

How to prepare your calendar for your role in BLA.

- Open the "BLA Schedule." (smb://192.168.1.8/Master Files/LI/Summer Intensive Science Programs/Ocean Leader Intro to Research Program/Schedule/Schedules YEAR)
- Filter the "Lead Staff" column for your name and block out time to prepare and lead for each activity.
- Filter the column "Participating Staff & Volunteers" for your name. Also, include time for any activities requiring "All Staff."
- Review the "Notes" section for the Manager Meetings and other pertinent notes.
- Notes:
 - Extra staff are scheduled to support snorkels. If students' snorkel ratios change, we'll communicate schedule changes with you.
 - Manager meetings are scheduled, but the PM will cancel if they are not necessary.