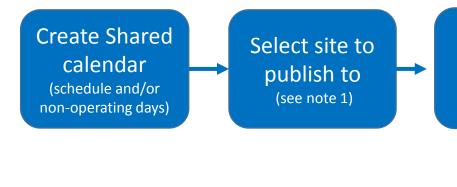
## **Shared Calendar Workflow**

NO



## Notes:

- All sites except for those in SUBMITTED STATUS will be listed to publish to
- 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

WINS creates
original and
changes status
to Created upon
entering site
calendar tab and
pushes shared
calendar and
shared nonoperating days
to site calendar

Is Site

calendar

status NOT

STARTED?

YES

Upon entering site calendar tab WINS pushes shared calendar and shared non-operating days to site calendar (status /revision doesn't change)

Is Site

calendar

status

**CREATED?** 

**YES** 

NO

Upon entering site calendar tab WINS pushes shared calendar and shared non-operating days to site calendar (status/revision doesn't change)

Site calendar

status =

**APPROVED** 

YES

NO

WINS creates
revision and
changes status
to Created upon
entering site
calendar tab and
pushes shared
calendar and
shared nonoperating days
to site calendar

Is Site

calendar

status

**RETURNED?** 

YES

Modify and save site calendar (see note 2)

Submit to OSPI (see note 1, 2 and 3)

## **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