

MyCalendar

Easily manage your team's
schedules!

[LOGIN](#)

[REGISTER](#)

MyCalendar

DEMO

MyCalendar

Register

- Click the Signup icon and fill out the form
- The Link Name is where the calendar will be displayed by your team i.e. <http://mycalendar.think-knot.com/calendars/doe-down/viewer/mycalendar>

MyCalendar

[Login](#) [Signup](#)

Register

First Name

John

Last Name

Doe

Your Link Name

Doe Down

E-Mail Address

john.doe@example.com

Password

.....

Confirm Password

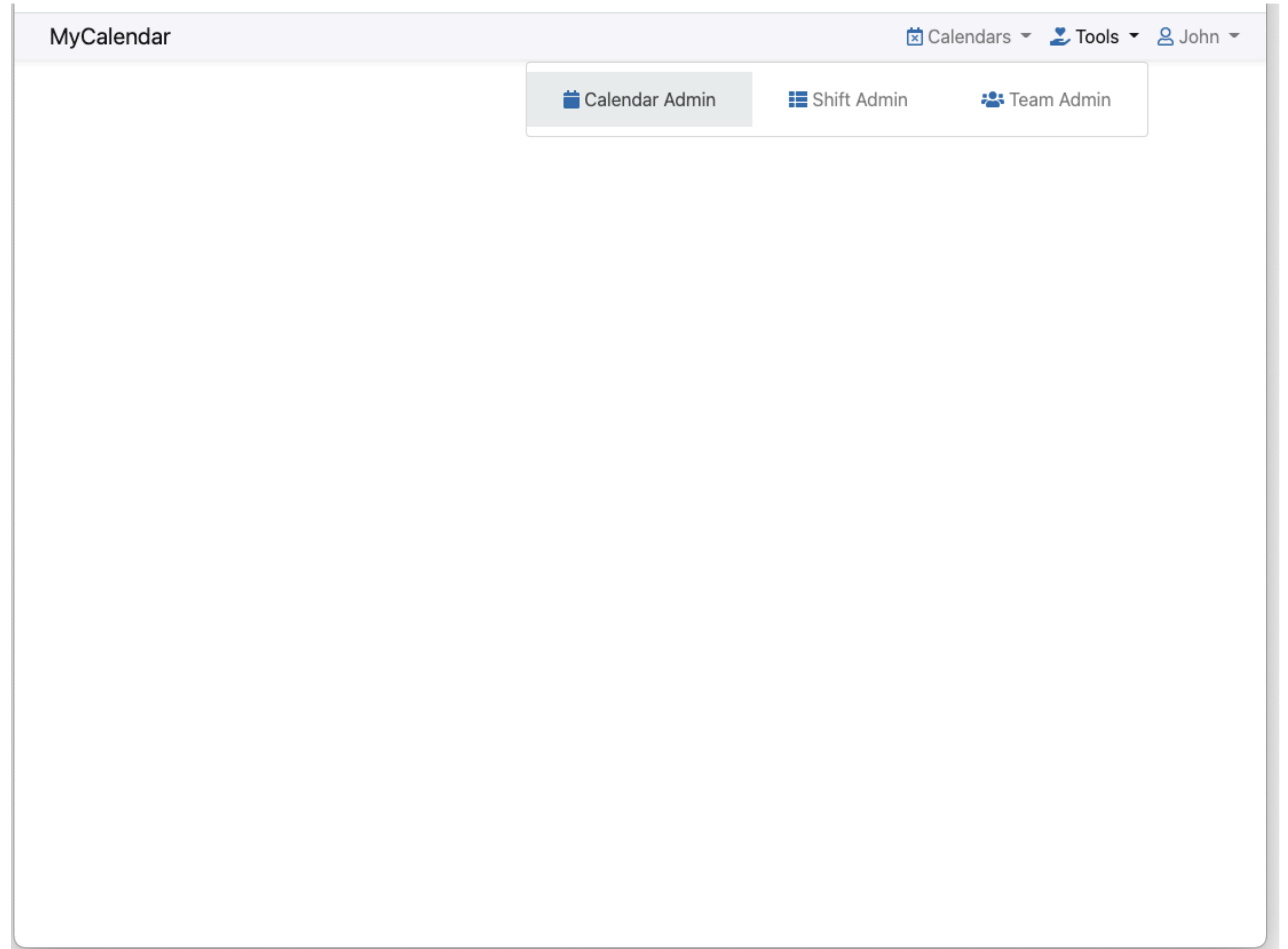
.....

Register

MyCalendar

Initial setup

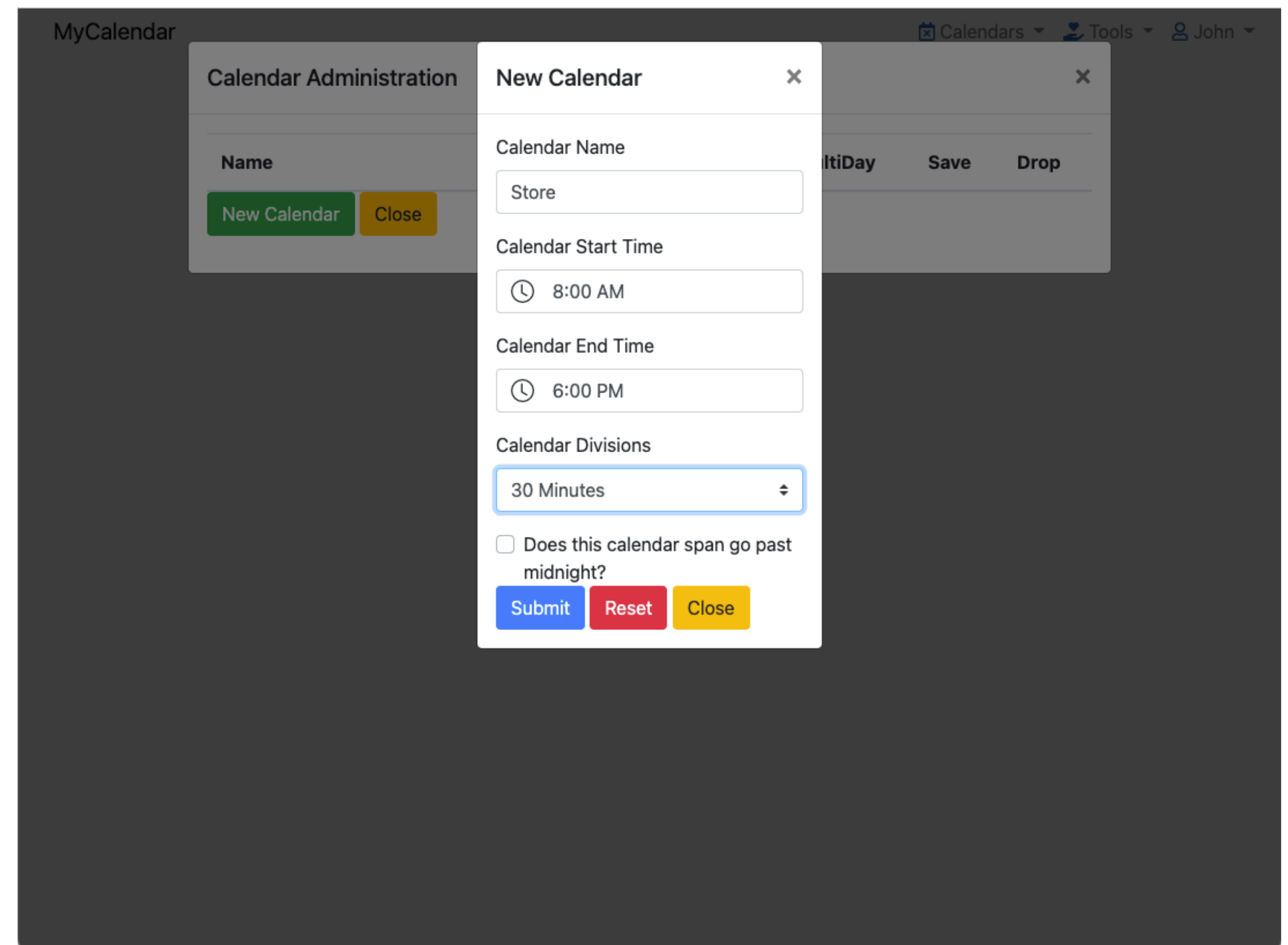
- After logging in, it is time to create a calendar!
- Click on Tools in the menubar and select Calendar Admin



MyCalendar

Create a Calendar

- Enter the calendar name
- Select the start time
- Select the end time
- Select the time divisions for your calendar
- Note: If your calendar includes Evening hours and Early morning hours, check the MultiDay box!



The screenshot shows the 'MyCalendar' application interface. A 'Calendar Administration' panel is visible in the background, and a 'New Calendar' dialog box is open in the foreground. The dialog box contains the following fields and options:

- Calendar Name:** A text input field with the value 'Store'.
- Calendar Start Time:** A time selection field showing '8:00 AM'.
- Calendar End Time:** A time selection field showing '6:00 PM'.
- Calendar Divisions:** A dropdown menu currently set to '30 Minutes'.
- Does this calendar span go past midnight?:** An unchecked checkbox.
- Buttons:** 'Submit' (blue), 'Reset' (red), and 'Close' (yellow).

In the background, the 'Calendar Administration' panel shows a 'Name' field and 'New Calendar' (green) and 'Close' (yellow) buttons. Another dialog box with 'MultiDay', 'Save', and 'Drop' buttons is partially visible behind the main dialog.

MyCalendar

Create a team

- On saving your calendar, your screen should refresh and you will see a blank calendar. Click on Team Admin. If you do not and your calendar spans multiple days, visit Calendar Admin and insure MultiDay is checked.
- For each member of your team, enter their name, email address, and phone number.
- The determine a background color for that team member's shifts. Colors let a team mate readily identify themselves on the calendar.
- After adding your members, click on Tools >> Shift Admin.

MyCalendar

Calendars

Tools

John

<

>

today

03/2

Calendar Admin

Shift Admin

Team Admin

day

list

W 13	Sun 3/28	Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

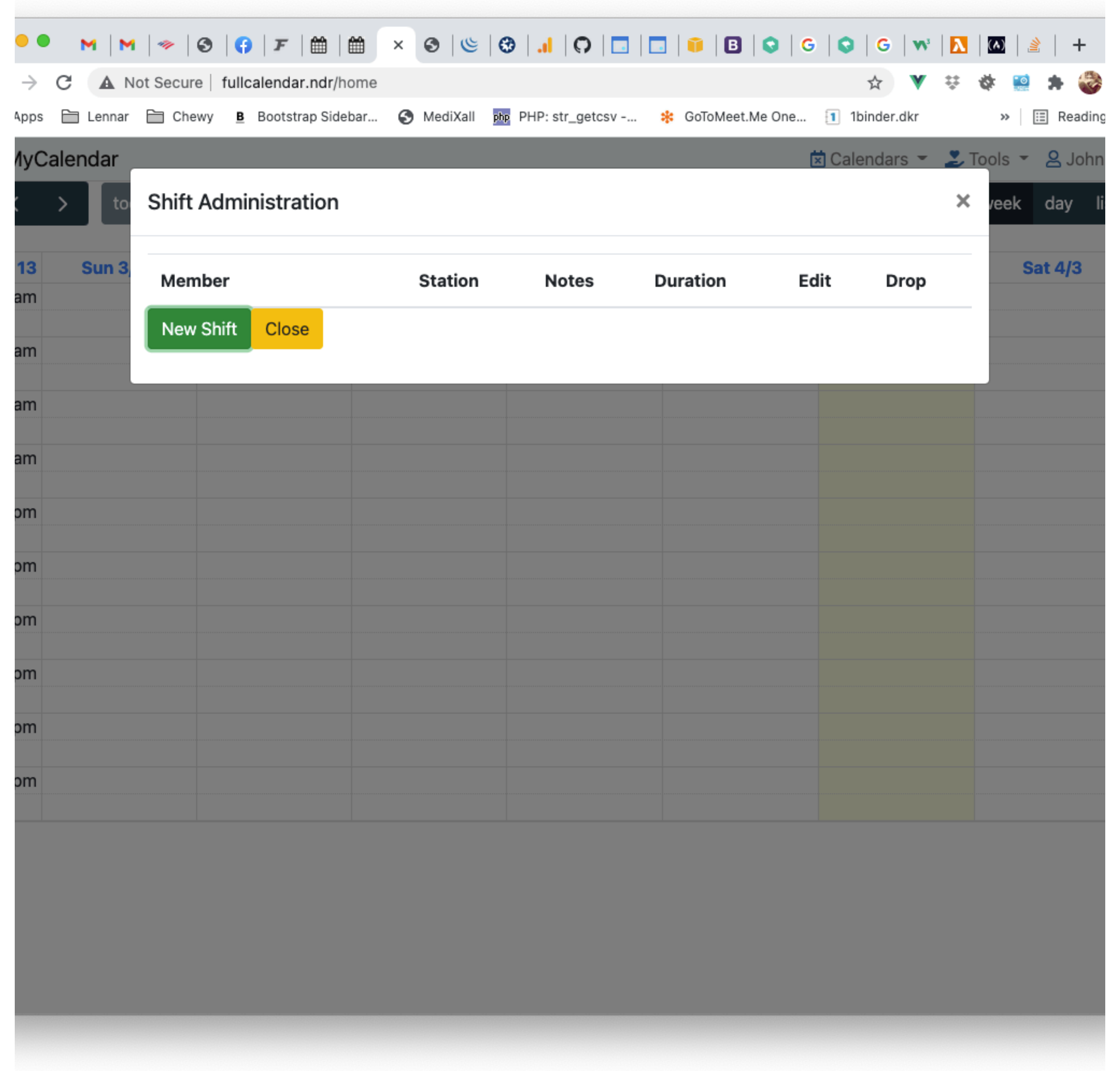
MyCalendar

Create Shifts

- Select Shift Admin from the Tools dropdown and click on New Shift
- There are 2 types of shifts: One-time and recurring.

Recurring shifts will be rescheduled at the same times for multiple weeks.

One-time will only be scheduled once.



MyCalendar

Add stations

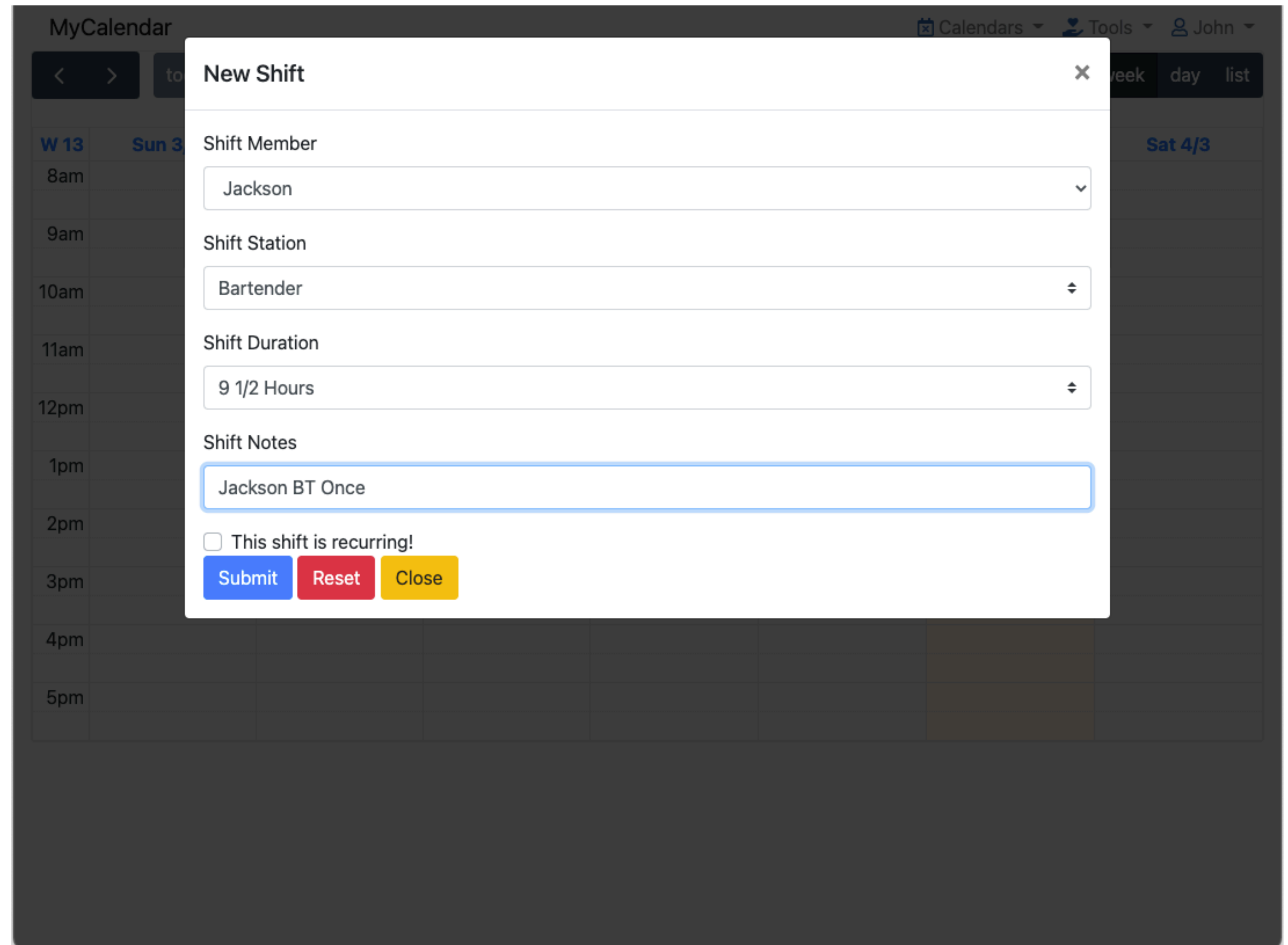
- Click on Station Admin
- Click on New Station
- Add station

Shifts		<div><div><></div><div>Calendar AdminShift AdminStation AdminTeam Admin</div></div>							daylist
Katie - front-door - 01:00 - Once		http://fullcalendar.ndr/calendar/knownuckles-bar/jolly							
W 14	Sun 4/4	Mon 4/5	Tue 4/6	Wed 4/7	Thu 4/8	Fri 4/9	Sat 4/10		
12am									
1am									
2am									
3am									
4am									
5am									
6am									
7am									
8am									
9am									
10am									
11am									
12pm									
1pm									
2pm									
3pm									
4pm									
5pm									
6pm									
7pm									
8pm									
9pm									
10pm									
11pm									
12am									
1am									
2am									

MyCalendar

Add shifts

- Using the dropdown, select your team member, the shift station, duration, some notes about the shift.
- If it is a one-time shift, click submit.



The screenshot shows the 'MyCalendar' application interface. A 'New Shift' modal form is open, allowing users to add a new shift. The form includes the following fields and options:

- Shift Member:** A dropdown menu with 'Jackson' selected.
- Shift Station:** A dropdown menu with 'Bartender' selected.
- Shift Duration:** A dropdown menu with '9 1/2 Hours' selected.
- Shift Notes:** A text input field containing 'Jackson BT Once'.
- Recurring Option:** A checkbox labeled 'This shift is recurring!' which is currently unchecked.
- Buttons:** Three buttons at the bottom: 'Submit' (blue), 'Reset' (red), and 'Close' (yellow).

The background shows a calendar grid with days of the week (W 13, Sun 3, Sat 4/3) and time slots (8am, 9am, 10am, 11am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm).

MyCalendar

Add recurring shift

- Check the recurring box
- Check the days the shift is scheduled.
- Select the shift start and end times.
- Select the duration of the reschedule of the shift.
- Click Submit.

The screenshot shows the 'New Shift' form in the MyCalendar application. The form is overlaid on a calendar grid. The form fields are as follows:

- Shift Member:** A dropdown menu with 'Johnson' selected.
- Shift Station:** A dropdown menu with 'Bartender' selected.
- Shift Duration:** A dropdown menu with '9 1/2 Hours' selected.
- Shift Notes:** A text input field containing 'Johnson BT recur MTWRF'.
- Recurring Options:**
 - ☒ This shift is recurring!
 - Shift Days:** Radio buttons for Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked).
 - Shift Times:** Two time pickers. The first is set to 8:30 AM and the second to 5:00 PM.
 - Recurring Date Span:** Two date pickers. The first is set to Friday, April 2, 2021, and the second is set to Sunday, May 2, 2021.
- Buttons:** At the bottom, there are three buttons: 'Submit' (blue), 'Reset' (red), and 'Close' (yellow).

MyCalendar

Shift Listing

- After creating the shifts, click on the Close button to exit Shift Administration.
- Reload the page.

The screenshot shows the 'MyCalendar' application interface. A 'Shift Administration' modal is open, displaying a table of shifts. The background shows a calendar grid with time slots from 8am to 5pm and days of the week. The modal has a title bar with a close button (X). The table has columns: Member, Station, Notes, Duration, Edit, and Drop. There are two rows of shift data. At the bottom of the modal are two buttons: 'New Shift' (green) and 'Close' (yellow).

Member	Station	Notes	Duration	Edit	Drop
Johnson	Bartender	Johnson BT	09:30	Edit	Drop
Jackson	Bartender	Jackson BT	09:30	Edit	Drop

New Shift Close

MyCalendar

Scheduling shifts

- After refreshing the page, you should see something similar to this.
- Please note the addition of the shift menu to the left.
- The center of that menu are the shifts you created.
- The bottom of the menu is the link your team mates will use to view the calendar.

MyCalendar							
		Calendars ▾		Tools ▾		John ▾	
Shifts		< >		today		03/28/21 – 04/03/21	
Johnson - bartender - 09:30 - Recur		month		week		day	
Jackson - bartender - 09:30 - Once		list					
http://fullcalendar.ndr/calendar/does-down/store		W 13		Sun 3/28		Mon 3/29	
		Tue 3/30		Wed 3/31		Thu 4/1	
		Fri 4/2		Sat 4/3			
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

MyCalendar

Schedule shifts cont'd

- Drag a one-time shift and position it in the time slot desired.
- When in position, click on the shift and save the event.
- Note the event color changed (unless it was set to blue).

MyCalendar

Calendars Tools John

Shifts

Johnson - bartender - 09:30 - Recur

Jackson - bartender - 09:30 - Once

<http://fullcalendar.ndr/calendar/does-down/store>

< > today

03/28/21 – 04/03/21

month week day list

Jackson - bartender - 09:30 - Once

W 13	Sun 3/28	Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
8am	8:30 - 6:00 Jackson						
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

MyCalendar

Schedule shifts cont'd

- Drag a recurring shift to the desired time slot.
- Click on the event and save it.

MyCalendar

Calendars Tools John

fts

son - bartender - 09:30 - Recur

son - bartender - 09:30 - Once

://fullcalendar.ndr/calendar

e-down/store

< > today

03/28/21 – 04/03/21

month week day li

W 13	Sun 3/28	Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
8am	8:30 - 6:00 Jackson	8:30 - 6:00 Johnson Johnson					
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Johnson - bartender - 09:30 - Recur

Johnson - bartender - 09:30 - Recur

Jackson - bartender - 09:30 - Once

MyCalendar

Schedule shifts cont'd

- After saving the shift, note that it is automatically rescheduled accordingly!

MyCalendar

Calendars Tools John

Shifts

Johnson - bartender - 09:30 - Recur

Jackson - bartender - 09:30 - Once

<http://fullcalendar.ndr/calendar/does-down/store>

< > today

03/28/21 – 04/03/21

month week day list

W 13	Sun 3/28	Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
8am	8:30 - 6:00 Jackson	8:30 - 6:00 Johnson	8:30 - 6:00 Johnson	8:30 - 6:00 Johnson	8:30 - 6:00 Johnson	8:30 - 6:00 Johnson	
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Johnson - bartender - 09:30 - Recur

Johnson - bartender - 09:30 - Recur

Johnson - bartender - 09:30 - Recur

Johnson - bartender - 09:30 - Recur

Johnson - bartender - 09:30 - Recur

Johnson - bartender - 09:30 - Recur

Jackson - bartender - 09:30 - Once