

# RO Sign Up Calendar

## RO Instructions

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Range hours are 8 am to Sunset.

- The word Sunset is not an option in the Calendar so you will either need to look up the time of sunset or choose a time to close.

ROs can sign up on the RO Sign Up calendar for any hours not already taken between 8 AM and Sunset.

**Note: This is the same RO Schedule sign-up process just doing it online instead of on paper.**

**Important Notes: No one can shoot before 8 am or after sunset.**

**No one can open the range unless the range shows open on the Range Schedule.**

To schedule the time you want to serve as RO on the calendar do the following steps:

1. View the calendar to find available openings using the Date arrow keys to choose the month to view.

### Interactive Range Schedule



The screenshot shows a blue header bar with a search input field on the left containing the text "search" and a close button (X). To the right of the search field are navigation arrows (left and right) and a date display "06/16/17". Further right are two buttons: "Submit Event" and "Subscribe", followed by a small monitor icon.

June 2017

2. Click the Submit Event button to schedule the time you have chosen.

### Interactive Range Schedule



This screenshot is identical to the one above, but the "Submit Event" button is highlighted with a red rectangular box.

3. The Event submit form will pop up:

To submit an event to our calendar just fill in this form:

Check and Submit

## Haltom City Rifle & Pistol Club

Your Name

name

Your Contact Email

email

Private notes for the calendar owner (not shown with your event)

notes

Event

Event Title

4. Fill in the form;
  - a. Your Name
  - b. Your Email address
  - c. Event title is RO followed by the RO Name.
  
5. Scroll down and select date and time you are to be on duty as RO

from at to at  
06-16-17 9:00 am - 06-16-17 9:00 am  All day?

Note: If you are working until Sunset use 8 PM as the "to" time.

6. Then click the Check and Submit Button on the top right of the form.

To submit an event to our calendar just fill in this form:

Check and Submit

## Haltom City Rifle & Pistol Club

Your Name

Ray Pierce

Your Contact Email

Ray.Pierce1950@gmail.com

Private notes for the calendar owner (not shown with your event)

notes

Event

RO Ray Pierce

Keywords/Tags (comma separated)

add tags make your event easier to find

Event Image

Add Event Image

No Image

7. Review the information and if it is correct press the submit event button on the top right.

Check and Submit:

Submit Event

Back to Editor

Sender

Ray Pierce (Ray.Pierce1950@gmail.com)

Event Details

## RO Ray Pierce

**From:** Thursday, July 13th 2017, 9:00am CDT

**To:** Thursday, July 13th 2017, 9:30am CDT

Please let me know should you have any questions or need assistance.

Ray Pierce

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