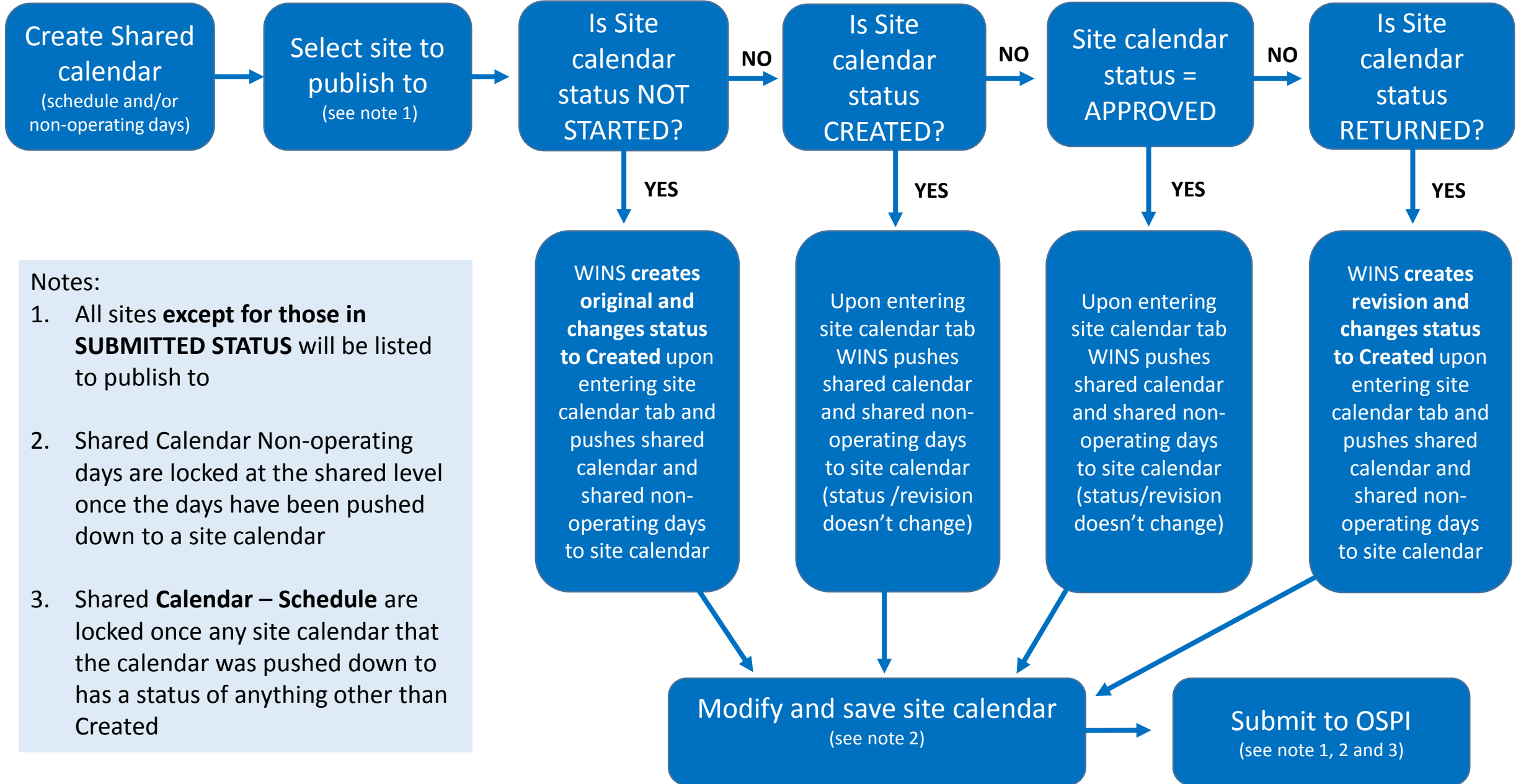


Shared Calendar Workflow



Notes:

1. All sites **except for those in SUBMITTED STATUS** will be listed to publish to
2. Shared Calendar Non-operating days are locked at the shared level once the days have been pushed down to a site calendar
3. Shared **Calendar – Schedule** are locked once any site calendar that the calendar was pushed down to has a status of anything other than Created

Shared Calendar Tips

- The Shared Calendar feature is **optional**
- The Shared Calendar feature is an **accelerator tool** (great for sponsors with lots of sites)
- Use the Shared Calendar when starting a new program year to create initial schedules
 - Typically the beginning of the program year will be the only time you will use the shared calendar feature
- The Shared Calendar feature can be used throughout the year to add a **non-operating day(s)** (i.e. Snow Day) to multiple sites
 - After you add the non-operating day to the shared calendar, **you must go to each site calendar and submit** each site calendar in order for the non-operating day(s) to be applied
 - If you have less than five sites, it may be easier to add the non-operating day(s) directly to each site calendar
- The **shared calendar/schedule** and **site calendars/schedules** do not need to match