

You are able to schedule on your E-Track calendar any dates when you are unavailable to train for the OCWTP. Since Regional Training Centers are able to view your calendar before they contact you to schedule a session, this can be an effective communication tool.

At the top of your calendar, click the green plus sign next to the words, Scheduled Events.

The screenshot displays the Ohio.gov E-Track Facilitator Portal. The page title is "Facilitator Calendar for Ronna Johnson" with a link to "Session Survey Results Report". The calendar is for January 2012. A sidebar on the left shows "This Week:" with dates from Thursday, 12/15 to Wednesday, 12/21, all marked as "none". The main calendar grid shows a scheduled event on Thursday, January 5th, titled "(FC 3 hr) Tackling Toilet Issues" from 6:00 PM to 9:00 PM. The event is represented by a yellow icon. The calendar is powered by TEDS.

You will type a brief description, such as “Unavailable” or “Vacation” in the Subject field. You have 250 character spaces to use in listing a description.

Next, you will identify the start and end dates and times. For the date, you may use the calendar icon to the right of the field to select a date, or just type in a 2-digit month, 2-digit day, and 4-digit year. Use the drop-down menu to select the beginning and ending times of the this appointment.

You may make it a recurring event by selecting, “Yes”, and then the day of the week you want this event to recur.

Click the Save icon on the right-hand side of the screen to return to the calendar, where your appointment is now listed.

The screenshot shows a web browser window with the Ohio.gov logo and 'Ohio Child Welfare Training Program E-Track' in the top left. The page title is 'Facilitator Portal > My Appointment'. The main content area is titled 'Add/Edit Appointment' and contains the following fields:

- Subject:** A text input field containing 'Unavailable'.
- Start Time:** A field with a red asterisk containing '01/09/2012' and a calendar icon to its right. Below it is the format 'mm/dd/yyyy'. To the right is a time dropdown menu set to '12:00 AM'.
- End Time:** A field with a red asterisk containing '01/10/2012' and a calendar icon to its right. Below it is the format 'mm/dd/yyyy'. To the right is a time dropdown menu set to '6:00 PM'.
- Recurring:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Days of the Week:** A list of days from Monday to Sunday, each with an unchecked checkbox.

Navigation icons (back, forward, refresh, close) are visible in the top right and bottom right corners of the form area.

If you want to delete a previously scheduled appointment, simply check the box next to it, and click the red minus sign next to Scheduled Events at the top of your screen.

The screenshot displays the 'Facilitator Portal' for Ronna Johnson. On the left, a 'This Week' summary shows dates from Thursday, 12/15 to Wednesday, 12/21, with 'none' listed for each day. The main area is a calendar for January 2012, with the current date being Sunday, 12/16. The calendar shows a 'Scheduled Events' header with a red minus sign icon. Below this, an event titled '(FC 3 hr) Tackling Tiolet Issues' is scheduled for Thursday, 12/13, from 6:00 PM to 9:00 PM. On Monday, 12/10, there is an 'Unavailable' event from 12:00 AM to 6:00 PM. A checkmark icon is visible next to this event, and a red minus sign icon is visible next to the 'Scheduled Events' header. The page is powered by TEB3.

You will be asked to confirm that you want to remove the appointment. Click OK.

The screenshot displays the Ohio.gov Facilitator Portal interface. On the left, a sidebar shows the current week's schedule for Thursday, 12/15, through Wednesday, 12/21, with no appointments listed. The main area features a calendar for January 2012, with a confirmation dialog box overlaid on the 9th. The dialog box, titled "Confirmation", asks "Are you sure you wish to remove the selected appointment(s)?" and includes "OK" and "X" buttons. An arrow from the top text points to the "OK" button. The browser window title is "Confirmation - Windows Internet Explorer provided by Institute for H..." and the URL is "https://e-track-qa.teds.com/teds/ConfirmationPopup.jsp?wnt_clst=1323967674". The browser status bar shows "Internet | Protected Mode: On" and "100%". The page footer includes "Powered By TEDS".