


How to Edit the Yahoo Groups Docent Calendar

Log On

- Log-on www.yahoo.com
- Click [groups](#) (left-side of page, or type 'groups' into search field)
- Click [sign in](#) (top of page)
- Enter our ID: [coprplover](#), Password: [snowies](#), Click [log in](#)
- Click [coprplover](#) ( next to little crown icon)
- Click [calendar](#)
- Click [edit](#)

Regular, repeating shifts

all future dates

- Look for an open shift that repeats every week.
(This prevents one from taking someone's open shift already signed up for weeks ahead of time.)
Tips: Looking at shifts by Month view will help you find an open shift occurring at least a month or 2 ahead.
Calendar has day, week, month, and year views.
- Once you have found an open shift that fits your schedule, click on the Shift Start Date to edit!
- Replace '**OPEN SHIFT**' with your '**Full Name**'

becomes

- Apply changes to **ALL FUTURE DATES**
Careful: Before Updating calendar, please make sure you have selected the '**apply changes to**' option.
Of the three available options, Please only use **all Future dates** and **this date only**
Never choose the default 'all dates'
- Click button
- Important: **Check to make sure it was edited correctly by Viewing changes!** You are signed up!

Signing up for a single, one-time Only shift

this date only

- Look for an 'OPEN SHIFT' or shift that 'NEEDS REPLACEMENT'
(viewing the calendar by month allows you to see more than one week)
- Once you find a shift that fits your schedule, go to shift date and click on title. i.e.

or

- Click [edit](#), Leave title as is, but after it, add your '**Full Name**' and '**one time only**'
- Make sure you: apply changes to **this Date Only**
- Click button
- Check to make sure it was edited correctly by viewing changes.**

Ex: Sally Plover-NEEDS REPLACEMENT-**Jen Sanderling covers one time only**
or
OPEN SHIFT-**Jen Sanderling - one time only**

Careful: Before Updating calendar, please make sure you have selected the **Correct 'apply changes to'** option.
Of the three available options, Please only use: **all Future dates** and **this date only**
Never choose the default 'all dates'

Changing your Docent Shift - Indefinitely

all future dates

Make sure to contact Jen

If you need to miss your Docent Shift

this date only

Just as soon as you know you cannot make a shift:

(Also, if you know a future event *requires* your attendance, please start asking in advance.)

1. Edit the Calendar 2. Find a Replacement 3. Schedule a Makeup Shift

1. Edit Calendar

- Click your ***name*** for shift you will miss
- Click ***edit***
- Add after your name, '**NEEDS REPLACEMENT**' (DO NOT delete your name, please).
- Apply changes to **this Date Only**
- Click button
- Check and make sure the change happened by reviewing the updated calendar

Sally Plover-**NEEDS REPLACEMENT**

Apply changes to this Date Only

2. Find replacement

- Send a request for a replacement to our listserve at **coprdocent@ucnrs.org**

Include:

Full Name

Contact / Email information

Shift TIME and DATE(s) that you need coverage

If there is no response by email:

Start **calling** docents scheduled before and after your shift.

Perhaps one would be willing to come earlier or stay later.

- When you have a replacement, edit your shift again, add the Docent's name who has agreed to take the shift (or make sure they add it).

Jen Sanderling- NEEDS REPLACEMENT-**Ed Egret (one time only)**

or

Jen Sanderling- NEEDS REPLACEMENT-**Ed Egret (make-up for 3/12)**

- Apply changes to **this Date Only**
- Check and make sure the change happened by reviewing the updated calendar

3. Make-up Shift:

Please look for shifts that fall in this order of priority:

1 weekEND *afternoons*, then weekDAY *afternoons* then
weekEND mornings, lastly weekDAY mornings

2 If there is 100% coverage: Doubleup during weekEND afternoons, then weekDAY afternoons

- Remember! Don't delete anything. Simply add on to existing title.
Always leave an electronic paper trail for me to keep track of everyone.

OPEN SHIFT--**Ed Egret--Makeup for 4/18**

If you need to End your Docent Shifts

this date only

Sally Plover-**FINAL SHIFT**

* **Make sure to contact Jen (and take a survey)**

It is important that each docent edits the calendar promptly and correctly. If the calendar IS NOT kept up-to-date on a daily basis, your time may be wasted by over-scheduling or the plovers lose out on protection because of under-scheduling. If there are any questions or confusion about any of this, please contact me immediately.

Thank you so much,
Jennifer

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