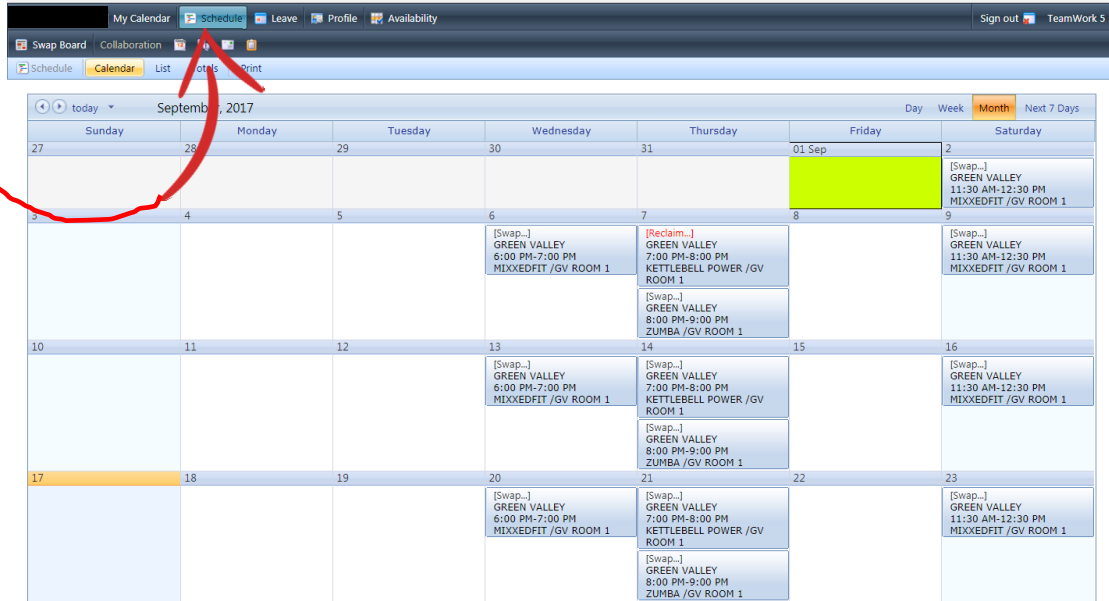


## How to View Your Personal Schedule “My Schedule”

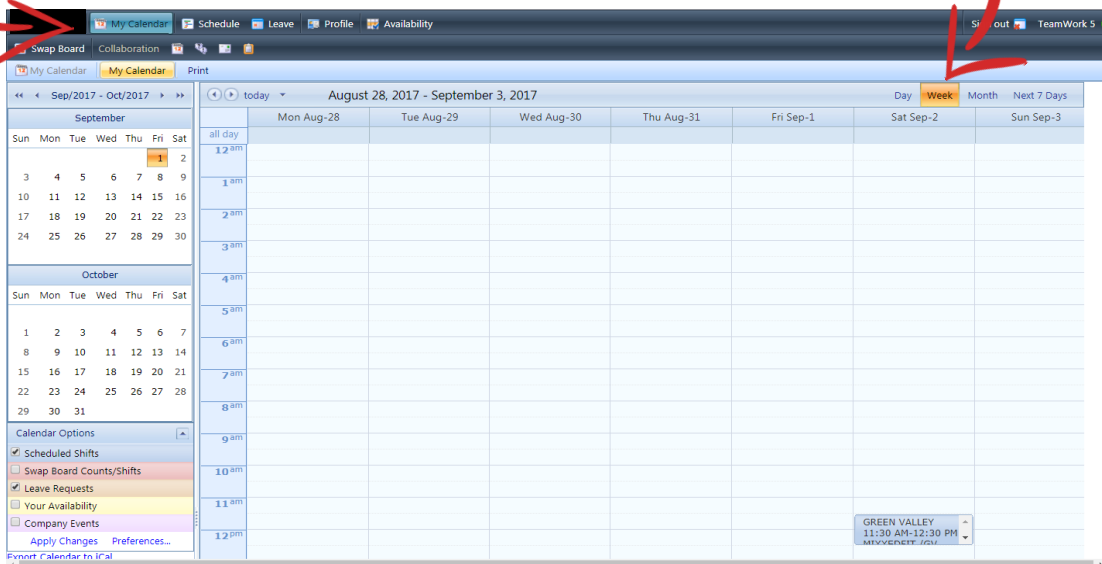
- The **Schedule** tab shows your schedule.



- The **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
- ◇ Week
- ◇ Month
- ◇ Next 7 days



## 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**.

**My Schedule:**

Club	Date	Class	Group	Note	Start	End	Break	Hours	Actions
Club: NORTHWEST									
NORTHWEST	09/07/17	BODYPUMP CLINIC/LEARN PROPER TECHNIQUE	NW ROOM 1		1:30 PM	2:45 PM		1.25	[Swap...]
NORTHWEST	09/07/17	CYCLEXPRESS	NW ROOM 3		6:00 PM	6:30 PM		0.50	[Swap...]
NORTHWEST	09/07/17	BODYPUMP	NW ROOM 1		7:00 PM	8:00 PM		1.00	[Reclam...]
								<b>2.75</b>	

**Available Shifts:**

Club	Date	Class	Group	Note	Start	End	Break	Hours	Assigned	Actions
Club: NORTHWEST										
NORTHWEST	09/07/17	BODYPUMP			7:00 PM	8:00 PM		1.00	NORMAN, PATRICIA	[Reclam above]

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”).