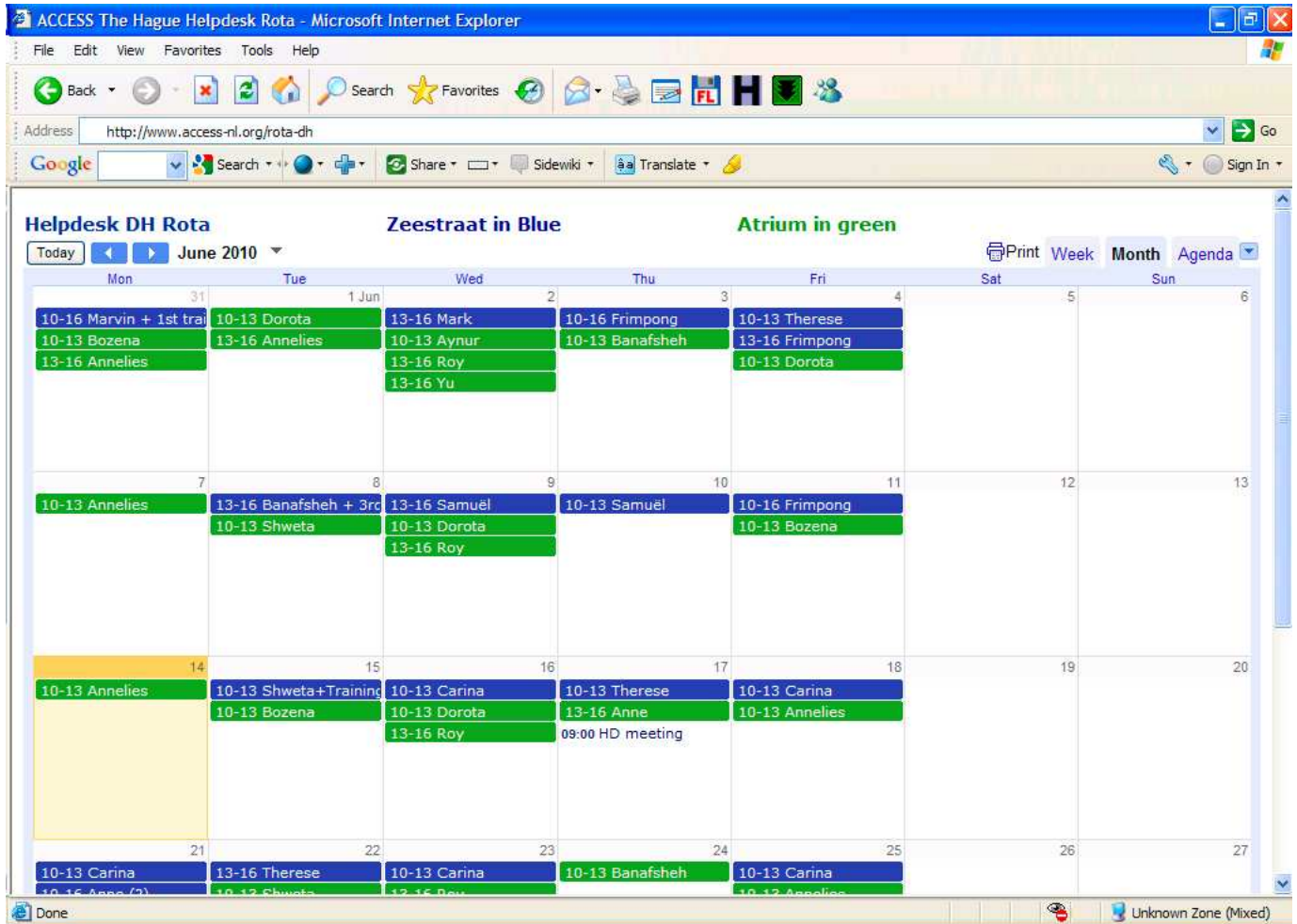


The online ACCESS Rota

This interactive online rota uses Google Calendar. Although it can be seen online by anyone from anywhere, it can only be altered if you log in.

To view the calendar, go to: www.access-nl.org/rota-dh which will by default display the calendar in monthly view, as shown below:



To view it in weekly format, click on “Week” (top right). To display the previous or next month (or week if in week view), click on the left or right arrows on the top left, next to the “Today” button. Click on “Today” to return to the current day in this week or this month’s view.

Blue highlighted names refer to the Zeestraat and **green highlighted names refer to the Atrium**. Unfortunately names are prioritised by location rather than time so Zeestraat HD volunteers will always be above Atrium HD volunteers, no matter what time is listed.

To add or make any changes to the calendar, you will need to log in to Google Calendar. To do this, either click on: **“To make changes on this rota, please click here to log in”** below the calendar or go to: www.google.com/calendar

Log in with the department username and password - if you do not know these details, please ask your Team Leader or the office Director.

Once logged in, the calendar will be displayed and changes can be made to the rota.

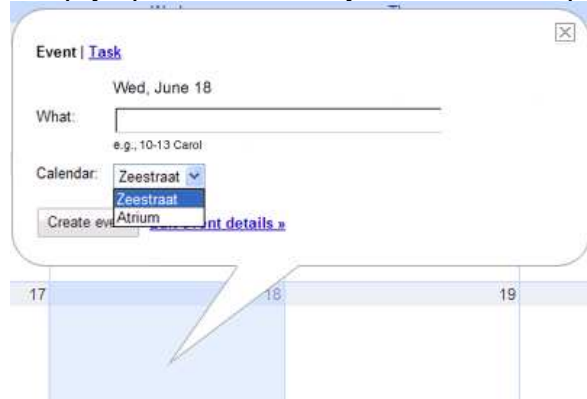
Important: Please do not click on the ‘settings’ link and make alterations as changes could have serious consequences to the display and/or operation of the rota - Thank you!

Once logged in, you can add, remove or modify entries on the calendar. *As stated in red on all pages, please do not make changes to the calendar setup or adding or creating new calendars as this could make things confusing or complicate the simple calendar workings for all to use!*

Please note, to protect your privacy **only list your first name** (if there are 2 people with the same first name then follow with your **surname initial, not your full surname**).

Remember, this calendar can be viewed by anyone in the world!

To add an entry, click on an empty space on the day. A window as pictured below will appear.



Under “What:” type the start and end times of your shift in 24hr time format separated by a ‘-’, followed by a space and your name to appear. It is not necessary to list am or pm, and it is no longer necessary to list either (A) or (Z) as the colour will determine the location.

eg: 10-13 Carol

Then choose the location from the drop down menu, either “Zeestraat” or “Atrium” and then press “Enter” or click on “Create Event”. This will enter the start time and your name onto the day with the correct colour to determine the location. It is automatically sorted by location followed by start time and then by names listed alphabetically.

To remove an entry, click on the particular entry with the mouse and the following window will appear:



Click on **Delete** and the entry will be removed.

To edit an entry, click on the particular entry with the mouse and on the window that appears (as above) and click on **edit event details**.

A new window will appear and from there you can alter the entry under “What”, “When”, “Repeats” and “Calendar (for either Atrium or Zeestraat)”. Please leave the “All Day” box ticked to ensure the highlighting on the name. The other fields such as “Where” and “Description” do not serve any purpose for the ACCESS rota so please leave those sections blank.

When finished, please click on “Sign out” on the top right.

Important: Please do not click on the ‘**settings**’ link and make alterations as changes could have serious consequences to the display and/or operation of the rota - Thank you!