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 ⌄

S	M	T	W	T	F	S
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	1	2	3	4
5	6	7	8	9	10	11

	Sun	Mon	Tue
10	Mar 1, 2020	2	3
11	8	9	10
12	15	16	17

All   Calendars   ∧

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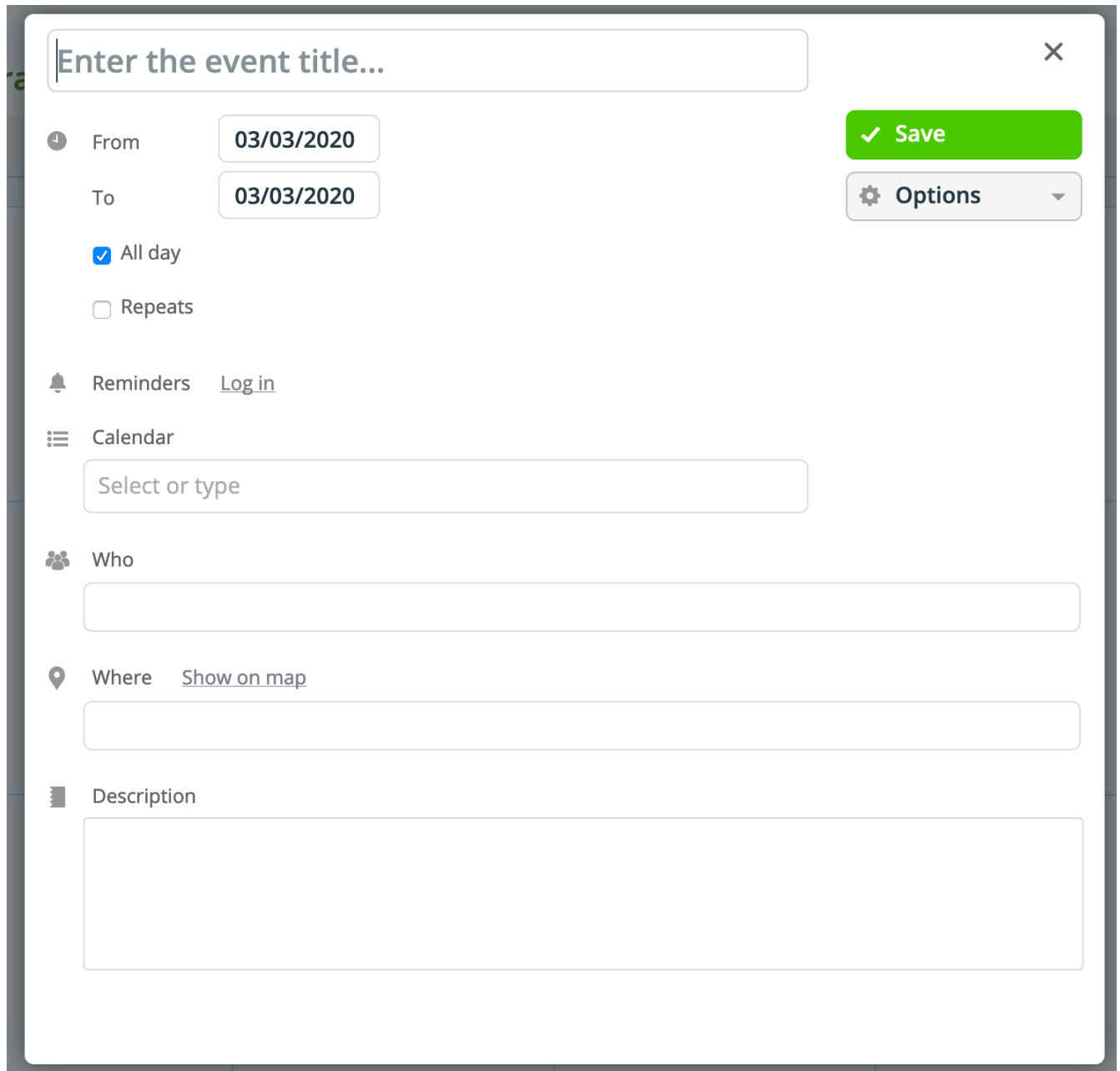🔒 Volunteer Work Days

Filter   ⌄

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.

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]

Mathews Cabin
Visitor Center Schedule

👥 Who

📍 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.

Tallgrass Prairie Docent Program Schedule

| ‹ | March | 2020 | › | « | ⟳ | ‹ | Today | › | March 2020 ⌄ |

S	M	T	W	T	F	S
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	1	2	3	4
5	6	7	8	9	10	11

	Sun	Mon	Tue
10	Mar 1, 2020	2	3 John Docent
11	8	9	10
12	15	16	17

All   Calendars   ⌃

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

Filter   ⌄

About   ⌃

The Purpose of the **Tallgrass Prairie Docent Program** is to promote The Nature Conservancy's mission of

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

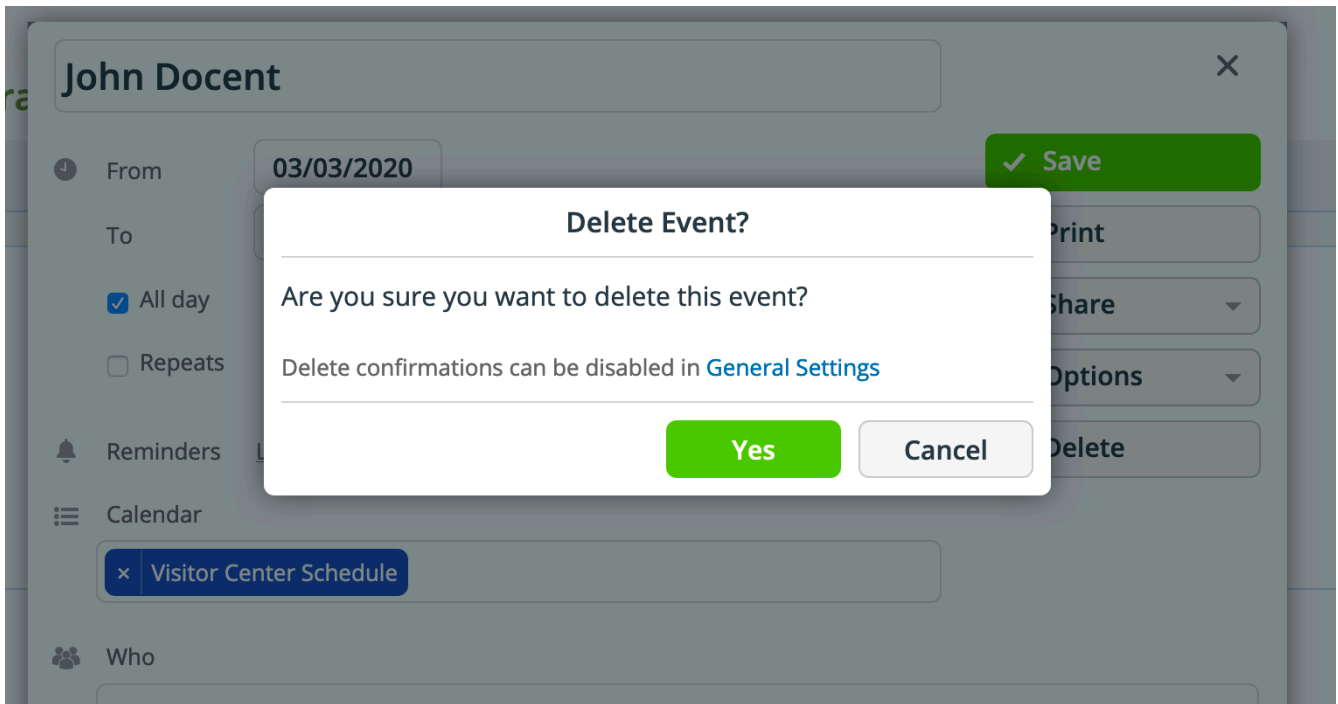🔔 Reminders   Log in

☰ Calendar

× Visitor Center Schedule

👥 Who

📍 Where   Show on map

📑 Description

✓ Save

🖨 Print

🔗 Share ▾

⚙ Options ▾

🗑 Delete

×

Created a minute ago by Docent, John

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.