

How to View Your Personal Schedule "My Schedule"

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	- I		My Calenda	r 🕞 Schedule 🖬 Leave 月	🛛 Profile 🛛 👯 Availability				Sign out 📻 🛛 TeamWork 5 🛁
		F Sched							
				eptember, 2017				Day	Week Month Next 7 Days
	· · · · ·		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		27		4	29	30 6	31	01 Sep 8	2 [Swap] GREEN VALLEY 11:30 AM-12:30 PM MIXXEDFIT /GV ROOM 1 9
						[Swap] GREEN VALLEY 6:00 PM-7:00 PM MIXXEDFIT / GV ROOM 1	[Reclaim] GREEN VALLEY 7:00 PM-8:00 PM KETTLEBELL POWER /GV ROOM 1 [Swap] GREEN VALLEY 8:00 PM-9:00 PM 2UMBA /GV ROOM 1		[Swap] GREEN VALLEY 11:30 AM-12:30 PM MIXXEDFTT /GV ROOM 1
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• The

12 My Calendar tab displays your schedule in various formats (Day, Week, Month, Next 7 Days).

(You choose how you want to view your schedule):

- ◊ Day
- $\diamond \, {\rm Week}$
- $\Diamond \, \mathsf{Month}$

 \Diamond Next 7 days

	Schedule 🛜 Leave 📑 Profile 🐺	Availability				si	out 📻 Team\
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My Calendar Prin	int						
 ≪ ≤ Sep/2017 - Oct/2017 → →> 		8, 2017 - September :	3, 2017			Day Week Mo	nth Next 7 Days
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Sun Mon Tue Wed Thu Fri Sat	all day						
1 2	12 ^{am}						
3 4 5 6 7 8 9 -	1 am						
10 11 12 13 14 15 16							
17 18 19 20 21 22 23	2 ^{am}						
24 25 26 27 28 29 30							
	3 am						
October	4 am						
Sun Mon Tue Wed Thu Fri Sat							
	5 ^{am}						
1 2 3 4 5 6 7	6 ^{am}						
8 9 10 11 12 13 14	0						
15 16 17 18 19 20 21	7 ^{am}						
22 23 24 25 26 27 28							
29 30 31	8 ^{am}						
Calendar Options	gam						
 Scheduled Shifts 							
Swap Board Counts/Shifts	10 ^{am}						
Leave Requests Your Availability	11 ^{am}						



Example...

If John Lvac wants to view his classes for September 7th, the number of classes on his schedule appear on the monthly calendar on the left in **Blue.**

				1	My Cal	endar	🚦 Schedule 🧧 Leave 📑 Profile 🛛	😸 Availabili	Y .									_			5	an out 🗾 🛛 Team W
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01 - E	Sep/2	2017 -	Oct/	2017	1.10	0	Today • Thursday, Sept	tember 07,	2017													Day
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ty: <mark>Ava</mark> Leas		Sched Partial																				

John Lvac can see his Saturday, September 7th, shift under "My Schedule." He can also see that there is currently an available BodyPump class (shown under "Available Shifts").

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