

SCHEDULING REQUIREMENTS

This document is to assist you in understanding the requirements necessary before you start scheduling. We strongly recommend that you schedule a training session before starting the new method of scheduling using drag and drop.

START OF SCHEDULING

The START OF SCHEDULING is defined as dragging any class for the first time, from SESSION CLASSES (left side) to the SCHEDULE SESSION (right side), from any VENUE SESSION using ASSIGN REGISTRATION TIMES. Once you have done this, SCHEDULING has started.

IMPORTANT: Please ensure you have completed all pre-SCHEDULING tasks prior to the START OF SCHEDULING:

1. Verify all venues, classes, adjudicators, assigning and anything else related to scheduling is complete and correct. I.E. anything required to do prior to the START OF SCHEDULING
2. Ensure that in every VENUE SESSION, on the ASSIGN REGISTRATION TIMES page, that the time for all SESSION CLASSES on left side, is less than the SCHEDULE SESSION time on the right side. Again, you must do this for every venue session prior to the START OF SCHEDULING.

- If the cumulative time of SESSION CLASSES on left side is greater or equal to the SCHEDULE SESSION time, you must review the SESSION CLASSES and update them by using ASSIGN CLASSES TO VENUE SESSIONS tab.

- You must take into account 5 minutes between each class (CLASS BUFFER)

- For example: If there are 5 class totaling 100 minutes, you must multiply 4 (classes) x 5 (minutes) = 20 minutes CLASS BUFFER. So total cumulative time OF SESSION CLASSES is 120 minutes (100 + 20))

WARNING: Once you begin the START OF SCHEDULING, if any changes are then made anywhere relating to scheduling in steps 1 and 2 above, this will most likely will cause unfixable problems with the schedule resulting in SCHEDULING to have to be restarted from scratch.

Solarislive Manager recommends and supports usage by one admin only. We only work with one admin. Usage by multiple admins may cause issues that we can't support or fix.