

## ONLINE TRAINING CALENDAR TIPS AND TRICKS

When you first open the link, it will bring up a month view as seen below, when you click on one of the days, it will bring up that schedule on the right-hand side for that day.

Print Calendar (MEUW Office)  
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< > June 2019 ▾ Day Week **Month** | Today

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Tuesday, June 04, 2019 >>
26	27	28	29	30	31	Jun 1	7:00a <b>Randy L. Aerial Units - Part 1</b> 7 hours Kaukauna Utilities 7:00a <b>Mark Z. Onsite Field Safety Training</b> 5 hours Arcadia Electric Utility
2	3	4	5	6	7	8	
		7a Randy L. Aerial Uni 7a Mark Z. Onsite Fiel	7a Randy L. Aerial Uni 7a Copy: Onsite Fiel :	6a Mark Z. Onsite Fiel 8a Randy L. Aerial Uni			
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
		7a Mark Z. Onsite Fiel 8a Randy L. Aerial Uni	7a Mark Z. Onsite Fiel 8a Randy L. Aerial Uni	8a Randy L. Aerial Uni 8a Mark Z. Onsite Fiel			
23	24	25	26	27	28	29	
		8a Randy L. Aerial Uni	7a Mark Z. Onsite Fiel 8a Randy L. Aerial Uni	10a S&E Committee M			
30	Jul 1	2	3	4	5	6	
		8a Mark Z. Onsite Fiel					

Other functions that you will be able to do is to choose if you would like to view the calendar by week or by day. In the upper right hand corner of the page, you are able to choose which view you would like to see.

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< > June 16–22, 2019 ▾ Day **Week** Month | Today

	16 Sunday	17 Monday	18 Tuesday	19 Wednesday	20 Thursday	21 Friday	22 Saturday
6a							
7a			Mark Z. Onsite Field Safety Training	Mark Z. Onsite Filed Safety Training			
8a			River Falls Municipal Utilities	New Richmond City Utilities			
9a			Randy L. Aerial Units - Part 1 Florence Utility Commission	Norway Public Utilities	Randy L. Aerial Units - Part 1 Shawano Municipal Utilities	Mark Z. Onsite Field Safety Training Medford	
10a							
11a							
12p							
1p							
2p							
3p							

There may be a time if you open up the calendar that you don't see the meetings but see there is a "+1" or "+2" in the box, and the only way to see the meetings is to click on the day, see below.

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Print

< > June 2019 ▾ Day Week Month | Today

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26	27	28	29	30	31	Jun 1	7:00a <b>Randy L. Aerial Units - Part 1</b> 7 hours Kaukauna Utilities
2	3	4	5	6	7	8	7:00a <b>Mark Z. Onsite Field Safety Training</b> 5 hours Arcadia Electric Utility
		+2	+2	+2			
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
		+2	+2	+2			
23	24	25	26	27	28	29	
		+1	+2	+1			
30	Jul 1	2	3	4	5	6	

This is due to the zoom on your browser is zoomed in too much, the easiest way to adjust that is to hit 'Control' and the minus sign to zoom out, and to zoom back in - "Control" and the plus sign.