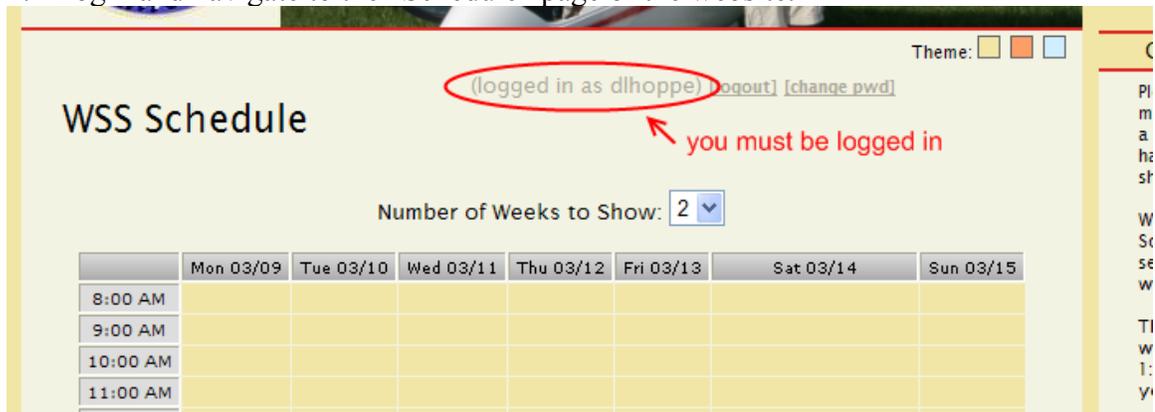


Instructions for Creating Schedule Entries on the WSS Website

To access restricted functionality such as creating schedule entries and adding galleries and photos, you must create a login ID. Without the secure login, access to the website will be in a “read-only” mode. If you have not created a login ID, please see the instruction document that describes how to set one up.

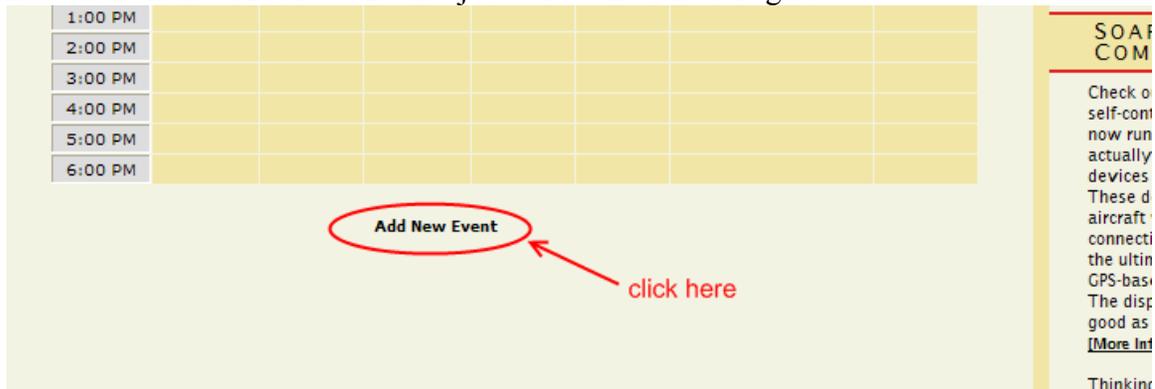
The following are the steps required to create/edit schedule entries:

1. Login and navigate to the “Schedule” page of the website.



The screenshot shows the 'WSS Schedule' page. At the top right, there are theme selection buttons and a user status indicator: '(logged in as dlhoppe) [logout] [change pwd]'. A red circle highlights the user status, and a red arrow points to it with the text 'you must be logged in'. Below the header, there is a dropdown menu for 'Number of Weeks to Show:' set to '2'. The main content is a grid with columns for days of the week (Mon 03/09 to Sun 03/15) and rows for times (8:00 AM to 11:00 AM).

2. Click on the “Add New Event” just below the schedule grid.



The screenshot shows the 'WSS Schedule' page with the grid extended to 6:00 PM. Below the grid, there is a button labeled 'Add New Event'. A red circle highlights the button, and a red arrow points to it with the text 'click here'. On the right side of the page, there is a sidebar with the text 'SOAF COM' and a link for 'More Int'.

3. Fill in the Start, End and Description fields. Start and End should include the full date and time. For example, to schedule a 2 hour session in the 2-33 with John, the entry might look like this:

Start: 03/21/2009 01:00 PM
End: 03/21/2009 03:00 PM
Description: Dave-John 2-33

For you military types, the time can be expressed using the 24-hour clock notation.

Start: 03/21/2009 13:00
End: 03/21/2009 15:00
Description: Dave-John 2-33

IMPORTANT!!!

The start and end fields must be formatted as specified. Please look it over thoroughly before saving.

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Additional notes on date/time formatting. I will be adding calendar controls sometime in the future to allow for selecting dates and times with mouse clicks. So this formatting issue will go away. For now we'll just have to suffer through it. My apologies.

- When the information is entered, click on the "Insert" link to save the entry and add it to the schedule.

The screenshot shows a web interface for adding a new event. At the top left, there is a vertical list of time slots: 3:00 PM, 4:00 PM, 5:00 PM, and 6:00 PM. Below this is a large yellow grid. In the center, there is a form titled "Add New Event" with the sub-header "Add item". The form contains three input fields: "Start:" with the value "03/21/2009 01:00 PM", "End:" with the value "03/21/2009 03:00 PM", and "Description:" with the value "Dave-John 2-33". Below these fields are two buttons: "Insert" and "Cancel". The "Insert" button is circled in red. A red arrow points from the "Insert" button to the text "click the 'Insert' link to save when entry is complete". Below the form, there is a note: "Please keep description as brief as possible" and "DateTime Format : MM/DD/YYYY HH:MM(AM/PM) (use AM/PM or 24 hour clock)". On the right side of the page, there is a sidebar with various links and text, including "SOAR COMM", "Check out self-conta now run actually devices t These de aircraft v connect the ultim GPS-base The displ good as t [More Inf", "Thinking and/or o This artic just how really is. [More Inf", and "All aircr own way arguably stunning, excellent".

- After clicking the "Insert" link, the entry will appear in the schedule.

The screenshot shows the same web interface as the previous one, but now the event "Dave-John 2-33" is visible in the schedule grid. The grid has a vertical list of time slots on the left: 5:00 PM, 6:00 PM, 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, and 6:00 PM. The horizontal axis shows days from Monday 03/16 to Sunday 03/22. The event "Dave-John 2-33" is placed in the cell for Saturday 03/21 at the 1:00 PM slot. This cell is circled in red. A red arrow points from the text "New entry is added" to the circled cell. Below the grid, there is a button labeled "Add New Event". On the right side of the page, there is a sidebar with various links and text, including "XC-Skies", "Weather I", "USAirNet", "Soaring S", "OLC - WS", "OLC - WS", "WSS - Yat", "SOAR COMM", and "Check out self-conta now run S actually a devices ti These de aircraft w connectio the ultima GPS-basec The displ good as tl".

6. To change or delete an existing schedule entry, click on the entry itself in the schedule.

The screenshot shows a flight schedule grid with a vertical axis of times from 5:00 PM to 6:00 PM and a horizontal axis of dates from Mon 03/16 to Sun 03/22. A grey box labeled "Dave-John 2-33" is positioned in the 2:00 PM slot on Saturday, 03/21. A red circle highlights this box, and a red arrow points from the text "click on the entry to edit or delete" below to the box. To the right of the grid is a sidebar with links: XC-Skies, Weather, USAirNet, Soaring S, OLC - WS, OLC - WS, WSS - Yal, SOAR COMM, and a paragraph of text starting with "Check out self-conta".

7. Once the item is selected, it will be shown just below the schedule grid.

The screenshot shows the same schedule grid as above, but the "Dave-John 2-33" entry is now highlighted in a larger grey box. Below the grid, a pop-up window titled "Add New Event" is open, containing the following text: "Item ID: 4329", "Start: 3/21/2009 1:00:00 PM", "End: 3/21/2009 3:00:00 PM", "Task: Dave-John 2-33", and "Edit Delete New". A red circle highlights this pop-up window, and a red arrow points from the text "Item is now available to edit or delete" to it. The sidebar on the right is partially visible, showing links like "WS:", "SC", "C", and a paragraph of text starting with "Che self now actu dev The airc con the GPS The goo [Mo".

8. To change the entry, click on the "Edit" link for the item.

11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM

Dave-John 2-33

Add New Event

Item ID: 4329
Start: 3/21/2009 1:00:00 PM
End: 3/21/2009 3:00:00 PM
Task: Dave-John 2-33
Edit delete New

click here to edit

9. Make desired changes and click "Update" to save the entry.

3:00 PM
4:00 PM
5:00 PM
6:00 PM

Add New Event

Edit item

Start: 3/21/2009 2:00:00 PM
End: 3/21/2009 4:00:00 PM
Description: Dave-John 2-33
Update Cancel

Please keep description as brief as possible
DateTime Format : MM/DD/YYYY HH:MM(AM/PM)
(use AM/PM or 24 hour clock)

make desired changes in entry fields

click "Update" to save changes

10. Change will immediately be reflected in the schedule grid.

The screenshot displays a flight schedule grid with columns for days from Monday, 03/16 to Sunday, 03/22, and rows for times from 8:00 AM to 6:00 PM. A grey event box labeled "Dave-John 2-33" is positioned at 2:00 PM on Saturday, 03/21. A red circle highlights this box, and a red arrow points to it from the text "Item changed from 1:00 - 3:00 to 2:00 - 4:00".

Below the grid is an "Add New Event" form with the following fields:

Item	ID: 4329
Start: 3/21/2009 2:00:00 PM	
End: 3/21/2009 4:00:00 PM	
Task: Dave-John 2-33	
Edit Delete New	

On the right side of the page, there is a sidebar with the following links: [weather Under](#), [USAirNet Weat](#), [Soaring Societ](#), [OLC - WSS Flig](#), [OLC - WSS Flig](#), [WSS - Yahoo G](#), [SOARING COMMUN](#). Below these links is a text block: "Check out these self-contained (now run SeeYo actually autom devices that ru These devices aircraft without connections or the ultimate in GPS-based navi The display vis good as the bes [\[More Info\]](#)" and "Thinking about and/or owning ...".

Note:

When the "Delete" link is clicked, the item is removed completely and permanently. So please be careful with the delete function to prevent removing someone else's entries.