



## **BUTTERNUT LUNCHROOM VOLUNTEER CALENDAR**

TO ACCESS, CLICK <http://www.my.calendars.net/butternut>

- Go to the top left of the screen and click "add events".
- From here, you can use the "daily" option, to just post one particular day you want to help; or you can select "periodic", to set a routine; for example, every Thursday until the end of the school year.
- Select "create".
- Under "calendar text", you type in your name and phone number or e-mail address. If you have selected a periodic duration, you may then also select the time frame accordingly. After adding the entry under "calendar text", click submit, and then go to the yellow "view calendar" tab at the top left to view your entry.
- If you want to edit or delete an entry, then simply select your date on the calendar, click edit entry, and select delete.
- The lunchroom staff will check the calendar daily to see who, if anyone, is helping and on which days.
- The calendar will be updated by the administrator (me) to note days in which we have no school/school breaks.

If you have any questions or experience and problems with the lunchroom calendar, please contact me at 440-779-4239 or [bernette@wowway.com](mailto:bernette@wowway.com). Please note that only I have administrative access to change formatting, text size, etc. on the calendar.

Thank you so much for your help in the lunchroom! I hope you find the calendar an easy and useful means of maintaining your lunchroom volunteer schedule.

Very truly yours,

Bernadette Ernette  
Butternut PTA President