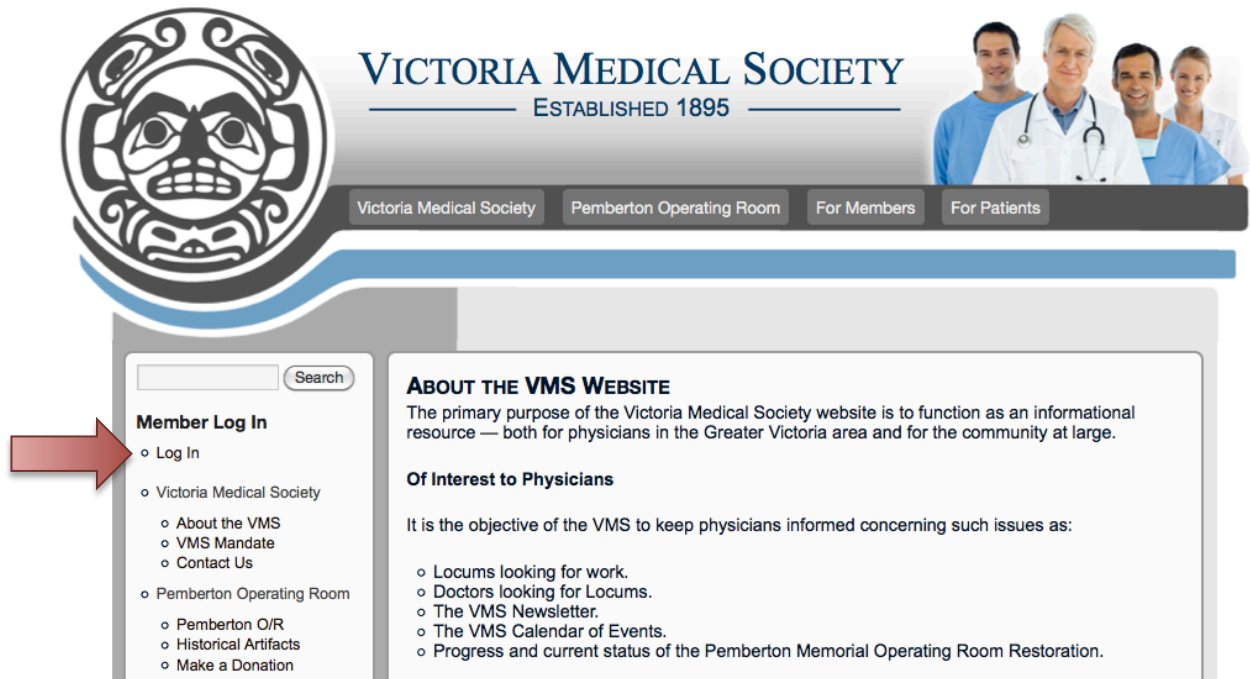


# Victoria Medical Society Locum Availability Calendar

## How To Add Your Availability To The Locum Calendar

1. Go to the Victoria Medical Society website at <http://www.victoriamedicalsociety.org>.
2. For details on what the locum calendar is and what information we request you list on the calendar, please see the "Info For Locums" page: <http://www.victoriamedicalsociety.org/locum-information>
3. To add your availability to the calendar, you will need to be in the member's area of the website. From the left menu, click on the link to "Log In".



The screenshot shows the Victoria Medical Society website header. On the left is a circular logo featuring a stylized face. To the right of the logo, the text reads "VICTORIA MEDICAL SOCIETY" in a large serif font, with "ESTABLISHED 1895" in a smaller font below it. Further right is a photograph of four healthcare professionals (three men and one woman) in white lab coats. Below the header is a dark navigation bar with four buttons: "Victoria Medical Society", "Pemberton Operating Room", "For Members", and "For Patients". Below the navigation bar is a search box with a "Search" button. To the left of the main content area is a "Member Log In" section with a red arrow pointing to the "Log In" link. The main content area contains two columns of text: "ABOUT THE VMS WEBSITE" and "Of Interest to Physicians".

**Member Log In**

- Log In
- Victoria Medical Society
  - About the VMS
  - VMS Mandate
  - Contact Us
- Pemberton Operating Room
  - Pemberton O/R
  - Historical Artifacts
  - Make a Donation

**ABOUT THE VMS WEBSITE**

The primary purpose of the Victoria Medical Society website is to function as an informational resource — both for physicians in the Greater Victoria area and for the community at large.

**Of Interest to Physicians**

It is the objective of the VMS to keep physicians informed concerning such issues as:

- Locums looking for work.
- Doctors looking for Locums.
- The VMS Newsletter.
- The VMS Calendar of Events.
- Progress and current status of the Pemberton Memorial Operating Room Restoration.

4. Enter the **Username** and **Password** that was emailed to you and click the blue **Log In** button. Usernames and passwords are case sensitive. This will give you access to the member's area of the website.

VICTORIA MEDICAL SOCIETY  
ESTABLISHED: 1895

Username  
[Input Field]

Password  
[Input Field]

Remember Me

Log In

5. From the "**For Members**" menu, select the "**Locum Calendar**" page.

VICTORIA MEDICAL SOCIETY  
ESTABLISHED 1895

Victoria Medical Society | Pemberton Operating Room | **For Members** | For Patients | MSA

- General Announcements
- Member Announcements
- Newsletter
- Member Directory
- Calendar of Events
- Info for Locums
- Locum Calendar**
- Links
- Member Input

**Member Log In**

- You are Logged In
- Click Here to Log Out

**ABOUT THE VMS WEBSITE**

The primary purpose of the Victoria Medical Society website is to serve as an informational resource — both for physicians in the community and the community at large.

**Of Interest to Physicians**

- Locums looking for work.
- Doctors looking for Locums.
- The VMS Newsletter.
- The VMS Calendar of Events.
- Progress and current status of the Pemberton Memorial Operating Room Restoration.

6. Make sure that "Month" is the timeframe selected in the tabs on the right hand side of the calendar. Then using the arrows located on the left above the calendar, go to the month that you have open availability for your locum services.

**PRIVATE: LOCUM CALENDAR**

This calendar has the current availability of family practice locums. Scroll through the months of the year by using the arrow buttons to view available dates. If a locum is available on the date you need coverage, double click on the coloured bar to get their contact information and work preferences. Once a locum has been booked for those dates, they will remove their availability listing from the calendar to avoid further inquiries.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	01	02	03
04	05	06	07	08	09	10

7. Double click on the first date that you are available in the calendar. A pop-up window will appear.

00:00 - 06:00 New event

**Input your Name, Contact Info, Work Location Preference, With/Without Obstetrics**

New event

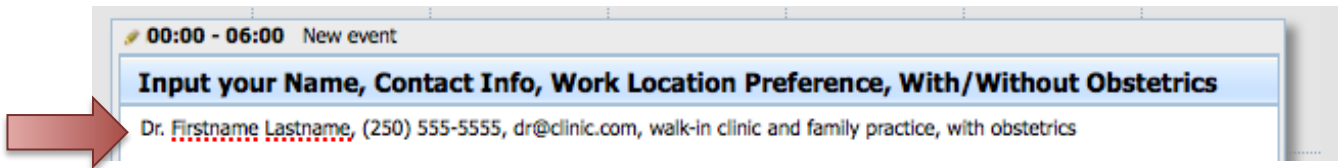
**Repeat event** Disabled

**Time period**

00:00 12 July 2011 - 06:00 12 July 2011

Save Cancel Delete

8. In the space provided, enter the following information:
  - a. **Name:**
  - b. **Contact Information:** Phone and Email
  - c. **Preference for Work Locations:** Walk In Clinic Only, Family Practice Only, or Both
  - d. **Area of Interest:** With Obstetrics or Without Obstetrics

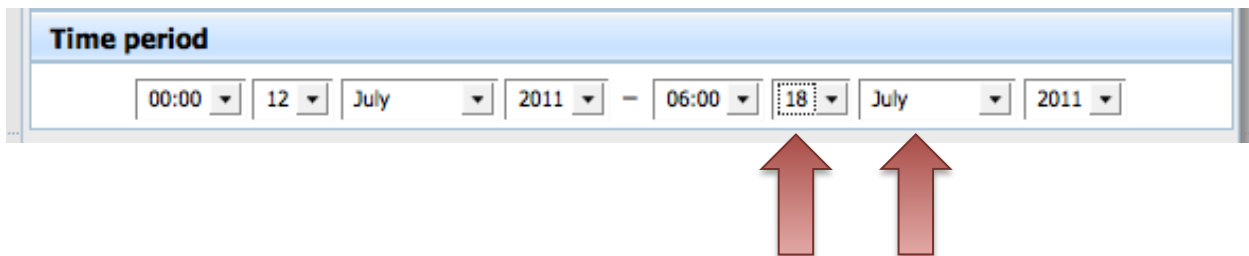


00:00 - 06:00 New event

**Input your Name, Contact Info, Work Location Preference, With/Without Obstetrics**

Dr. Firstname Lastname, (250) 555-5555, dr@clinic.com, walk-in clinic and family practice, with obstetrics

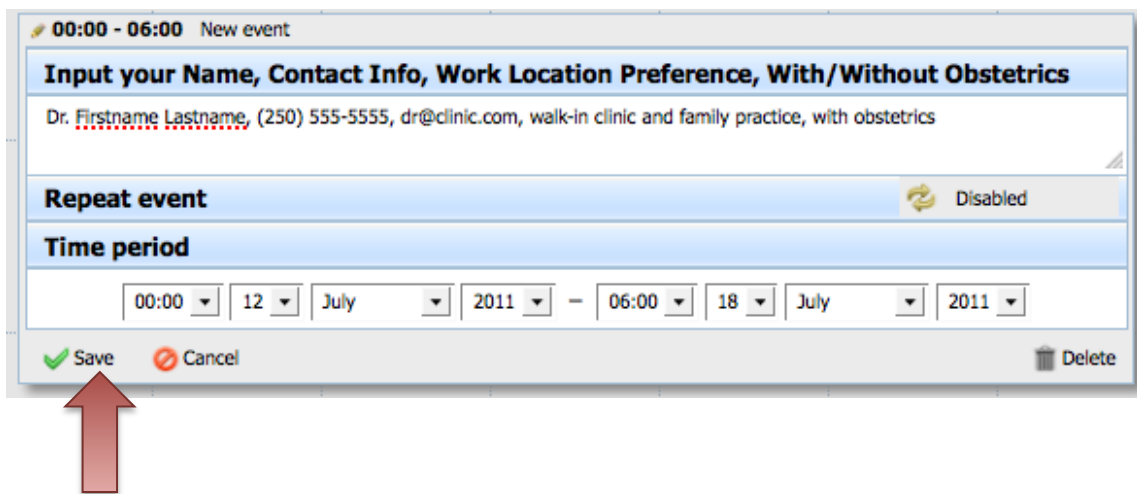
9. In the **Time period** area, set the end date of your availability.



**Time period**

00:00 | 12 | July | 2011 - 06:00 | 18 | July | 2011

10. Click the **"Save"** button in the bottom left corner.



00:00 - 06:00 New event

**Input your Name, Contact Info, Work Location Preference, With/Without Obstetrics**

Dr. Firstname Lastname, (250) 555-5555, dr@clinic.com, walk-in clinic and family practice, with obstetrics

**Repeat event** Disabled

**Time period**

00:00 | 12 | July | 2011 - 06:00 | 18 | July | 2011

Save Cancel Delete

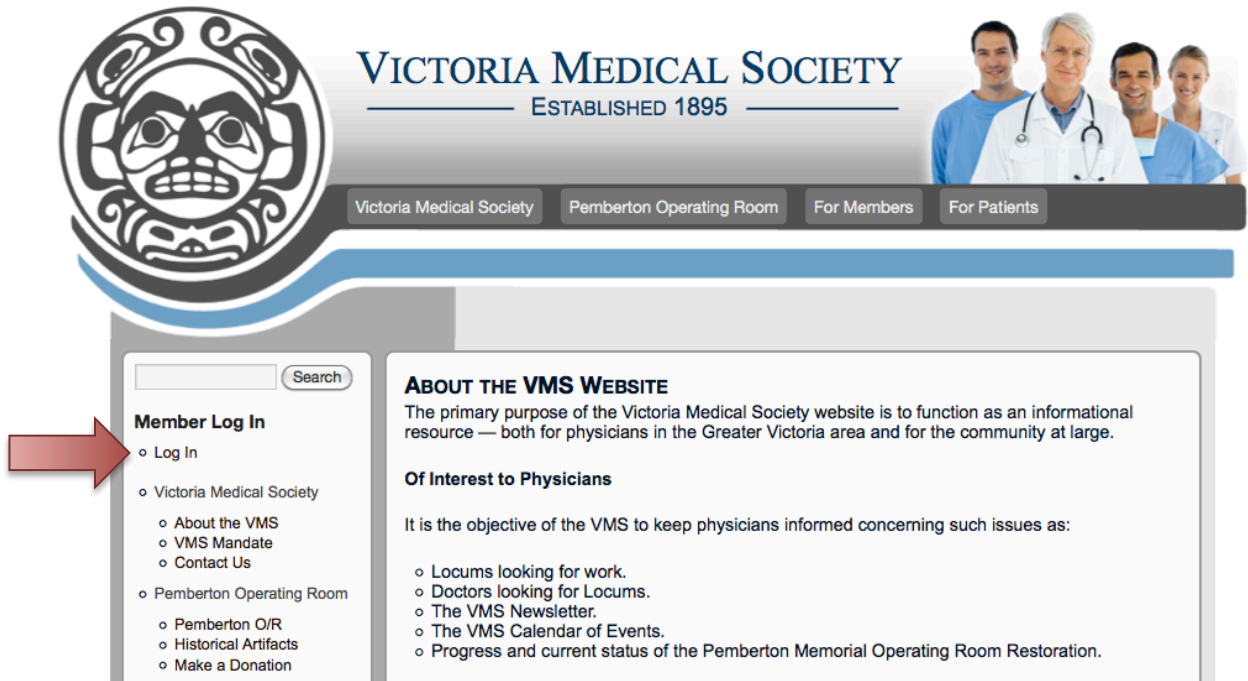
Your availability listing is now visible to all members on the website.

11. Repeat the above process for any additional dates that you would like to advertise that you are available to work on.

## How To Remove Your Availability From The Locum Calendar Once You Are Booked

Once you have been booked to work, we ask that you remove your availability listing from the locum calendar. This ensures that you do not get additional phone calls enquiring about that time frame, and also helps doctors with scheduling their vacations.

1. Go to the Victoria Medical Society website at <http://www.victoriamedicalsociety.org>.
2. To remove an availability listing from the calendar, you will need to be in the member's area of the website. From the left menu, click on the link to "**Log In**".



The screenshot displays the Victoria Medical Society website. At the top left is a circular logo featuring a stylized face. To the right of the logo, the text reads "VICTORIA MEDICAL SOCIETY" in a large, serif font, with "ESTABLISHED 1895" in a smaller font below it. Further right is a photograph of four healthcare professionals (three men and one woman) in white lab coats. Below the header is a dark navigation bar with four buttons: "Victoria Medical Society", "Pemberton Operating Room", "For Members", and "For Patients".

On the left side of the page, there is a vertical menu. A red arrow points to the "Member Log In" link. The menu items are:

- Member Log In
  - Log In
- Victoria Medical Society
  - About the VMS
  - VMS Mandate
  - Contact Us
- Pemberton Operating Room
  - Pemberton O/R
  - Historical Artifacts
  - Make a Donation

The main content area on the right contains the following text:

**ABOUT THE VMS WEBSITE**  
The primary purpose of the Victoria Medical Society website is to function as an informational resource — both for physicians in the Greater Victoria area and for the community at large.

**Of Interest to Physicians**  
It is the objective of the VMS to keep physicians informed concerning such issues as:

- Locums looking for work.
- Doctors looking for Locums.
- The VMS Newsletter.
- The VMS Calendar of Events.
- Progress and current status of the Pemberton Memorial Operating Room Restoration.

3. Enter the **Username** and **Password** that was emailed to you and click the blue **Log In** button. This will give you access to the member's area of the website.

VICTORIA MEDICAL SOCIETY  
ESTABLISHED: 1895

Username  
[Input Field]

Password  
[Input Field]

Remember Me

Log In

4. From the "For Members" menu, select the "Locum Calendar" page.

VICTORIA MEDICAL SOCIETY  
ESTABLISHED 1895

Victoria Medical Society | Pemberton Operating Room | **For Members** | For Patients | MSA

- General Announcements
- Member Announcements
- Newsletter
- Member Directory
- Calendar of Events
- Info for Locums
- Locum Calendar**
- Links
- Member Input

**Member Log In**

- You are Logged In
- Click Here to Log Out

**ABOUT THE VMS WEBSITE**

The primary purpose of the Victoria Medical Society website is to serve as an informational resource — both for physicians in the community and the community at large.

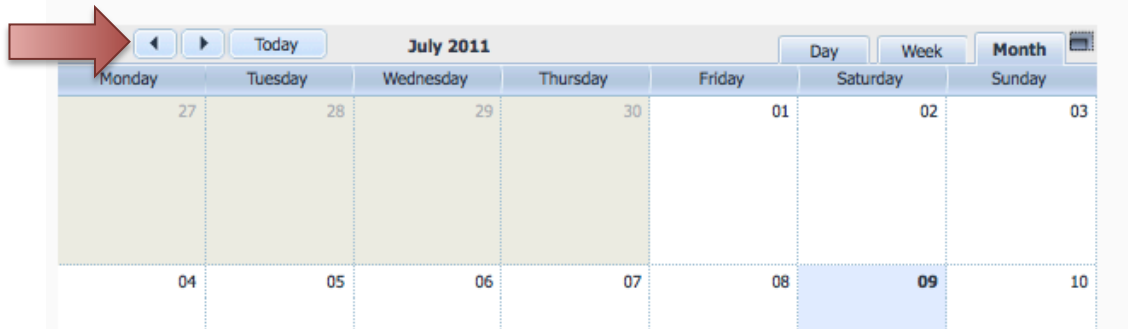
**Of Interest to Physicians**

- Locums looking for work.
- Doctors looking for Locums.
- The VMS Newsletter.
- The VMS Calendar of Events.
- Progress and current status of the Pemberton Memorial Operating Room Restoration.

- Using the arrows located on the left above the calendar, find the month of the availability listing you would like to remove.

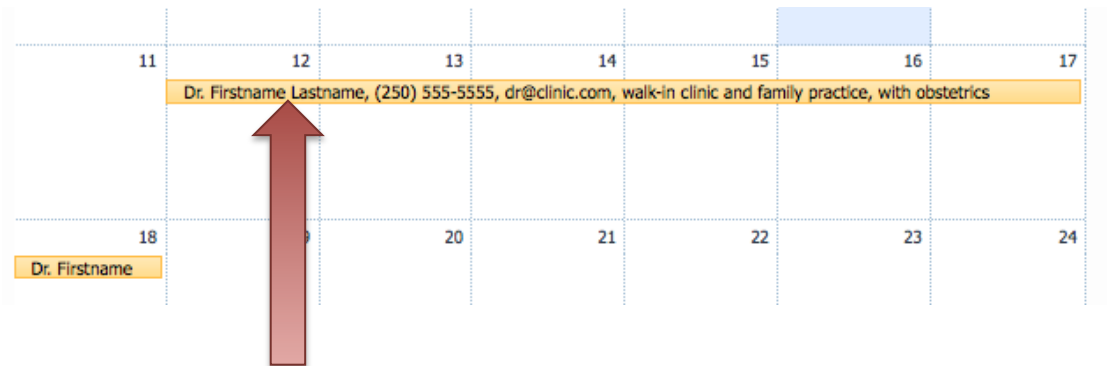
### PRIVATE: LOCUM CALENDAR

This calendar has the current availability of family practice locums. Scroll through the months of the year by using the arrow buttons to view available dates. If a locum is available on the dates you need coverage, double click on the coloured bar to get their contact information and work preferences. Once a locum has been booked for those dates, they will remove their availability listing from the calendar to avoid further inquiries.

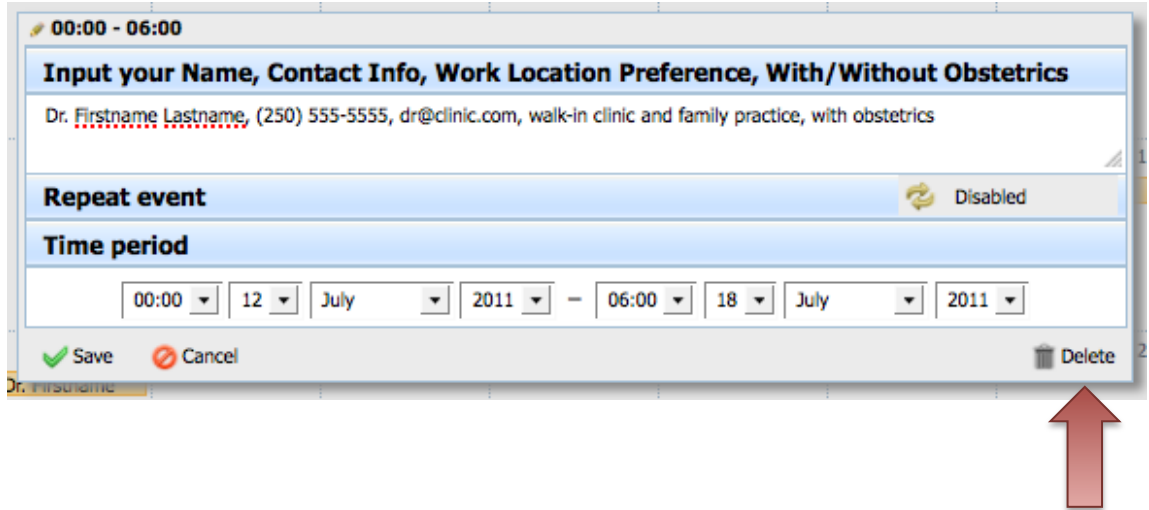


- Double click on the coloured bar with your listing information. This will open it.

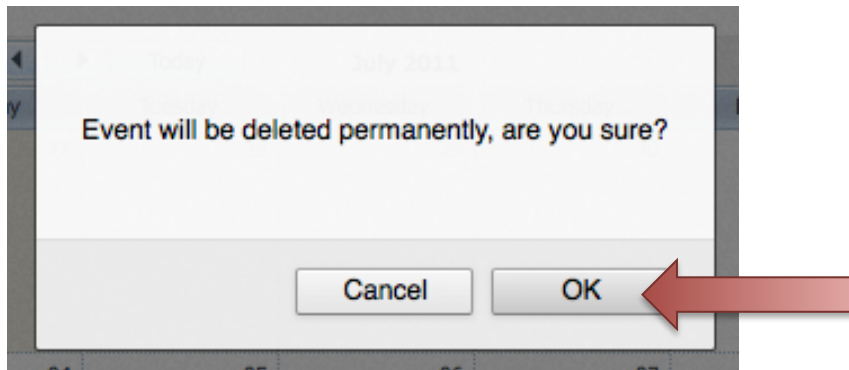
\*Note: Please ensure that you only delete **your own** listings. The calendar is shared amongst all locums, so please do not mistakenly delete another locum's availability.



7. On the bottom right corner of the listing, click the **"Delete"** button.



8. A pop-up window will appear asking if you are sure that you want to permanently delete this event. Click the **"OK"** button.



Your availability listing will now be removed.