

Ski Patrol On-Line Scheduling Instructions

Computer System Requirements:

Windows Operating System
Internet Explorer Browser
Permissions to hard drive

NOTE: To help take advantage of the time saving shortcuts for the online scheduling, it is very helpful to first manually enter the required number of shift preferences for each month on the shift registration form. This form contains all of the available shifts for the ski patrol season at Powder Ridge. This form also states the required number of shift preferences.

Quick directions for entering preferences online:

1. Click on the Online Scheduling link from the Powder Ridge Ski Patrol Website.
2. Enter last 6 digits of your NSP number.
3. Tab to the OK button.
4. Hit the enter key or click on the OK button. Hint: You do not need to wait for the picture to load.
5. Select Ski Patrol>Preference Entry from the menu bar.
6. The cursor will be positioned at the location of the preference number.
7. Tab to the date field and enter the date. You may use the arrow key on the calendar object and select your date from the calendar but it will be slower.
8. Tab to the shift selection and use the computer up and down arrow to display the shift that you want to select. You may use the arrow key on the shift selection field and select your shift with the mouse but it will be slower. NOTE: If you do use the up and down arrow on the computer to select your shift it may give you an error message stating that no shift has been selected. Use the arrow key on the shift selection field and make the selection. This should occur only for the very first entry that is made and making the selection with the computer up and down arrow key should now work.
9. Hit the enter key or hit the Add button and the cursor will be positioned at the location of the preference number.
10. The cursor will now be positioned on the preference number field. Use the down arrow on the computer to select the next preference number.
11. Repeat steps 7-10 until all preferences are entered.

Quick directions for viewing and/or modifying preferences online:

1. Repeat steps 1-5 above.
2. Tab to the date field and enter the date that has the month for the preferences that you want to view. NOTE: Entering of date 3/01/08 or 3/14/08 will show all of the March preferences. Entering of date 2/09/08 or 2/13/08 will show all of the February preferences.
3. Select the View Preference button.
4. The Preferences for the month date that you have selected will be displayed. If you need to see a different month, make sure you close this tab.
5. Select the preference that you want to change and hit the delete button.
6. Go back to the Preference Entries tab and enter the new preference.
7. The View Preference tab will need to be closed and reopened to view the new preferences.

Quick directions for viewing scheduled shifts online:

1. Repeat steps 1-5 from Quick directions for entering preferences online above.
2. Tab to the date field and enter the date that has the month for the scheduled shifts that you want to view. NOTE: Entering of date 3/01/08 or 3/14/08 will show all of the March scheduled shifts. Entering of date 2/09/08 or 2/13/08 will show all of the February scheduled shifts.
3. Select the View Scheduled Shifts button.

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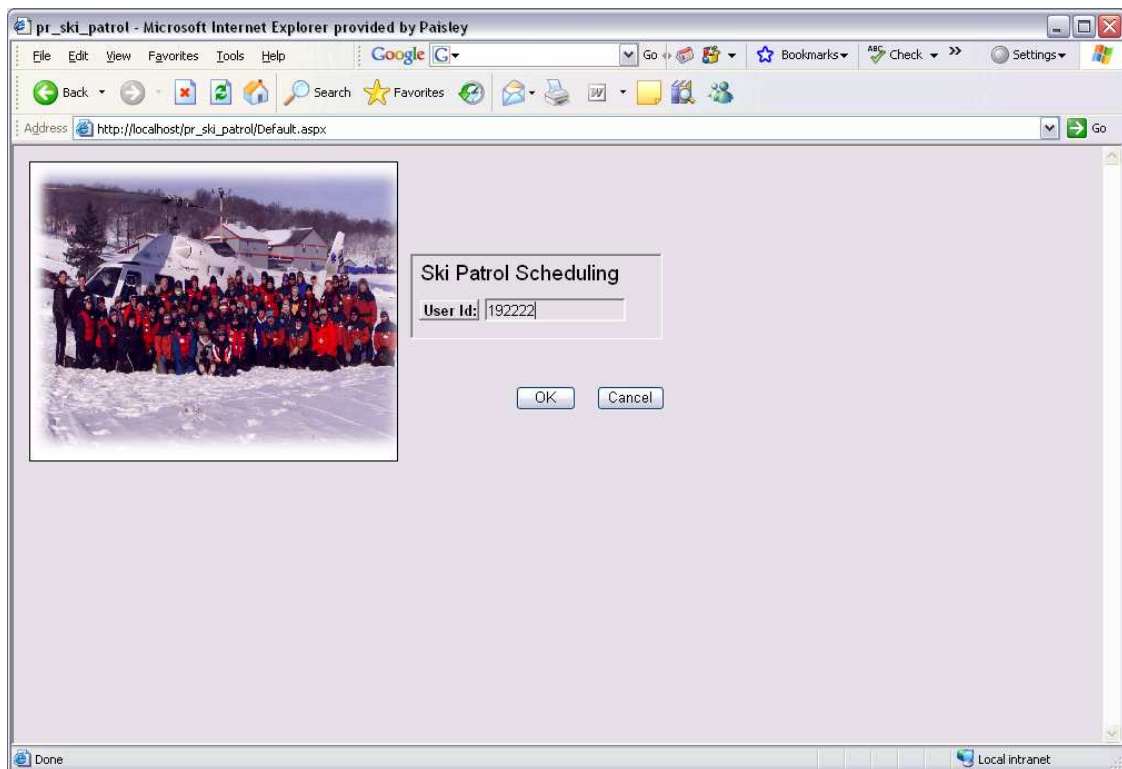
4. The Scheduled Shifts for the month date that you have selected will be displayed. If you need to see a different month, make sure you close this tab.

Quick directions for updating contact information:

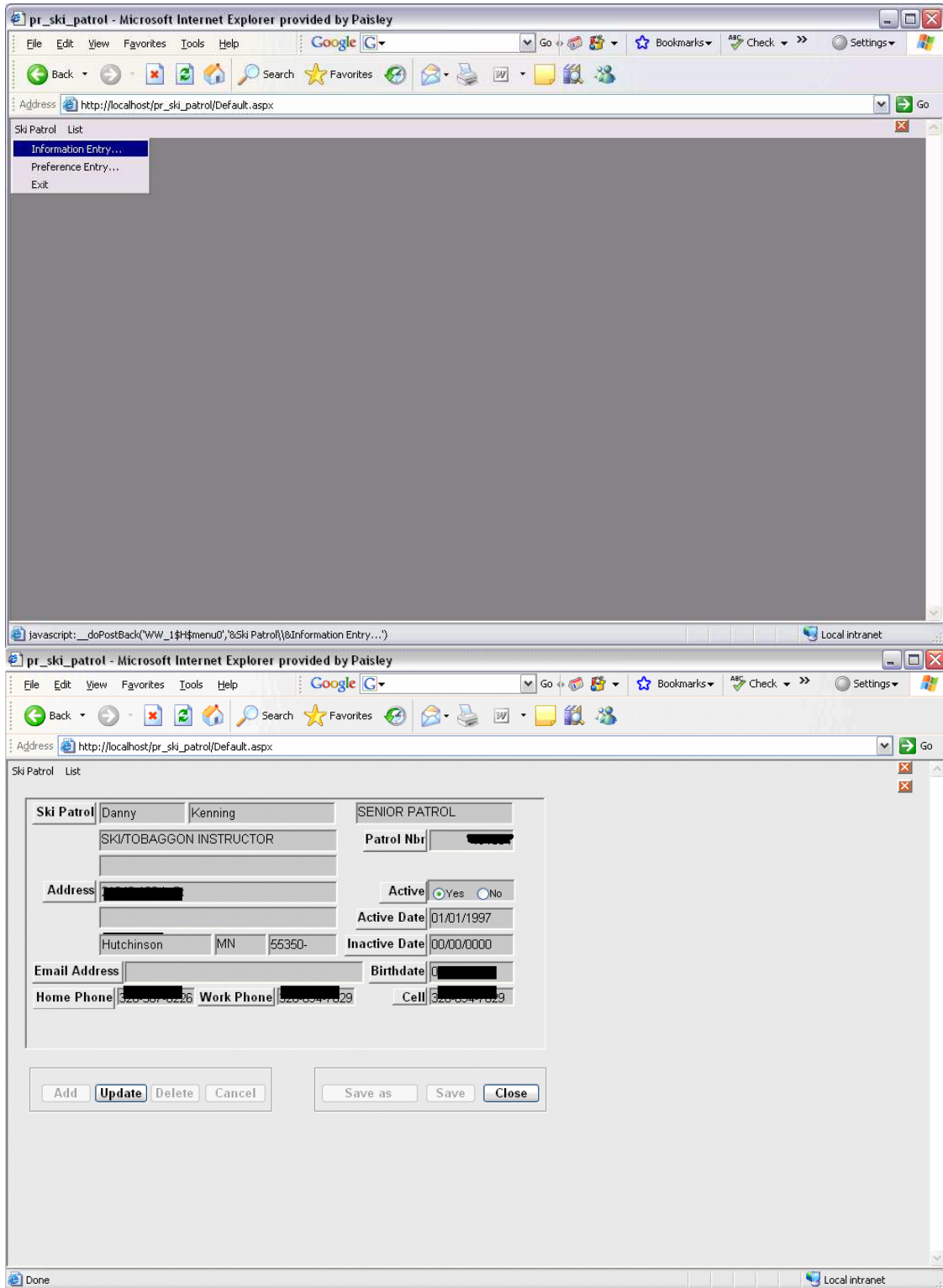
1. Select Ski Patrol>Information Entry from the menu bar.
2. Click on the Update button to enable all of the fields except the patrol number to be updated.
3. Make any changes to the fields that are white. Three of the fields have an arrow which will allow you to select the position(s) you have on the patrol and your patrol level. The patrol level is at the upper right hand corner and the two position fields are right below the patroller's name. Click on an arrow and you will see a list to which you can select your positions and level. After you are finished updating click the Save Update button. If you don't want to save your updates you can click the Cancel button.
4. Click the Close button to exit the Ski Patrol Information screen.

Quick directions to view the patrol roster, phone list and inactive list online:

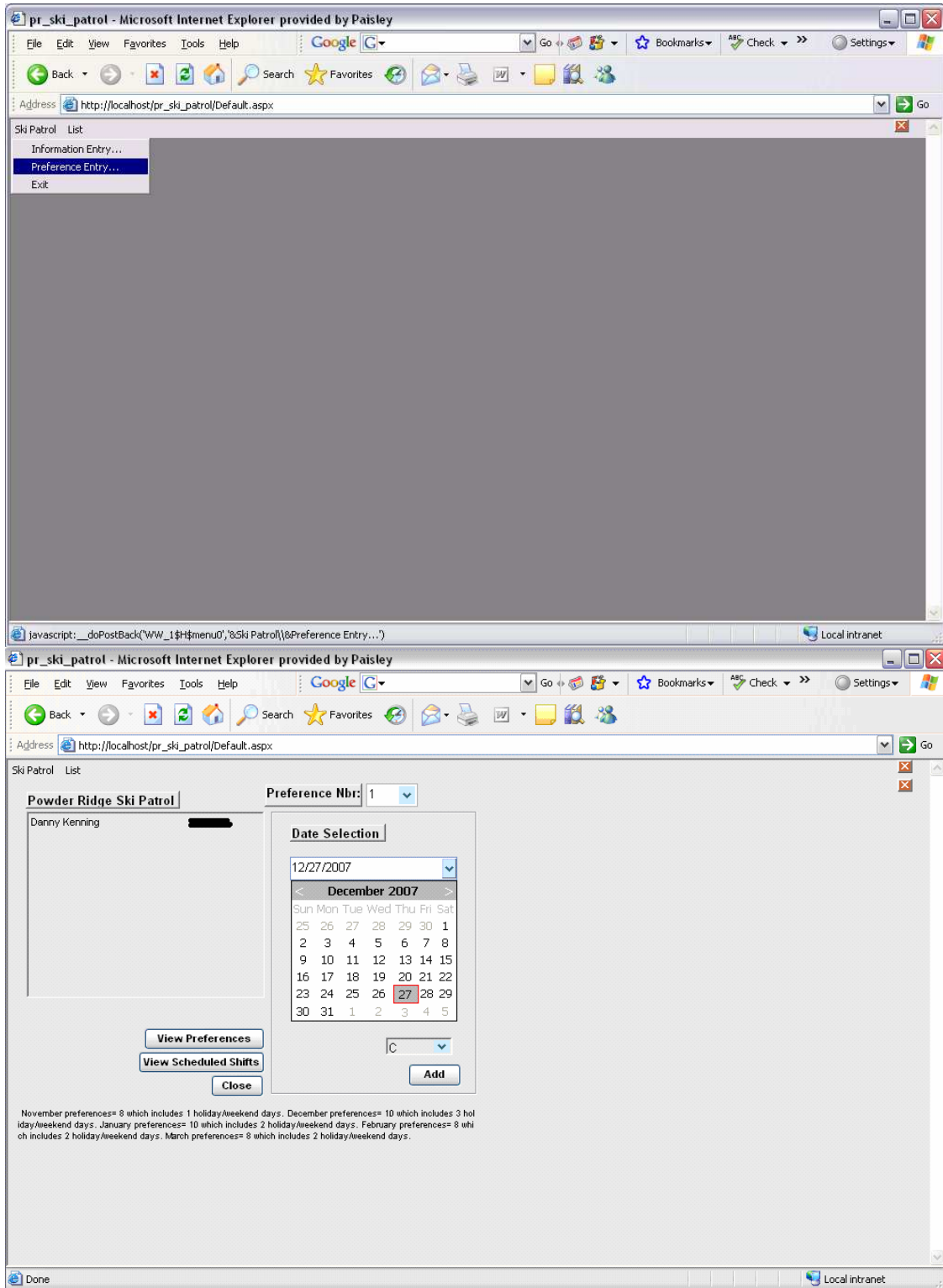
1. Select List>Roster from the menu bar to view the Roster.
2. Select List>Phone from the menu bar to view the Phone list.
3. Select List>Inactive from the menu bar to view the Inactive list.



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The screenshot shows a web browser window titled "pr_ski_patrol - Microsoft Internet Explorer provided by Paisley". The address bar displays "http://localhost/pr_ski_patrol/Default.aspx". The page content includes a tab labeled "Ski Patrol Shift Preferences" and a sub-tab "Danny Kenning Preferences Selected for December". A table lists the requested shifts for Danny Kenning in December 2007. Below the table are "Delete" and "Close" buttons.

Preference#	Requested Shift	Patroller
1	12/9/2007	A Danny Kenning
2	12/16/2007	A Danny Kenning
3	12/23/2007	A Danny Kenning
4	12/30/2007	A Danny Kenning

The screenshot shows a web browser window titled "pr_ski_patrol - Microsoft Internet Explorer provided by Paisley". The address bar displays "http://localhost/pr_ski_patrol/Default.aspx". The page content includes a tab labeled "Ski Patrol Shift Preferences" and a sub-tab "Danny Kenning Scheduled Shifts for November". A table lists the scheduled shifts for Danny Kenning in November 2007. Below the table are "Delete" and "Close" buttons.

Preference#	Scheduled Shift	Patroller
1	11/23/2007	A Danny Kenning
2	11/23/2007	B Danny Kenning

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