90.7 FM KSER a sound adventure

Using the KSER Online Calendars

A Step-by-Step Guide

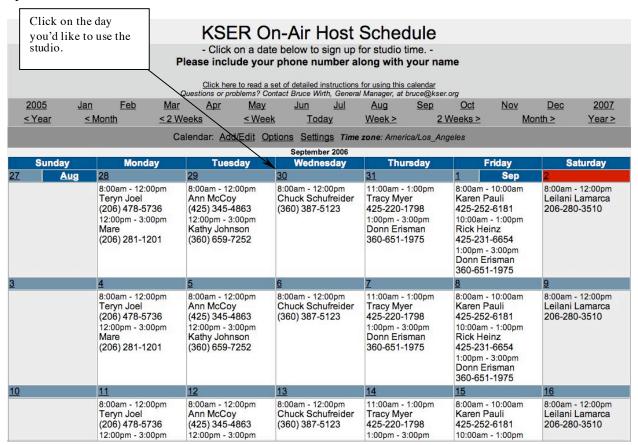
The KSER studio sign-up calendars have now been migrated to the web. This will allow everyone to see what times are available from any computer—at home, at work, or in the station.

Links to all calendars can be found online. The page is hidden (to protect your privacy) but you can reach the page from the KSER website. Type www.kser.org into your browser, then add a backslash "/" and the words "VolunteersOnly" (leave out the quotes).

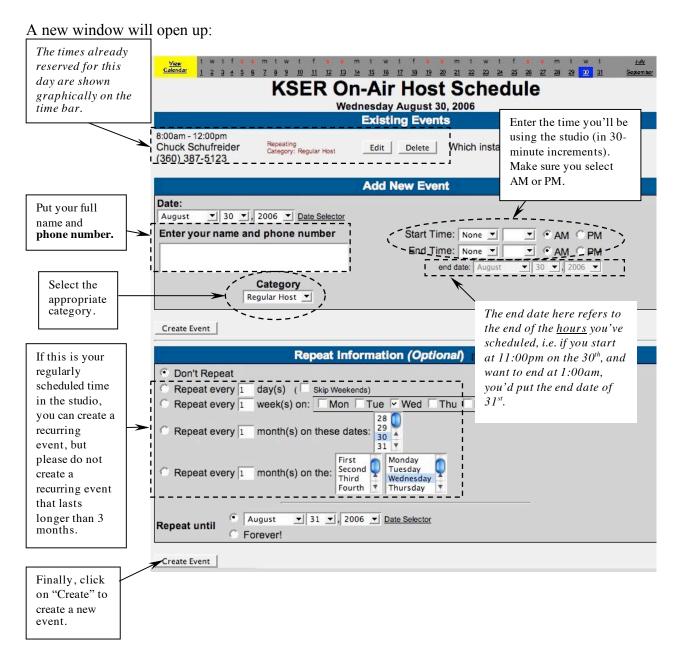
This is what you should see in your browser line: www.kser.org/volunteersonly.html

If you like, you can bookmark this page—there's lots of useful info on this page! This page is the home page on all the computers at the station. From this page, click on the appropriate calendar: Production Studio 1, Production 2 (the desk in the Community Room) or the Community Room itself. You can see, but not edit the On-Air Host Schedule. To make changes to your On-Air schedule on this calendar, contact Bruce directly: bruce@kser.org or 425-303-9071.

Once you've accessed the appropriate calendar on the web, follow the instructions below to sign up for studio time.



Using the Online Studio Calendars



Your studio reservation should now be visible on the Existing Events list.



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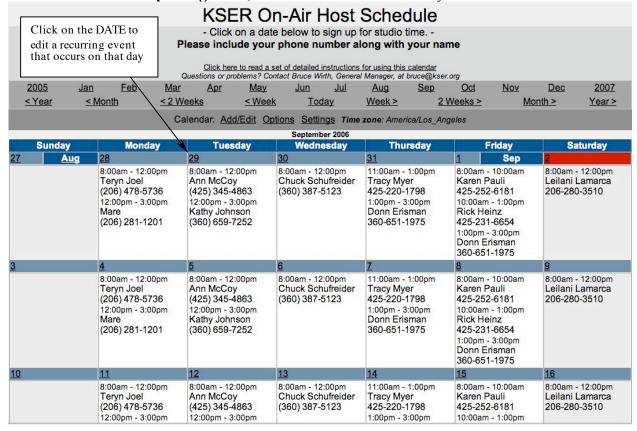
If there are errors, or if later you need to change your scheduled time, you can edit or delete a single event you've added to the calendar by simply clicking on the event in the calendar. This box will pop-up:

| kser_Host_Schedule - Edit Repeating Event Editing only this instance | |
|--|--|
| Date: September ▼ 20 ▼, 2006 ▼ Date Selector | |
| Modify the text for this event: | Start Time: 8 • 1:00 • AM © PM |
| Chuck Schufreider (360) 387-5123 | End Time: 12 ▼ :00 ▼ CAM CPM end date: September ▼ 20 ▼, 2006 ▼ |
| Category Regular Host | |
| Replace Event Delete Event Cancel | |

To edit, simply change the information and click "Replace Event".

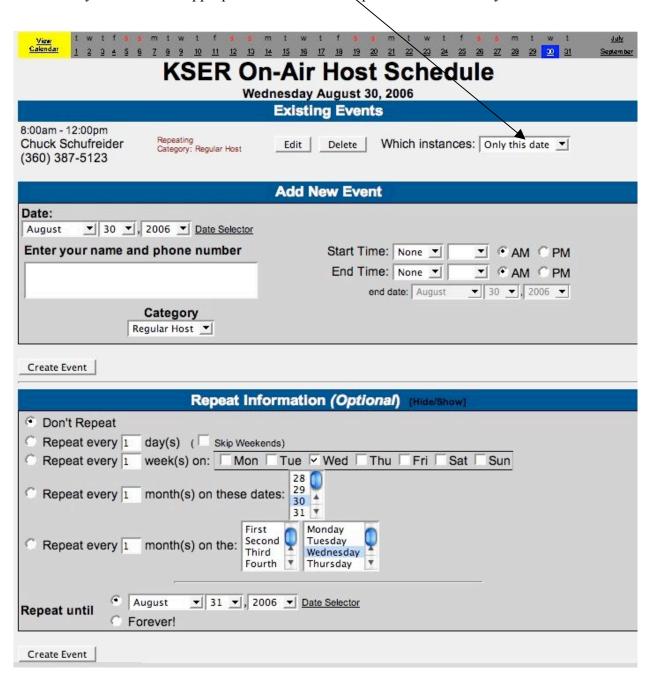
To delete, simply select "Delete Event".

To Edit or Delete a repeating event, click on the DATE of the day the event occurs.



Using the Online Studio Calendars

Make sure you choose the appropriate instance in this pull down box: "Only this date" or "All".



You'll see the same Edit event window as in previous examples, but with the title: "All Occurrences".

kser_Host_Schedule - Edit Repeating Event - All Occurrences

After you're done making your changes, click on "Replace Event":

