

Tallgrass Prairie Docent Program Visitor Center Scheduling

The scheduling of docents at the Tallgrass Prairie Visitor Center is managed by a web based application. It is accessed from the Tallgrass Docent Program web page on the Internet. You can go directly to that page by using the following link:

<http://www.oklanature.com/prod/docents.html>

or by going to the Oklahoma Chapter home page:

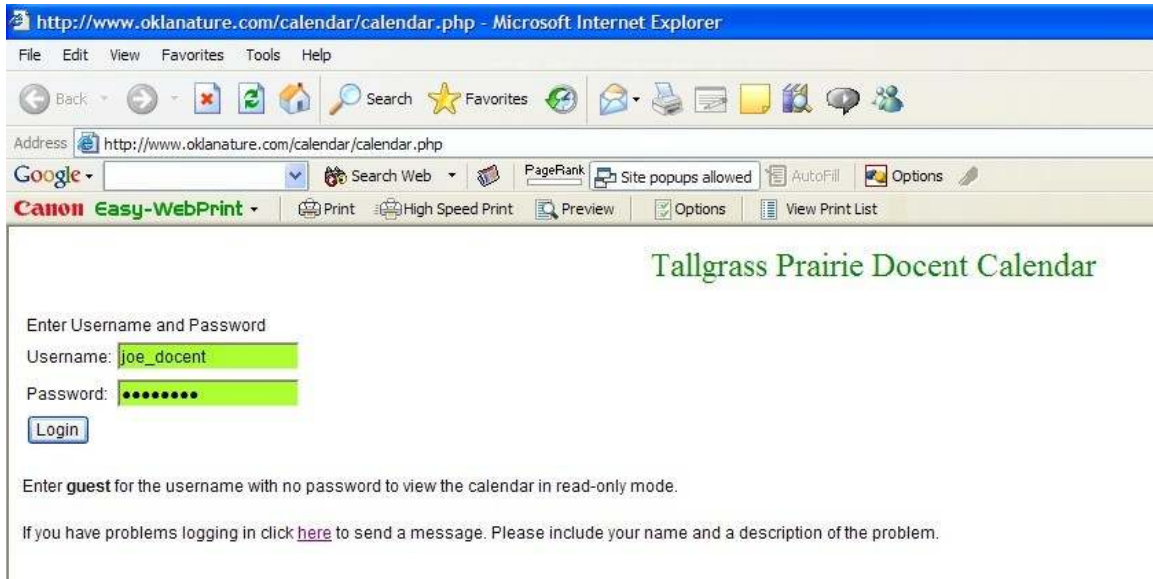
<http://nature.org/wherewework/northamerica/states/oklahoma/>

and following the menus to the Tallgrass Prairie page and then to the Docent Program page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Tallgrass Prairie Docent Program website. The browser's address bar shows the URL: http://nature.org/wherewework/northamerica/states/oklahoma/preserves/docent_program.html. The website header features the logo for The Nature Conservancy, with the tagline "SAVING THE LAST GREAT PLACES ON EARTH". The mission statement reads: "The mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive." Below the mission statement is a search bar with a "GO" button. The navigation menu includes "Home", "How We Work", "Where We Work", "News Room", "About Us", and "Great Places Network". Under "Where We Work", there are links for "Asia Pacific", "Caribbean", "Central America", "North America", "United States", and "South America". The main content area is titled "Tallgrass Prairie Docent Program" and includes a sub-header "DOCENT EVENTS DOCENT SCHEDULE DOCENT LIBRARY DOCENT CONTACTS". The text below explains the purpose of the program: "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." It also describes the role of docents: "A primary function of the docents is to interact with visitors to the Preserve. The Conservancy's employees focus on activities directly related to the scientific mission. Docents explain the Conservancy and Preserve missions to visitors, provide information about the preserve history, status, bison herd, tall grasses, etc., answer visitor questions, and staff the visitors center gift shop. In order to conduct these activities effectively, docents are trained in preserve policies and visitors center procedures." On the left side of the page, there is a yellow sidebar with a list of links for the Oklahoma chapter, including "Oklahoma Chapter", "How We Work", "News Items", "Events", "Help Out", "Contacts", "Preserves", "Four Canyon", "Nickel", "Pontotoc Ridge", "Tallgrass Prairie", "More...", and "Links".

Click on the button labeled "Docent Schedule". This will take you to the login screen.

Login to the Schedule



http://www.oklanature.com/calendar/calendar.php - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.oklanature.com/calendar/calendar.php

Google Search Web PageRank Site popups allowed AutoFill Options

Canon Easy-WebPrint Print High Speed Print Preview Options View Print List

Tallgrass Prairie Docent Calendar

Enter Username and Password

Username:

Password:

Enter **guest** for the username with no password to view the calendar in read-only mode.

If you have problems logging in click [here](#) to send a message. Please include your name and a description of the problem.

Your username is your first name and last name separated by the underscore character (uppercase dash key). To get your initial password, send an email to tallgrass.docents@gmail.com with your name and address.

Enter these and click the “Login” button. This will take you to the calendar page.

Always logoff the system when you are finished, especially if you are working on a public computer (at the library for instance). In addition, for additional security, you should close your browser window. If you don't, other people could access the calendar in your name!

http://localhost/Calendar/calendar.php?month=8&year=2005 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Home Mail Print Word Pad Notepad

Address http://localhost/Calendar/calendar.php?month=8&year=2005

Google Search Web PageRank 22 blocked AutoFill Option

Canon Easy-WebPrint Print High Speed Print Preview Options View Print List

Tallgrass Prairie

User: Joe Docent [Logout](#) [Change Password](#) [Edit Profile](#)

July 2005 <<<<<< >>>>>> August 2005

Sunday	Monday	Tuesday	Wednes
	1	2	3
7	8	9	10
14	15	16	17

The calendar initially shows the current month. To change months click on the arrows (<<<<>>>>) pointing to the previous or next month.

From this page you can:

- Change your password
- Sign up for duty at the visitor center
- Delete your name from the schedule
- Edit your personal profile
- Logoff

Change Your Password

To change your password, click on the “Change Password” menu item to go to the change password screen.



The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays `http://localhost/Calendar/changePassword.php`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Refresh, Home, Search, and Favorites buttons. The address bar also shows a search box with the Google logo and a search button. Below the address bar, there are links for Canon Easy-WebPrint, Print, and High Speed Print. The main content area of the browser shows the following form:

Tallgrass Prairie Docent Calendar
User: Joe Docent [Logout](#)

Old Password:

New Password:

Confirm New Password:

Enter your old password and enter a new password in the “New Password” and “Confirm New Password” fields and click the “change” button.

If you forget your password send an email to tallgrass.docents@gmail.com to get a new password.

Edit Your Personal Profile

To edit your personal profile, click on the “Edit Profile” menu item to get to the profile edit screen.

http://localhost/Calendar/docentProperties.php

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search

Address http://localhost/Calendar/docentProperties.php?fr

Google Search Web

Canon Easy-WebPrint Print High

Tallgrass Prairie Docent Calendar
User: Joe Docent [Logout](#)

Login:	joe_docent
First Name:	Joe
Last Name:	Docent
Email:	
Address:	123 Tallgrass Lane
City:	Bison
State:	OK
Zip:	74000
Phone:	
Phone 2:	123 Tallgrass Lane
Administrator:	<input type="checkbox"/>
Active:	<input checked="" type="checkbox"/>

Save Cancel

Change or enter any fields with your current information and click save. **The most important field is your current email address. Most communication from the Docent Program is distributed via email.** Your address and phone number are optional.

Schedule a Work Day at the Visitor Center

To schedule a work day at the visitor center, click on the day (the actual number in the upper left corner of the date box) of the month you wish to work.

The screenshot shows a web browser window with the following elements:

- Address bar: `http://localhost/Calendar/calendar.php?month=8&year=2005`
- Page Title: **Tallgrass Prairie**
- User: Joe Docent | [Logout](#) | [Change Password](#) | [Edit Profile](#)
- Month Navigation: **July 2005** <<<<<< >>>>>> **August 2005**
- Calendar Grid:

Sunday	Monday	Tuesday	Wednes
	1	2	3
7	8	9	10
14	15	16	17

This will display the following screen to confirm your work day.



If the date is correct, click on save and the calendar page will reappear with your name in that date.

Tallgrass Park

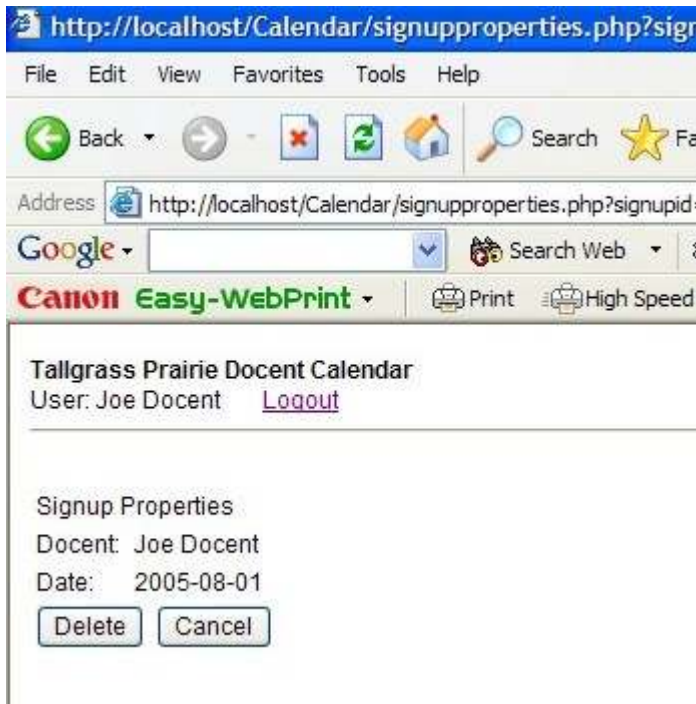
User: Joe Docent [Logout](#) [Change Password](#) [Edit Profile](#)

July 2005 <<<<<< August

Sunday	Monday	Tuesday	Wednesday
	1 Joe Docent	2	3
7	8	9	10

Take Your Name Off the Schedule

To delete your name from the schedule, click on your name in the date box that you wish to delete. You will get the following screen to confirm the deletion.



If the information is correct, click the “delete” button. This will return you to the calendar page and your entry should be gone.

In order to ensure that the visitor center is kept open as much as possible, we ask that if you delete your name within a week of the scheduled date, you should attempt to find a replacement to fill the slot. If you cannot find a replacement, notify the Docent Program Schedule Coordinator (his email is located on the Docent Contacts page on the web site).

Logoff

Always logoff the system, especially if you are working on a public computer (at the library for instance). For additional security, you should close your browser window. If you don't, other people could access the calendar in your name!