

Schedule Inputting Instructions

Step 1: Confirm when you get this email

This is from Shredbetter, part of OnlySky, our new scheduling and reservations system. If not enter this link:

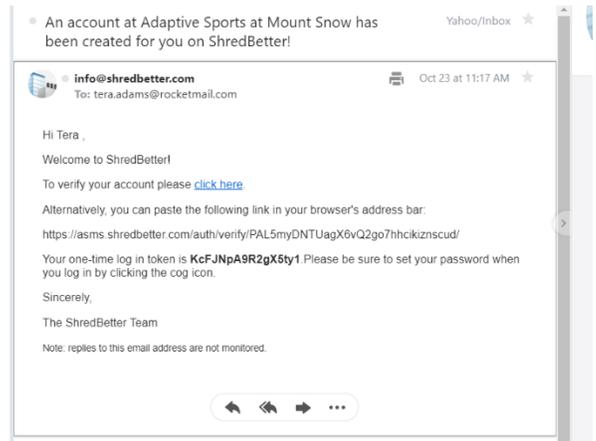
<http://asms.theonlysky.com/auth/login>

And follow the prompts to set up or reset your password.

Once you confirm, then you will be directed to your account where you can input your schedule. Your availability tells our reservations system how many volunteers we have available and helps set a cap on what we book. It also allows us to match reservation with

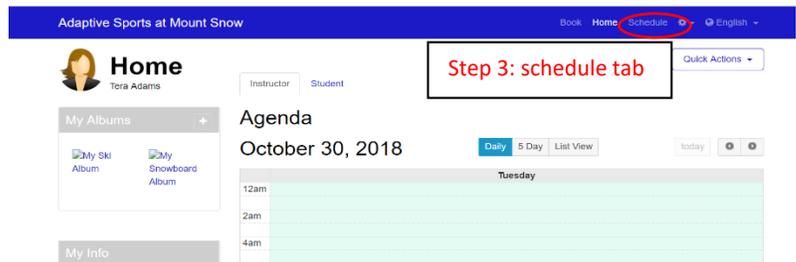
volunteer, so once you are matched you can see the name of the reservation you are matched with.

NOTE: if you created an account last year as part of our test, we cleared out our test group, so you will have to confirm again. Thank you!



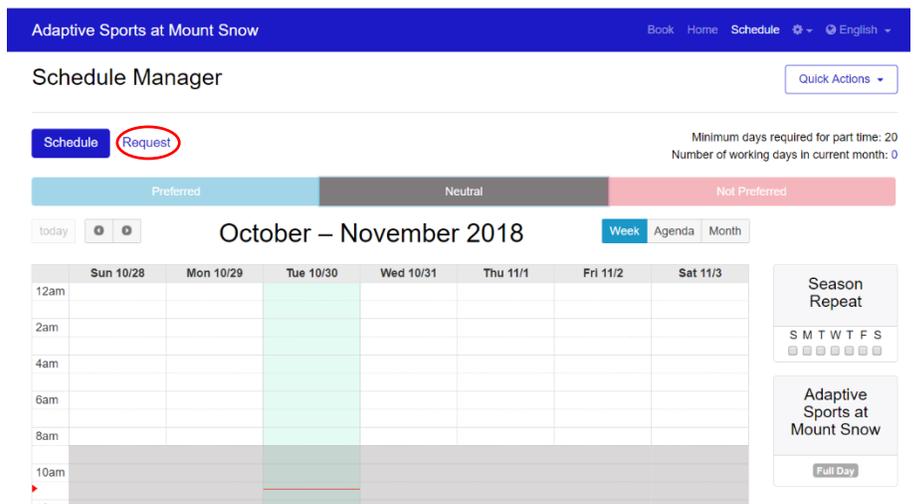
Step 2: Welcome to your homepage

Here is where you will find your schedual, both for inputing and when you are matched with a student.



Step 3: Click on the Schedule tab

Step 4a: Click on Requested



Step 4b: click on Preferred (the light blue box)

This will allow you to request what days you want to work. There is a counter on the side. It ONLY counts up the days in THAT MONTH, not the full season.

You can click on the Season Repeat to select an “every_____” option. Example: click on Saturday and it populates every Saturday in the season. REMEMBER to manually unselect if you have exceptions (do this by clicking the “Not Preferred” button, then selecting the date you choose to make the exception).

Adaptive Sports at Mount Snow

Book Home Schedule English

Schedule Manager

Quick Actions

Schedule Request

Step 4b: Click on “preferred”

Minimum days required for part time: 20
Number of preferred days in current month: 3

Preferred Neutral Not Preferred

today

October 2018

Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
9a Full Day						
7	8	9	10	11	12	13
9a Full Day						
14	15	16	17	18	19	20
9a Full Day						
21	22	23	24	25	26	27
9a Full Day						
28	29	30	31	1	2	3
9a Full Day						
4	5	6	7	8	9	10
9a Full Day						

Helpful tip: If you click on the gray bars in the date than it will stay in month view. Click off the gray bar it flips to week view.

There is no “Submit” button. It is in “real time”. As soon as you enter it, we can see it in the reservations part of the program. So don’t worry-its there!

Once you enter your schedule you can adjust it until Dec 1st, then it will be set. After that, administrators can manually change it from the backend. While we understand that life happens, please do your best to have it set by Dec 1, so we can avoid making manual changes.

Remember the commitment levels.

Our schedule dates start on Dec 1, 2018 and close March 31, 2019

Green: minimum 6 days

Blue: Minimum 21 days

Black: Minimum 25 days

Black and Blue level volunteers, once we receive your schedule with the MINIMUM number of days on it, we will be able to add you to the pass list to be processed by the mountain. If you are issued a pass and you change your days so that it falls below the MINIMUM number of days, the pass will be turned off. If you do not attend one of the orientations the pass may also be turned off.

Part two

This is optional-but you may find it helpful if you want to print or reference the schedule that you inputted

Step 1) Click on “quick actions” from your schedule page. This will open a drop down menu with lots of options

Step 2) From the drop down menu click on “Edit Profile”.

Adaptive Sports at Mount Snow Book Home Schedule English

Schedule Manager Quick Actions

Schedule Request Minimum days required for part time: 20 Number of preferred days in current month: 3

Preferred Neutral Not Preferred

today October 2018 Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 9a Full Day	1 9a Full Day	2 9a Full Day	3 9a Full Day	4 9a Full Day	5 9a Full Day	6 9a Full Day
7 9a Full Day	8 9a Full Day	9 9a Full Day	10 9a Full Day	11 9a Full Day	12 9a Full Day	13 9a Full Day
14 9a Full Day	15 9a Full Day	16 9a Full Day	17 9a Full Day	18 9a Full Day	19 9a Full Day	20 9a Full Day
21 9a Full Day	22 9a Full Day	23 9a Full Day	24 9a Full Day	25 9a Full Day	26 9a Full Day	27 9a Full Day
28 9a Full Day	29 9a Full Day	30 9a Full Day	31 9a Full Day	1 9a Full Day	2 9a Full Day	3 9a Full Day
4 9a Full Day	5 9a Full Day	6 9a Full Day	7 9a Full Day	8 9a Full Day	9 9a Full Day	10 9a Full Day

My profile at Adaptive Sports at Mount Snow teaching Snowboard Dashboard Quick Actions

Headline Changing Lives Everyday

Profile Image 

Select Specializations
 General
 Adaptive
 Freestyle

17349849_10154321082868332_4393646380671001581_o.jpg

Edit Profile Actions
set Public URL yuricee
Employee ID
Delete Profile

About Me

Writers block? Try answering these.

- Why do you teach Snowboard?
- What equipment do you use?
- What is your favorite run or trail at Adaptive Sports at Mount Snow?
- What do you do when you're not instructing?
- Anything else we should know?

Save

Step 3) Go to “Set Public URL”

Type in whatever code name you want for yourself.

This will title will appear in the website box at the top of your browser (see A). Save this link. It is the link to your profile. Then click on Schedule (see B). It will show you the schedule you inputted then you can print screen to get your schedule, or reference when you **want**.

A

Adaptive Sports at Mount Snow

Book Home **Schedule** English

Yuri Czmola | Profiles **B**

Snowboard



Yuri Czmola
Changing Lives Everyday

Teaches: Snowboard - General, Adaptive, Freestyle

Home: Adaptive Sports at Mount

Mountain: Snow, None, None

Gender: Male

Certifications: ? AASI Snowboard (Level III)
[Show More](#)

Years: 10.1

Teaching:

Years at Adaptive Sports at Mount Snow: 0.0