



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.

Click on the day you'd like to use the studio.

KSER On-Air Host Schedule

- Click on a date below to sign up for studio time. -
Please include your phone number along with your name

[Click here to read a set of detailed instructions for using this calendar](#)
 Questions or problems? Contact Bruce Wirth, General Manager, at bruce@kser.org

2005 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2007

< Year < Month < 2 Weeks < Week Today Week > 2 Weeks > Month > Year >

Calendar: [Add/Edit](#) [Options](#) [Settings](#) [Time zone: America/Los_Angeles](#)

September 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Aug	28	29	30	31	1 Sep	2
	8:00am - 12:00pm Teryn Joel (206) 478-5736 12:00pm - 3:00pm Mare (206) 281-1201	8:00am - 12:00pm Ann McCoy (425) 345-4863 12:00pm - 3:00pm Kathy Johnson (360) 659-7252	8:00am - 12:00pm Chuck Schufreider (360) 387-5123	11:00am - 1:00pm Tracy Myer 425-220-1798 1:00pm - 3:00pm Donn Erisman 360-651-1975	8:00am - 10:00am Karen Pauli 425-252-6181 10:00am - 1:00pm Rick Heinz 425-231-6654 1:00pm - 3:00pm Donn Erisman 360-651-1975	8:00am - 12:00pm Leilani Lamarca 206-280-3510
3	4	5	6	7	8	9
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10	11	12	13	14	15	16
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Using the Online Studio Calendars

A new window will open up:

The times already reserved for this day are shown graphically on the time bar.

Put your full name and phone number.

Select the appropriate category.

If this is your regularly scheduled time in the studio, you can create a recurring event, but please do not create a recurring event that lasts longer than 3 months.

Finally, click on "Create" to create a new event.

Enter the time you'll be using the studio (in 30-minute increments). Make sure you select AM or PM.

The end date here refers to the end of the hours you've scheduled, i.e. if you start at 11:00pm on the 30th, and want to end at 1:00am, you'd put the end date of 31st.

KSER On-Air Host Schedule
Wednesday August 30, 2006

Existing Events

8:00am - 12:00pm
Chuck Schufreider
(360) 387-5123

Repeating Category: Regular Host

Add New Event

Date: August 30, 2006

Enter your name and phone number

Category: Regular Host

Start Time: None AM PM

End Time: None AM PM

end date: August 30, 2006

Repeat Information (Optional)

Don't Repeat

Repeat every 1 day(s) (Skip Weekends)

Repeat every 1 week(s) on: Mon Tue Wed Thu

Repeat every 1 month(s) on these dates: 28 29 30 31

Repeat every 1 month(s) on the: First Second Third Fourth Monday Tuesday Wednesday Thursday

Repeat until: August 31, 2006

Forever!

Create Event

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

KSER On-Air Host Schedule
Wednesday September 6, 2006

Existing Events

8:00am - 12:00pm
Chuck Schufreider
(360) 387-5123

Repeating Category: Regular Host

12:00pm - 3:00pm
DJ Thoughtful
425-555-1234

Repeating Category: In-Training

Which instances: Only this date

Using the Online Studio Calendars

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:
 Chuck Schufreider
 (360) 387-5123

Start Time: 8:00 AM AM PM
End Time: 12:00 PM AM PM
 end date: September 20, 2006

Category:
 Regular Host

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.

Click on the DATE to edit a recurring event that occurs on that day

KSER On-Air Host Schedule

- Click on a date below to sign up for studio time. -
Please include your phone number along with your name

[Click here to read a set of detailed instructions for using this calendar](#)
 Questions or problems? Contact Bruce Wirth, General Manager, at bruce@kskr.org

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 < Year < Month < 2 Weeks < Week Today Week > 2 Weeks > Month > Year >

Calendar: [Add/Edit](#) [Options](#) [Settings](#) Time zone: America/Los_Angeles

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Using the Online Studio Calendars

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

The screenshot shows the KSER On-Air Host Schedule interface. At the top, there is a calendar navigation bar with a "View Calendar" link. The main heading is "KSER On-Air Host Schedule" for "Wednesday August 30, 2006".

Existing Events

8:00am - 12:00pm
Chuck Schufreider
(360) 387-5123

Repeating
Category: Regular Host

Edit Delete Which instances: Only this date

Add New Event

Date: August 30, 2006 Date Selector

Enter your name and phone number

Start Time: None AM PM
End Time: None AM PM
end date: August 30, 2006

Category: Regular Host

Create Event

Repeat Information (Optional) (Hide/Show)

Don't Repeat

Repeat every 1 day(s) (Skip Weekends)

Repeat every 1 week(s) on: Mon Tue Wed Thu Fri Sat Sun

Repeat every 1 month(s) on these dates: 28 29 30 31

Repeat every 1 month(s) on the: First Second Third Fourth Monday Tuesday Wednesday Thursday

Repeat until: August 31, 2006 Date Selector
 Forever!

Create Event

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”:

Replace Event Copy Event Cancel