



## USING ONE STAFF ACCOUNT FOR ALL CONFERENCE SCHEDULES

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If one staff member is responsible for administering all conference scheduling, using one staff account for all conference schedules is an option.

The following steps will create schedules for two staff members, Mr. Simpson and Mrs. Van Houten, using one staff account.

- 1) Log in using the staff account.
- 2) Create a new schedule titling it "Conference Schedule for Mr. Simpson" or any title that *uses the staff member's name*. Add conferences to the schedule. (If you are going to use this schedule as a template for other staff members, be sure the conference schedule is complete and correct.)
- 3) Now that you have created the conference schedule for Mr. Simpson, either create a *new schedule* for Mrs. Van Houten or *copy a schedule* that is already made. Title this schedule "Conference Schedule for Mrs. Van Houten" or any title that *uses the staff member's name*.
- 4) Continue creating/copying schedules as you did in Step 3.
- 5) Visitors to your website initially will see only the name of the person who logged in on Step 1. Clicking on this name will take visitors to a list of all of the schedules created in Steps 2–4. If you would prefer that the visible name be a general description instead of one person's name:
  - a) Click on "Account Info" in the left column.
  - b) Change the "Name to Display on Website" to a more general name such as "Springfield Elementary Conferences."