

➤ How to use Class Schedule Module

Go to <http://www.pmconnection.com/class/login.php>
Log on with your username and password.

A screenshot of the 'Instructor Login' form. It has a light blue header with the title 'Instructor Login'. Below the header, there are three input fields: 'Username:' with the value 'mdevos', 'Password:' with four dots, and 'Remember Password:' with an unchecked checkbox. Below these fields is a 'Submit' button with a mouse cursor hovering over it, and a link that says 'Login as Guest'.

Click "Add new" to add new schedule.



Select Class category form pull down menu.

Class Schedule, Add new record

[Back to list](#)

Category	Please select	*
Price		
Title		

Please select

Level-1 Certification

Level-2 Certification

Level-3 Certification

General Class

If you select Level-1,2 or 3, the price will automatically show on "Price" field.

Category	Level-1 Certification	*
Price	295.00	*

If you select "General Class", Price field will show "See Description". You may not enter any data into "Price" field. If you wish to post for your General Class, enter price into your description area.

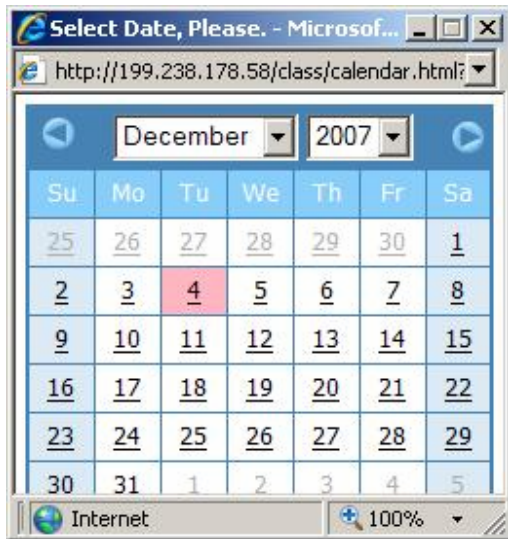
If you have Bench Fee, enter into "Studio or Bench Fee" section.

Category	General Class	*
Price	See Description	*

To choose From and To date, click calendar icon. Small calendar will appear.

FromDate		*
ToDate		*

Select date from calendar.



Enter Start and End time for class.

FromTime *

ToTime

Enter City and State (2 digit state code) and click "Save"

City *

State *

Map

You will see <<Record was added>> on your left top. Click "Back to list"

Class Schedule, Add new record

<<< Record was added >>>

[Back to list](#)

Your schedule will be added on last row of last page. If you wish to Edit your schedule, click "Edit" on your left.

View	<input type="checkbox"/>	Level-1 Certification	PMC Level-1 Certification Class
Edit	<input type="checkbox"/>	General Class	This is Test

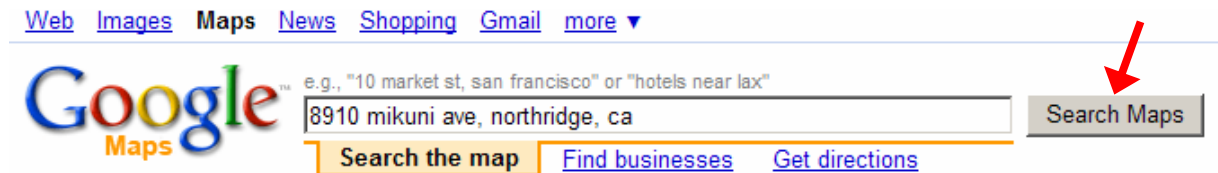
➤ How to use Map section

On you "Add" screen, you will find "Map" section on bottom of your screen. You can paste map link to your studio here.

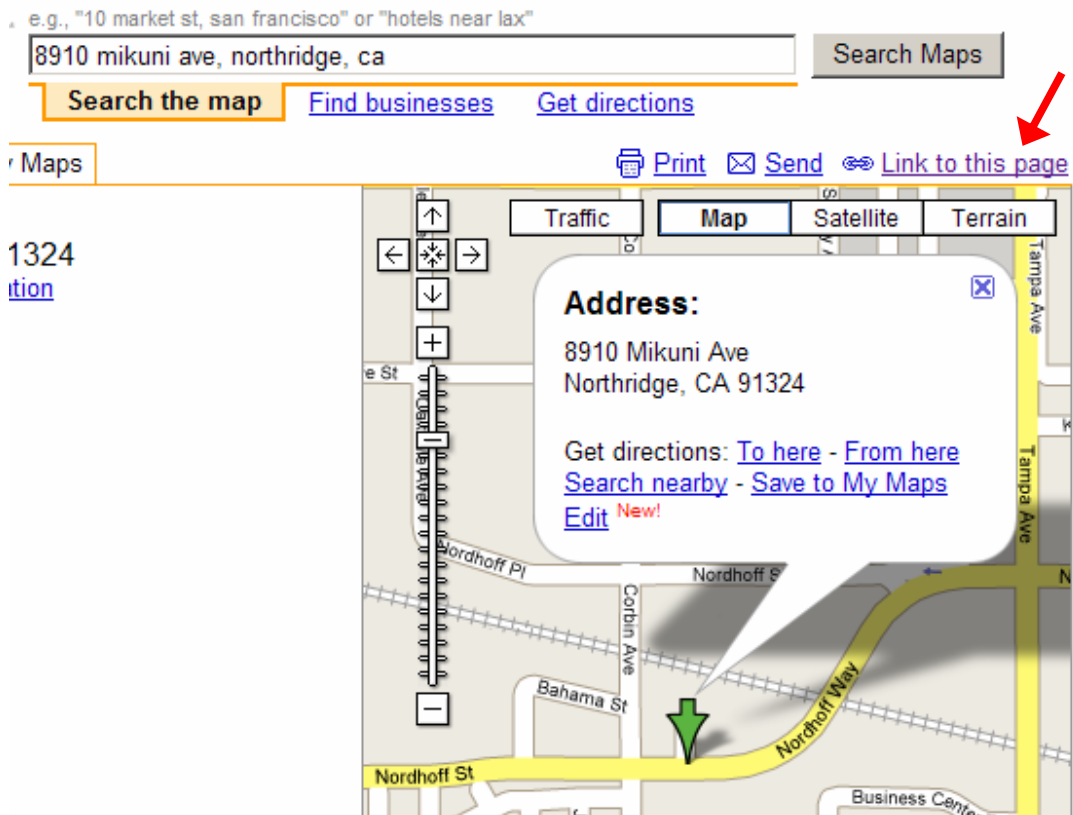
City	<input type="text"/>	*
State	<input type="text"/>	*
Map	<input type="text"/>	

[Save](#) [Reset](#)

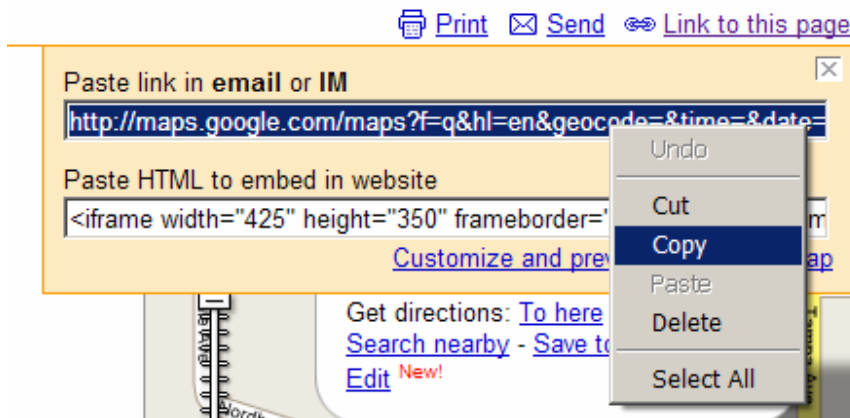
To paste your map link, open your browser and go to <http://maps.google.com/>
Type your address into "Search the map" section and press "Search Maps"



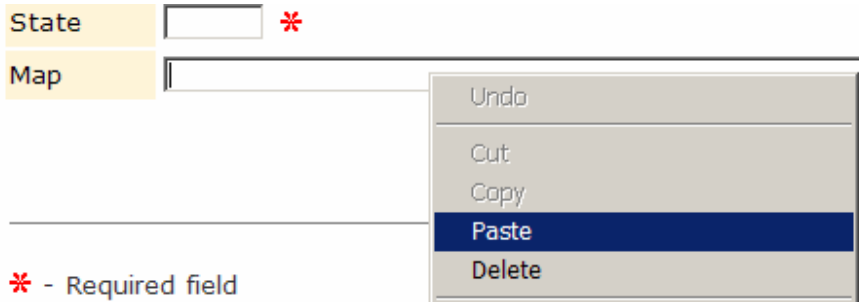
On your result screen, click "Link to this page" on your right.



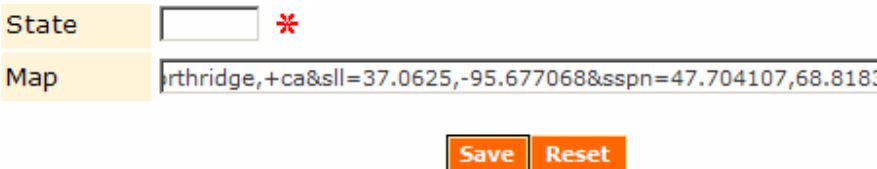
On "Paste link in email or IM" section, right click your mouse and select "Copy". If the section is not highlighted, then select "Select All", then "Copy"



Back to your Class posting screen, right click your mouse on "Map" section, then select "Paste"



It will show as follow.



Click "Save" to save your data and check how it appears on viewer's screen. Select schedule that you posted, and click "view"

Level-1 Certification	Administrator	12/28/2007	Northridge
Edit	View	<input type="checkbox"/>	

It will appear as Hyper link. When viewer click this link, it will jump to Google map screen.

