

Schedule a Work Day at the Visitor Center

Or

Tour Guide for the Mathews Cabin

The Tallgrass Prairie Docent Program uses an application named Teamup to schedule work days at the visitor center. Teamup is unique in that there are no user-ids or passwords. Each person needing access is given a unique link (URL) to the calendar that identifies you to the system. Documentation on the Teamup application can be found at www.teamup.com.

Your unique link is how you are identified by the system. **You should treat it as you would a userid and password. Please bookmark the link for future use.** If you do lose your link, send an email to tallgrass.docents@gmail.com to retrieve it.

When you click on the link, it will take you to the docent calendar.



Tallgrass Prairie Docent Program Schedule

< March 2020 > << >> < Today > March 2020 v

S	M	T	W	T	F	S	10	Sun	Mon	Tue	11	12
1	2	3	4	5	6	7	10	Mar 1, 2020	2	3	11	12
8	9	10	11	12	13	14					8	9
15	16	17	18	19	20	21					15	16
22	23	24	25	26	27	28						17
29	30	31	1	2	3	4						
5	6	7	8	9	10	11						

All Calendars ^

- Docent Activity Calendar
- Mathews Cabin
- Speaker's Bureau
- Visitor Center Schedule
- Volunteer Work Days

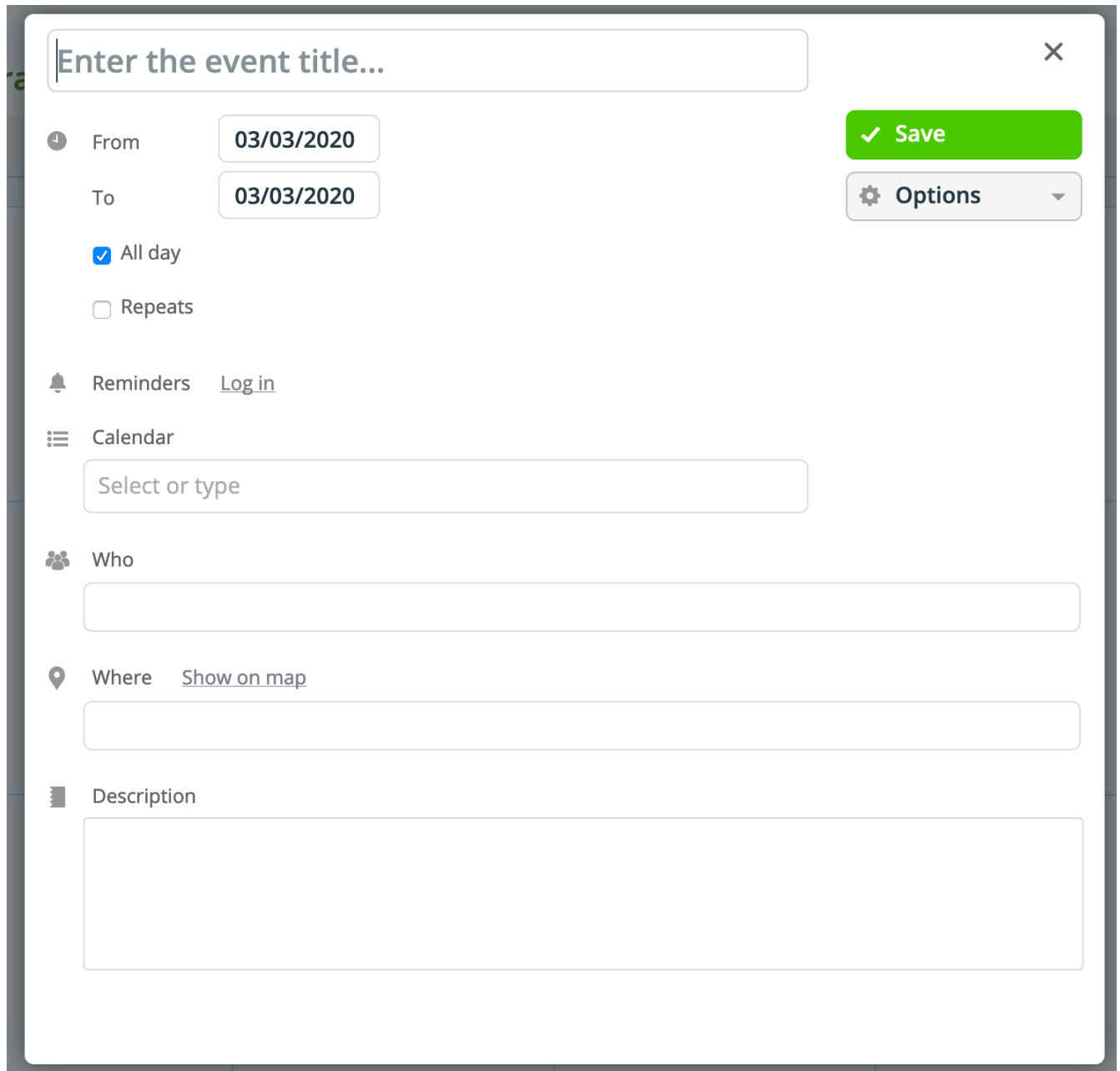
Filter v

About ^

The Purpose of the Tallgrass Prairie Docent Program is to promote The Nature Conservancy's mission of scientific conservation through tallgrass prairie ecosystem restoration at the Tallgrass Prairie Preserve

Click on the day you would like to schedule as a Visitor Center work day or find a yellow schedule bar with "Mathews Cabin Tour" and click in the blank space for the day.

A pop up box will appear.



The image shows a pop-up form for creating an event. At the top, there is a text input field with the placeholder text "Enter the event title...". To the right of this field is a close button (X). Below the title field, there are two date input fields: "From" and "To", both containing the date "03/03/2020". To the right of these date fields is a green "Save" button with a checkmark icon. Below the date fields, there are two checkboxes: "All day" (checked) and "Repeats" (unchecked). Further down, there is a "Reminders" section with a bell icon and a "Log in" link. Below that is a "Calendar" section with a list icon and a text input field containing "Select or type". Underneath is a "Who" section with a group of people icon and an empty text input field. Next is a "Where" section with a location pin icon, a "Show on map" link, and an empty text input field. Finally, there is a "Description" section with a list icon and a large empty text area.

Put your name in the title field.

Check the "all day" box.

Click in the "Calendar" box and a drop down menu will appear with a list of all the calendars that you can access.

John Docent ✕

From 03/03/2020 ✓ Save

To 03/03/2020 ⚙ Options

All day
 Repeats

Reminders [Log in](#)

Calendar
Select or type

Who
Mathews Cabin
Visitor Center Schedule

Where [Show on map](#)

Description

23 24 25

Select the blue Visitor Center Schedule calendar if selecting a work day, or the Mathews Cabin calendar if selecting a tour guide day for the Mathews Cabin. **Only docents trained for Mathews Cabin tours will see the yellow schedules appear on the calendar.**

Your name will show up in the calendar on that day.



Added event *John Docent* on M

Tallgrass Prairie Docent Program Schedule

< March 2020 > << >> < Today > March 2020 v

S	M	T	W	T	F	S		Sun	Mon	Tue	
1	2	3	4	5	6	7	10	Mar 1, 2020	2	3	
8	9	10	11	12	13	14			John Docent		
15	16	17	18	19	20	21					
22	23	24	25	26	27	28					
29	30	31	1	2	3	4					
5	6	7	8	9	10	11					
All Calendars ^											
🔒 Docent Activity Calendar											
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🔒 Speaker's Bureau											
Visitor Center Schedule											
🔒 Volunteer Work Days											
Filter v											
About ^											
The Purpose of the Tallgrass Prairie Docent Program is to promote The Nature Conservancy's mission of								12	15	16	17

If you need to cancel that work day, go to the calendar, **click on your name and you will get a pop up box.**

John Docent

From: 03/03/2020 To: 03/03/2020

All day Repeats

Reminders [Log in](#)

Calendar

× Visitor Center Schedule

Who

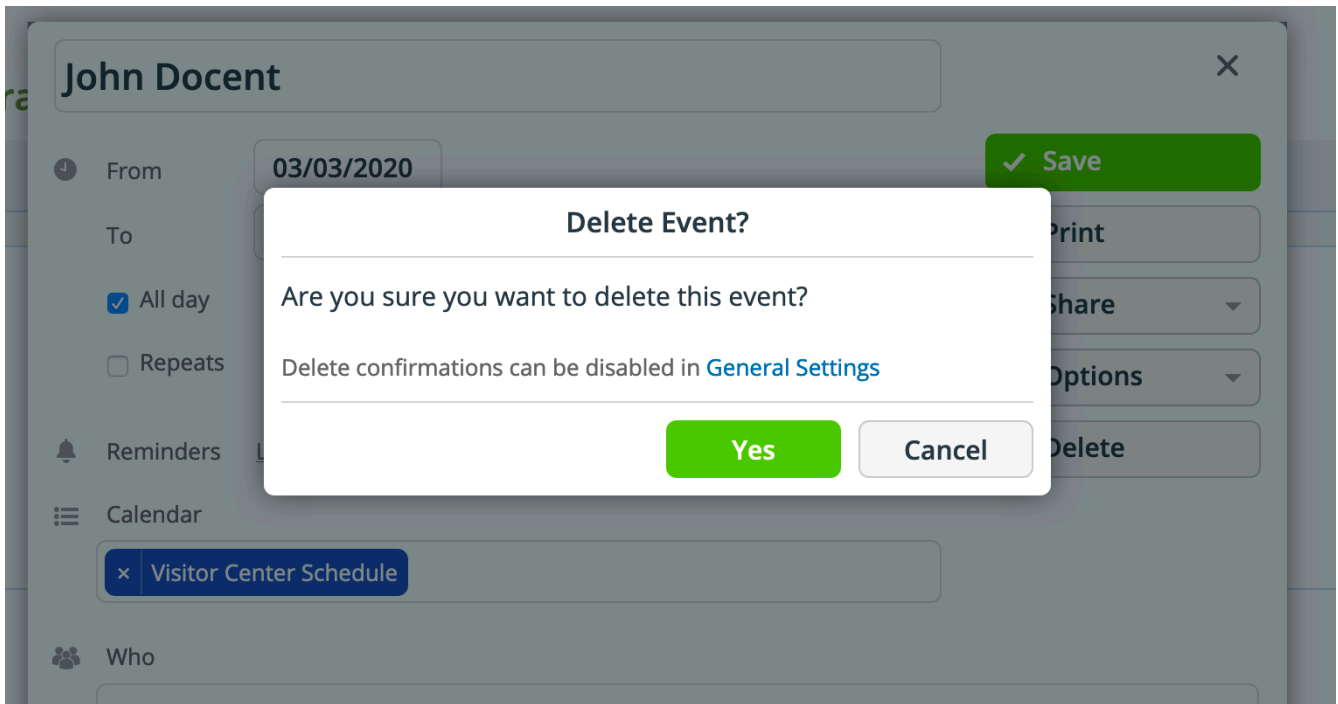
Where [Show on map](#)

Description

Created a minute ago by Docent, John

[Save](#) [Print](#) [Share](#) [Options](#) [Delete](#)

Click the delete button and you will be asked if you really want to delete the event.



Click yes and your name will be taken off the calendar.

If you have any questions, send an email to tallgrass.docents@gmail.com.