

Schedule Guidelines

1. What: Your Name
2. Edit event details
 - a. When: edit time (max 3 hours)
 - b. Where: destination
 - c. Description: Your Contact phone number and any other details

Example:

The screenshot shows a calendar interface with a popup window for an event titled "Joe Pilot". The popup contains the following information:

- When:** Tue, May 13, 8:30am – 10:30am
- Where:** New Smyrna ([map](#))
- Description:** 386-123-4321

At the bottom of the popup, there are two links: [more details»](#) and [Add to Calendar»](#). The background shows a calendar grid with days Tue, Wed, Thu, and Fri. The event "Joe Pilot" is scheduled for Tuesday, May 13, from 8:30am to 10:30am. The calendar cells for this time slot are labeled "EVB".

Information for Plane location:

12	13	14	15	16
Pierson	EVB	EVB	EVB	EVB