

View/Print Schedules in the Staff Portal

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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

The screenshot shows the Staff Portal interface. At the top, there is a navigation bar with tabs: **My Schedule** (selected), **News**, **My Schedule**, **My Time Card**, **Manage Classes**, and **Actions**. Below the navigation bar, there is a **Print Schedule** link. The main content area is divided into **Classes** and **Events** sections. The **Classes** section is active, showing a list of classes. A dropdown menu is open, displaying options: **All Sessions** (selected), **All Sessions**, **2020**, **2021**, and **2021 Spring**. The class list shows **Showing 20 classes**. The first class is **E-Dance**, with a time slot of **3:00pm** to **4:00pm**, and a status of **M**. A hand icon is pointing to the class. Below the class name, there is a summary: **Session: 2021**, **Start: 1/1/2021**, **Wait: 0**, **End: 12/31/2021**, and **Status: Active**.

Times	Class
E-Dance 3:00pm 4:00pm M	Tap - Beg - M Studio B 2 enrolled

Session: 2021
Start: 1/1/2021
Wait: 0
End: 12/31/2021
Status: Active

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

My Schedule

News

My Schedule

My Time Card

Manage Classes

Actions

E-Cheer

Print Schedule

Classes

Events

All Sessions

All Sessions

2020

2021

2021 Spring

Expanded View

Showing 20 classes

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	M	3:00pm - 4:00pm

View Events Schedule

My Schedule

News

My Schedule

My Time Card

Manage Classes

Actions

E-Dance

Print Schedule

Classes

Events

Current And Future

Current And Future

Past 90 Days

All

Showing 2 events

Times	Event
Friday 3/12/2021 5:00pm 9:00pm E-Dance	Parents Night Out Open Studio A 6 enrolled / 25 max
Saturday 3/6/2021 1:00pm 3:00pm E-Dance	Birthday Party Open 0 enrolled / 1 max

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

Print Schedule

Classes

Events

- Current And Future
- Current And Future
- Past 90 Days
- All

Expanded View

Showing 2 events

Loc	Event	Status	Curr Enroll	Max Enroll	Room	Date	Day	Times
E-Dance	Parents Night Out	Open	6	25	Studio A	3/12/2021	Friday	5:00pm - 9:00pm
E-Dance	Birthday Party	Open	0	1		3/6/2021	Saturday	1:00pm - 3:00pm