

# How to Schedule an Advisory Council Meeting

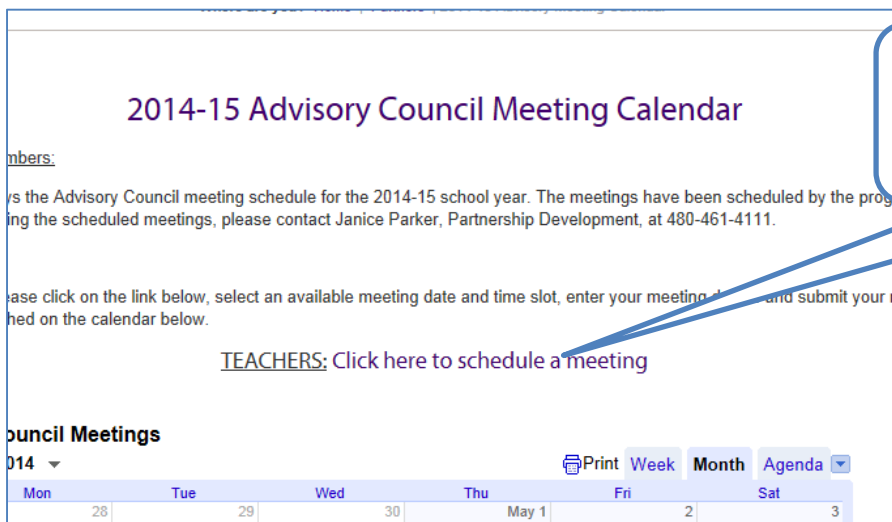
Points to remember as you plan and schedule your meetings.

- Calendar dates and times are on a first come first serve basis
- Dates and times for each program's schedule must be made prior to leaving for the school year
- Before you book your date and time, please view the school calendar to ascertain it is not a holiday, fall or spring break etc
- The available dates are Monday-Thursday and from 10:00-6:00, in one-hour blocks
- There has to be at least 30 minutes in between meetings scheduled
- No cancellations can be made without prior approval from Janice Parker
- Changes for a scheduled meeting must be also be discussed and approved and must be at a minimum of 1 week notice

First go to the district website, <http://www.evit.com>.



1. Hover over the "Business Partners" tab, then over "Advisory Councils" and select "Advisory Council Meeting Calendar" from the menu.



2. Click on the link to schedule a meeting.

# East Valley Institute of Technology

Enter password:

GO

3. Enter the password provided to you.

JUMP TO DATE

Mon 8/11/14	Tue 8/12/14	Wed 8/13/14	Thu 8/14/14	Fri 8/15/14	Sat 8/16/14	Sun 8/17/14
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM

4. Click on an available time slot or click on "Jump to Date" to select a different month and/or day.

August 2014

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5. Use the left or right arrows to move through the months and days.

JUMP TO DATE

Mon 8/11/14	Tue 8/12/14	Wed 8/13/14	Thu 8/14/14	Fri 8/15/14	Sat 8/16/14	Sun 8/17/14
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM

6. Select an available time slot.

\* YOUR NAME:

\* YOUR EMAIL:

\* PROGRAM:

\* LOCATION:

\* PHONE NUMBER:

(  )  -

7. Enter all of the requested information and submit your request.

**2014-15 Advisory Council Meetings**

Today September 2014 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	Sep 1	2	3	4 3pm HVAC	5	6
7	8	9	10	11	12	
14	15	16	17	18		20
21	22	23 3pm Fire Science	24	25	26	27
28	29	30	Oct 1	2	3	4

8. The meeting will automatically be scheduled and entered into the calendar.

A confirmation email will be sent out to the email address provided in the scheduling form.