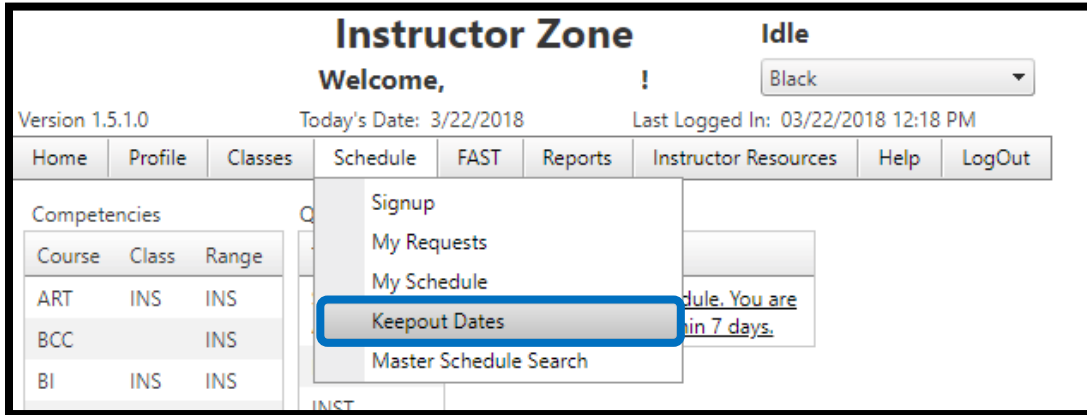


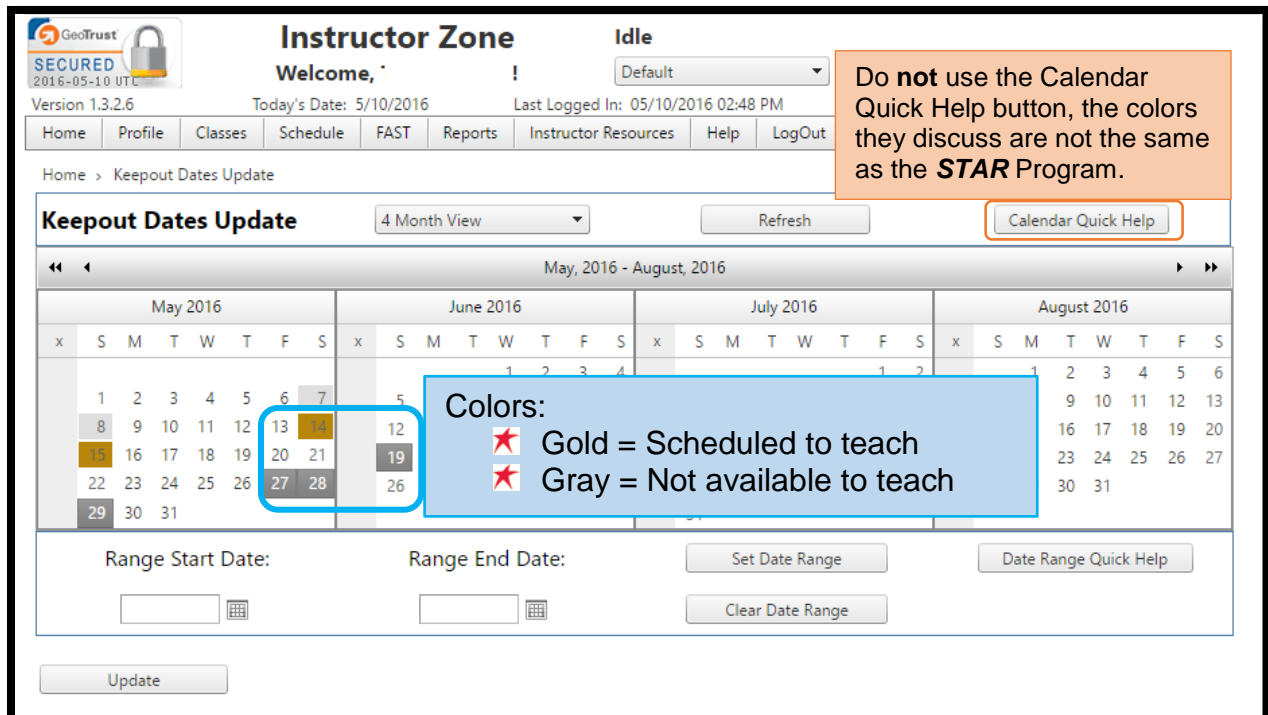
Instructor Zone Schedule - Keepout Dates

In this guide you will learn how to enter the dates that you will not be available to teach into the Instructor Zone.

To set dates you do not wish to teach or you will be unavailable, hover over the Schedule tab and click on Keepout Dates from the drop-down menu.

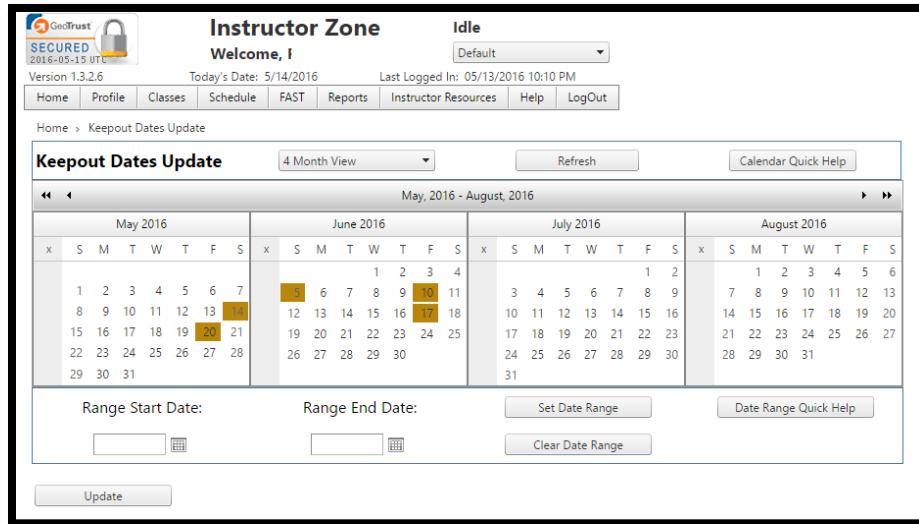


When the calendar opens, it will look like this.

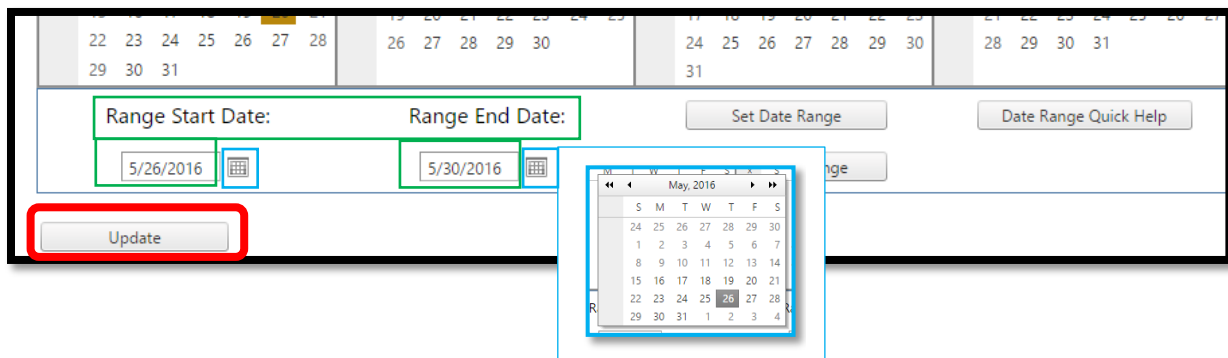


To Insert Keepout Dates

Using the calendar the system generated, click on the individual day(s) on the calendar to block them out. Then click the Update button to save those dates.



Set the date range by typing in the needed dates in the Range Start Date and the Range End Date. The secondary option is to use the pop-up calendars and click on the dates. Click the Update button to save those dates.



After you make changes to your Keepout Dates, click the Refresh button to show these changes on your screen.

