click Add Event

Rewrite title (keeping other crew members signed up), adding your name, first initial, last name to the open space. (Copy and Paste is easy.)

Correct date and time, 12 hour duration, Save

Won't show up on calendar right away.

I will check usually every night after 9pm and accept changes.

Please make changes well in advance and email the squad telling of change so that someone picks up your shift

If no one takes your shift, you are still responsible for it.

Let me know if the calendar is wrong as of now, especially if I don't have your last name. Email me: KLR19