

Calendar Instructions:

Students: Please check the clinical calendar and note available slots. Next, please email the calendar contact listed on the Clinical Training Calendars page of the SWEMS website for your agency and request your desired calendar slots. Only Calendar Administrators are allowed to add or edit items on these calendars.

Calendar Administrators: If you need the login/password for the calendars, please contact the Southwest Region EMS office at (360) 576-8197 or by email at swems@comcast.net.

- To add a name/event to the calendar, just click on the date (click on the specific number, not just in the box). The following Create New Calendar Entry menu will appear:



Create New Calendar Entry Tuesday - (NRTC), November 15, 2005

Calendar Text		Start Time	End Time
<input type="text" value="Smith"/>		7:00	15:00
Draw Border	Category		
<input type="checkbox"/>	NRTC		
Popup Text or URL link			
<input type="text"/>			
<input type="button" value="Color Select"/>	<input type="text" value="Default"/>	Background Color	<input type="text" value="Default"/>
Note: For the Popup Text or URL Link field, entries like http://www.domainname.com or simply www.domainname.com will create www links on the calendar. Other entered text will cause a popup window link to be created.			
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>

- Type the student's "Last" Name *only* in the Calendar Text box. (Example: Smith)
Please do not type in the Popup Text or URL link box.
- Next, select one of the three following daily time slots from the Start Time and End Time pull-down menus.
 - 07:00 - 15:00 (See example above)
 - 15:00 - 23:00
 - 23:00 - 07:00 time slot gives a pop up message. Please ignore this message and click OK only once. Then, click the "View Calendar" button located at the top left.
- Please select your agency name from the Category scroll bar list (Example: NRTC)
- Finally , click on SUBMIT *"only once"* at the bottom of the frame. You may click on the yellow "View Calendar" button located at the top left to view the calendar with your entry.