Select 'Committee Schedule' on the left side of the website



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Transportation (On/Off Course)	Saturday, January 07, 2023																										
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Crombach, Danita																											
Fraschetti, Chris																											
Gainey, Laura																											
Gerl, Ellen																											
Gomez, Henry																											
Gridley, Mary																											
Hanson, Theodore																											

-This page will open up -It shows each volunteer on your committee -There is also a drop-down menu for each day of the tournament (circled in red) -This is how you can schedule each day

ransportation (On/Off Course)	 Sat 	turday, J	Janua	y 07, 20)23	~	•														□ S	how	Pref	ferer	nces
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Gridley, Mary																									
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-If you check the
'Show
Preferences' box
(circled in red),
you will see
each volunteer's
preference (see
next page)



-This is every volunteer's shift preferences

-Right click the preferred schedule

-The 'Add to Schedule' button (circled in red) should appear and you will need to select it

Enter Valueteer Hours Marked

	Litter volunteer rights worked	
Transportation (On/Off Course)	 ✓ Saturday, January 07, 2023 ✓ Show Preferences 	
	12 AM 1 AM 2 AM 3 AM 4 AM 5 AM 6 AM 7 AM 8 AM 9 AM 10 AM 11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 5 PM 6 PM 7 PM 8 PM 9 PM 10 PM 11 PM	ey
	00 30 00 30	eduled
Ahlbrecht, Ann		е
	6:00 AM - 6:00 PM Add To Schedule	erred
Anderson, Rick	6:00 AM - 6:00 PM	e
Beilby, George	6:00 AM - 6:00 PM	
Callin, Tom		

-The Scheduled Time will show up in blue (circled in red)



-You can click on the arrows (circled in red) to drag the times if you need someone there longer or shorter than their Preferred time



-If you uncheck the 'Show Preferences' box (circled in red), ONLY the Scheduled Time will show

<u>Home</u> > <u>Committee Management</u> > Committee Schedule

