

Resident Assistant Shadowing Sign-Up | 2014-2015

Each RA applicant is required to participate in a night of shadowing a current RA staff member. This experience will take place from 8pm-11pm on a pre-scheduled night of the applicant's choosing. Please follow the directions below to sign up for this experience.

In the event that you are no longer able to attend the night that you have signed up for, please delete your name from the calendar appointment and also notify the front desk of the area that you signed up for to make sure your host RAs know not to expect you.

Directions to sign up for your shadowing experience:

1. Visit the following link (also available via housing.udayton.edu under "**Employment Opportunities**"):

<https://www.google.com/calendar/selfsched?sstoken=UUZvUXA2S25IVIdpfGRIZmF1bHR8MDQ2YjdiYTA4ODZhN2QwNWUxNjMwZjlkMmJkNDEwNmI>

2. In order to access the appointment calendar you MUST sign into your UDayton Gmail account with your UDayton username and password. Other email addresses outside of the UDayton system will not be approved to access the calendar.
3. Once signed into UD's Gmail, you will be directed to the appointments calendar that looks like this:



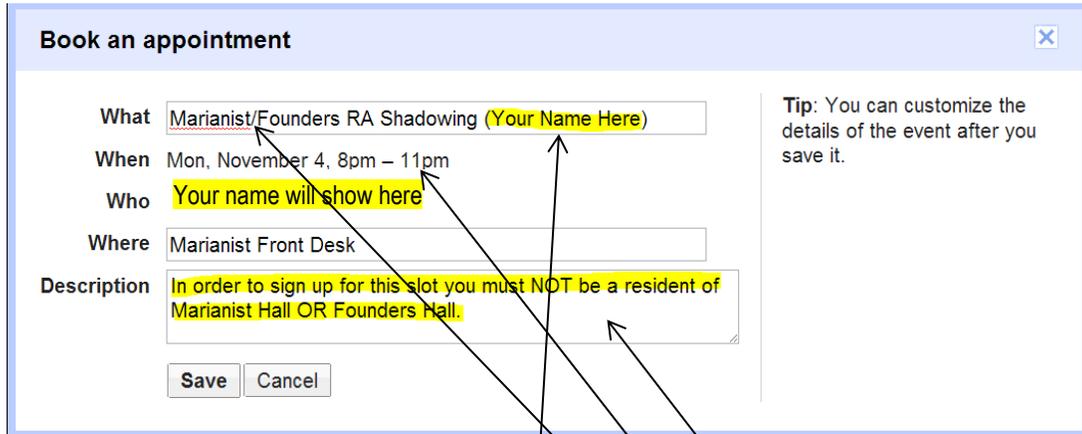
Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today	Nov 3 – 9, 2013	Refresh	Day				
	Sun 11/3	Mon 11/4	Tue 11/5	Wed 11/6	Thu 11/7	Fri 11/8	Sat 11/9
6pm							
7pm							
8pm							
9pm							
10pm							

4. From here, you may search through the calendar to identify available times that you are able to attend. You will see that there are, *at most*, 6 available opportunities on any given duty night (one for each area: South Quad, Marycrest, Stuart, Marianist/Founders, VWK, Garden Apartments). ****Please note that you may NOT sign up to shadow in the area that you currently live. Also, first year students are NOT eligible to shadow in VWK, Garden Apartments or South Quad.***

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5. When you have identified an open slot that you would like to sign up for, click on it and you should see the following:



The screenshot shows a 'Book an appointment' dialog box with the following fields and content:

- What:** Marianist/Founders RA Shadowing (Your Name Here)
- When:** Mon, November 4, 8pm – 11pm
- Who:** Your name will show here
- Where:** Marianist Front Desk
- Description:** In order to sign up for this slot you must NOT be a resident of Marianist Hall OR Founders Hall.

Buttons: Save, Cancel

Tip: You can customize the details of the event after you save it.

Annotations: Arrows point from the 'Who' field to the 'Who' checkbox in step 6, from the 'What' field to the 'What' checkbox in step 6, and from the 'Description' field to the 'Description' checkbox in step 6.

6. Verify that the information is accurate:
- ✓ The hall you will be shadowing is listed here
 - ✓ The date and time of your appointment is listed here
 - ✓ Your name is accurately reflected here
 - ✓ You meet any special requirements listed in the description box
7. Click **“Save”** to confirm your appointment.
8. You should now see this appointment on your personal UD Gmail Calendar and will also receive a confirmation email.
9. From here the only thing you need to do is make sure that on the date of your appointment you arrive at the front desk of the area you are scheduled to shadow by no later than 8:00pm!
Note: If you find that you might be late, please notify the front desk of that area to give your host RAs notice.