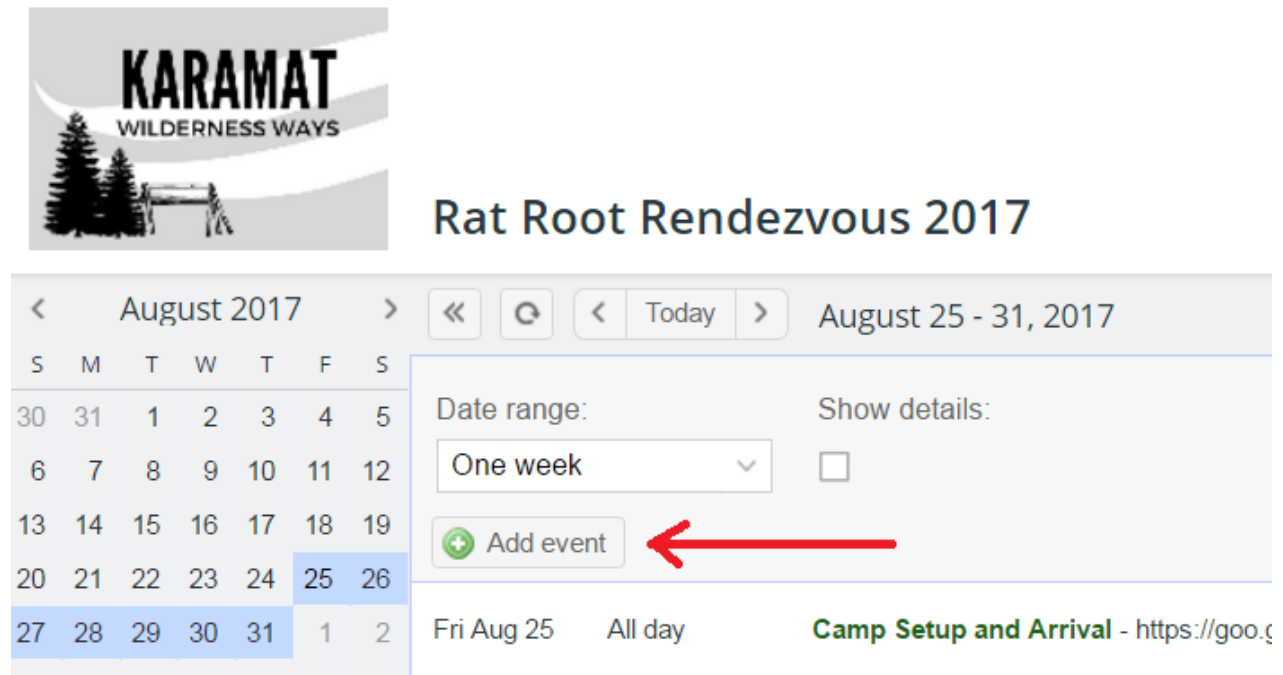


How to add my class to the online schedule:

Click on this link:

<https://teamup.com/ks4f4ac8a645167f58>

After you arrive to the calendar page, click on the “Add event” button.



The screenshot shows a calendar interface for 'Rat Root Rendezvous 2017'. At the top left is a logo for 'KARAMAT WILDERNESS WAYS' featuring a mountain, trees, and a tent. The title 'Rat Root Rendezvous 2017' is displayed in a large, dark font. Below the title is a calendar for August 2017. The calendar grid shows dates from 30th to 2nd. A red arrow points to a green '+ Add event' button located in the right-hand panel of the calendar interface. This panel also includes a 'Date range' dropdown menu set to 'One week', a 'Show details' checkbox, and a preview of an event for 'Fri Aug 25' titled 'Camp Setup and Arrival' with a link to 'https://goo.g'.

Once the event screen comes up, type your information in the available fields. Please note, we are asking for specific information to go in specific fields to make scheduling much easier.

Title Field - The name of the class you are teaching.

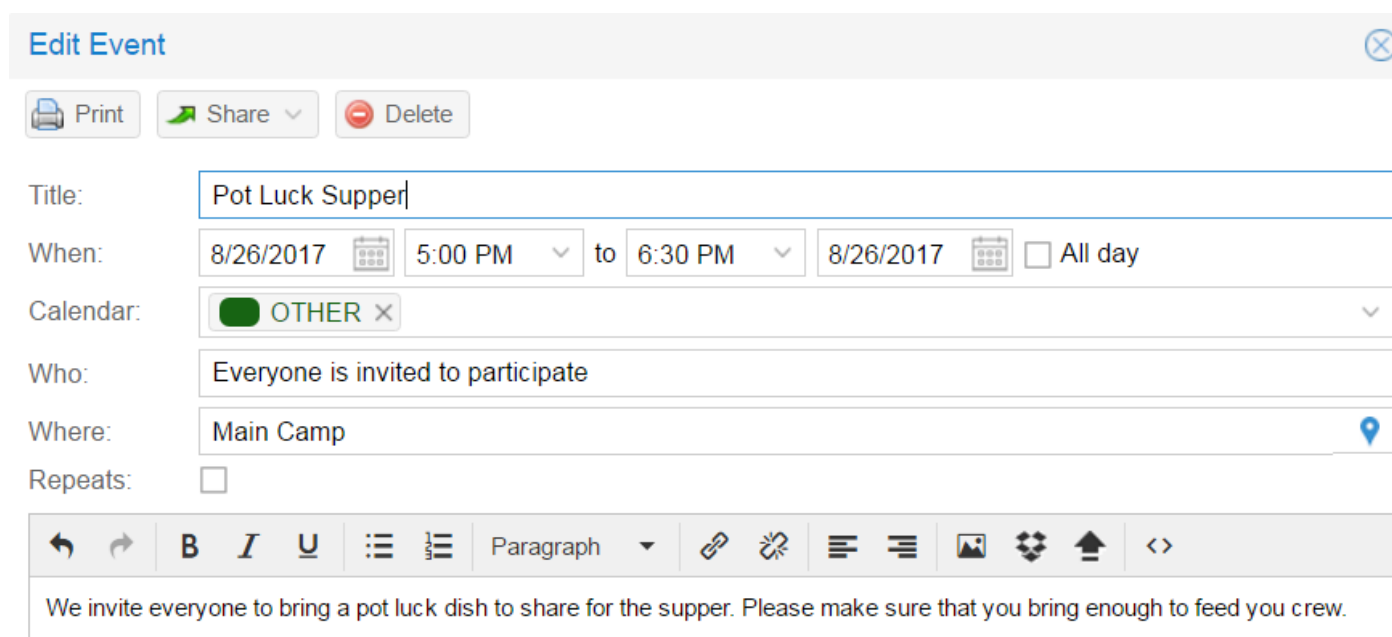
When - Click on the calendar icon and choose the day and time you will be teaching. If you have an open class, like YURT BUILDING that you are around and available for all day, then click the “All day” box.

Calendar: Look to the far right in this field and you will see an arrow pointing down, choose the best “calendar” or “track” that describes your class.

Who: Your name.

Where: Please add this info if you can since the biggest complaint we still get is missing a class because the student could not find the location. Please consider putting up a flag or marker in your teaching area to make it easier.

Then click on the blue **“More”** button. This is where you add details about your class. Please add in Approximate Project Time.



Edit Event ✕

Print Share Delete

Title:

When: All day

Calendar: ✕ ▼

Who:

Where:

Repeats:

B *I* U Paragraph

We invite everyone to bring a pot luck dish to share for the supper. Please make sure that you bring enough to feed you crew.

Then hit the **SAVE** button and you are done.

Please check what you have put on the schedule and if you are satisfied, then close the browser window. If there is a change you want to make, come back to the calendar and double click on your offering. The class info will come up and you can edit as you need to. Remember to hit the **SAVE** button when you are done.

If you are having any problems, please don't hesitate to call us.