OVERVIEW
The scheduling component in 4HOnline is a simple tool available at the County level to allow members to sign up for a timeslot. Anyone signing up for a timeslot must have a 4HOnline profile. **Only one member may sign up for each timeslot.**

Before you begin, decide the title of your schedule and then determine if you need to break the schedule down by topic area or section (aka. Schedule Items). You will also need to determine the duration of each timeslot. All timeslots, regardless of the topic or section must be of equal duration.

CREATE SCHEDULE

1. From a County account, click on the Connect tab and select Schedules.
2. Click “Add Schedule”
3. Enter the Title of the Schedule.
4. Set the Registration Start and Stop Dates. This will determine when sign up is open to members.
5. Set the interval hours or minutes. This is the duration of each individual timeslot.
6. Check if approval is required and click Create.
7. Add a New Schedule Item for each topic area or section of the schedule and click Add Item.
8. Enter the date and times for which to assign timeslots for that Schedule Item. Click Add Time.
9. The program will create a list of timeslots based on the duration selected for the schedule and the dates and times set for the Schedule Item.

10. Click “Edit” next to a timeslot to assign a member to the timeslot or to delete the timeslot.

11. Click Exit to return to the Schedule Item. Click Exit again to return to the Schedule set up to add more schedule items.

12. After members register for timeslots, click on the Schedules icon under the Connect tab. Edit the desired schedule.

13. A Quick Report and a Quick Export are available at the top of the page to pull the final schedule with member names listed in each timeslot.