

Edit a User Profile and Add Groups

ML Schedules™ User Profile screen

Submit button

Add New Group button

Edit Group icon

Edit Group Manager (User) information

1. Select **Profile** from the gray toolbar. The Edit User Profile screen will be displayed.
2. Select and enter the new data in the desired fields.
3. Select the **Submit** button. The updated information will be displayed.

Add a New Group

1. Select the **Add New Group** button. An Add New Group window will be displayed (see example on next page).
2. Enter the new Group information in all fields.
3. Select the **Submit** button. The User Profile screen will be displayed with the new Group information.

Edit Group Information

ML Schedules™ Group Information screen

Group Information
Please enter all fields for the Group you are managing.

Erie Kayaking Team
Group Name

(565)444-1234
Group Phone Number

123 Main Street
Group Mailing Street Address

Bushnell's Basin
City

New York State
14534 Zip

Insurance Information
(View Current File)
Choose File No file chosen

12/31/2016
Insurance Expiration Date

Additional Files (enter name and then upload file)

File 1 Choose File No file chosen

File 2 Choose File No file chosen

File 3 Choose File No file chosen

District Classifications
N/A
Request Group Classification at a District

Save Group

Note: Your Group can only have 1 Classification per District and not all Districts use Classifications.
Contact your District for more information.

Upload Insurance
Certification file

Set Insurance
Expiration Date

Save Group button

To edit Group information

1. Select the Edit (✎) icon next to the Group name to display a new window with your current information.
2. Enter the new data in the desired fields.
3. Select the **Save Group** button.

The User Profile screen will display the new Group which will also appear in your Group drop-down menu when submitting a Facility Use Request.

To add Group Insurance information

See the procedure on pp. 11 – 12.