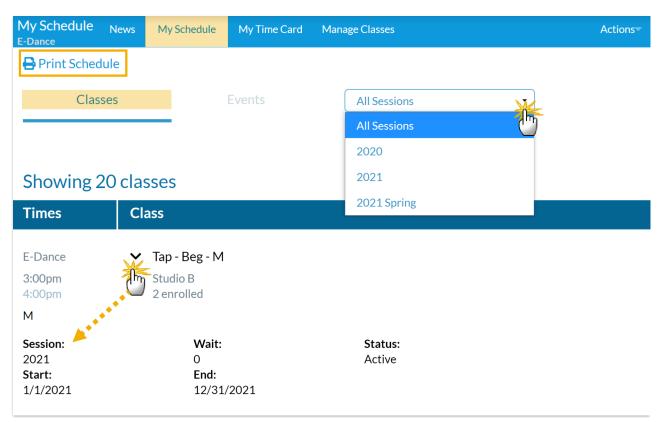
View/Print Schedules in the Staff Portal

Last Modified on 03/04/2021 12:30 pm EST

Staff members can click the *My Schedule* tab in the Staff Portal to view and print their schedule of classes and events. Filters are available to drill down to a specific session of classes or a particular time period of events.

Click the **Print Schedule** link if you would like to print a copy of the classes or events schedule. Use the *Manage Classes* tab to take class attendance, view and update resources, and send an email.

Expand each section below to see examples of the My Schedule (tab) in the Staff Portal.



View Classes Schedule

Enlarge your browser window to see an expanded view of the class schedule as shown below.

My Sch E-Cheer	edule News My Schedule	My Time C	Card Mana	ge Classes						Actions
Print Schedule										
Cla	sses Events	All Session	ns							
		All Session	All Sessions Expanded View							
		2020								
Show	ing 20 classes	2021 2021 Spri	2021							
Loc 🔺	Class	Status 🔶	Session 🔶	Curr Enroll	Wait List	Room	Start Date	End Date 🍦	Days 🍦	Times 🔶
E- Cheer	Advanced Tumbling - T/Th - 10:30a	Active	2021	2	0	Gym - Floor 2	1/1/2021	12/31/2021	TuTh	10:30am - 11:30am
E- Cheer	Advanced Tumbling - T/Th - 6:00	Active	2021	2	0	Gym - Floor 1	1/1/2021	12/31/2021	TuTh	6:00pm - 7:00pm
E- Cheer	Advanced Tumbling - T/Th - 7:00	Active	2021	2	0	Gym - Floor 2	1/1/2021	12/31/2021	TuTh	7:00pm - 8:00pm
E- Dance	Tap - Beg - M	Active	2021	2	0	Studio B	1/1/2021	12/31/2021	М	3:00pm - 4:00pm

View Events Schedule

My Schedule E-Dance	News My Schedule	My Time Card	Manage Classes	Actions
🖶 Print Schedu	ule			
Class	ses	Events	Current And Future	
			Current And Future	7
			Past 90 Days	
Showing 2	events		All	
Times	Event			
Friday 3/12/2021	Parents Night (Open	Out		
5:00pm 9:00pm	Studio A 6 enrolled / 25 m	ах		
E-Dance				
Saturday	Birthday Party			
3/6/2021	Open			
1:00pm 3:00pm	0 enrolled / 1 ma	Х		
E-Dance				

Enlarge your browser window to see an expanded view of the event schedule as shown below.

My Schedule E-Cheer	e News	My Schedul	e My Tim	ne Card	Manage Classes				Actions
Print Schedule									
Classes	E	vents	Currer	nt And Fut n <mark>t And Fut</mark> 0 Days		[Expanded	View	
Showing 2	events	5	All						
Loc 🔶 E	vent	$\stackrel{\wedge}{\nabla}$	Status 🗍	Curr Er	nroll 🍦 Max Enroll	Room	Date 🔶	Day 🝦	Times 🖕
E-Dance P	arents Nigh	t Out	Open	6	25	Studio A	3/12/2021	Friday	5:00pm - 9:00pm
E-Dance B	irthday Part	у	Open	0	1		3/6/2021	Saturday	1:00pm - 3:00pm