

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 popup is overlaid on a calendar grid showing days from Tuesday to Friday. The event is scheduled for Tuesday, May 13, from 8:30am to 10:30am. The calendar grid shows "EVB" in green boxes for each day from Tuesday to Friday, with the time "8:30am Joe Pilot" visible on Tuesday.

Information for Plane location:

The screenshot shows a calendar interface with a row of green boxes representing plane location information. The boxes are labeled with the days of the week and the time "EVB". The first box is labeled "Pierson" and the others are labeled "EVB". The days shown are Tuesday (12), Wednesday (13), Thursday (14), Friday (15), and Saturday (16).