

Audience: Everbridge Calendar Users

Houston Methodist is centralizing on-call schedules into **Everbridge**. Everbridge will be used for all major incidents and pageable events.

The **Member Portal** is where you can see calendars, make yourself unavailable on the calendars and designate replacements.

Use this link to access the Member Portal. https://member.everbridge.net/index/453003085613180

1. To view your schedule, click **On-Call Schedule** at the top right of the **Member Portal**.



Note: Check to see that the calendar you're viewing is published. If you don't see your calendar, contact your calendar lead.

My Schedule Publis	shed Calendars On Call Now Unavailability			
Thu, Aug 19, 20	121 🕨 🖿			Time Zone: America/New_York
Calendar Staff	Click to choose specific calendars			
Calendar	Shift	Layer	Name	Notes
Test Cal	24x7 03:00 to 03:00 (peyt day)	1	Brandy Ramirez (Everbridge)	

2. Review your schedule on the My Schedule tab.



3. To show yourself as unavailable for a certain date, hover over the date, and click the calendar icon for that date.

ly Schedule P	ublished Calendars On Ca	ll Now Unavailability				
Lisa Garc	ia				Export ICS file 🔒	Time Zone: America/Chicag
 Oct 24 - Oct 	30 🕨 🗰			-	Today	Day Week Month
Sun 10/24	08:00 to 17:00 Cal <u>CG Admin</u> Shift: Day Shift	08:00 to 17:00 Cal: <u>CG Admin</u> Shift: Day Shift	Wed 10/27 03:00 to 12:00 Cal: <u>CG Admin</u> Shift: Day Shift	D3:00 to 12:00 Cal: <u>CG Admin</u> Shift: Day Shift	Cal: <u>CG Admin</u> Shift: Day Shift	All day Cal:00 Make unsvelable Shift: Day Shift

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4. In the **Make Unavailable** box, enter the dates and times you'll be unavailable, and click **Replace**. Everyone on that calendar will receive a change notification.

Make una	wailable	×
Calendar Na Staff Name	ame: Test Cal : Brandy Ramirez (Everbridge)	Time Zone: America/New_York
Start: End:	2021-08-20	
Start Time: End Time: All day Repeat No	00 × 00 × 4 00 1 00 × 00 × 4 00 × 00 × 4 00 × 00 × 00 × 00 × 00 × 00 × 00 × 00	
<u>Re</u> ;	09 10 11 13 13 14 Cancel	

5. On the **Replace** screen, select the person you have arranged to replace you.



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6. Your replacement's name will appear on the Make Unavailable screen.



7. Your replacement's name will also appear for that shift on the My Schedule tab.

My Schedule	Published Calenda	ars On Call No	w Unavailabil	ity					
Lisa Ga	Lisa Garcia Export ICS file 🖶 Time Zone: America/Chicago								
Oct 24 - 0	Oct 30 📐 🏛				Today Day	Week Month			
Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Fri 10/29	Sat 10/30			
	08:00 to 17:00	08:00 to 17:00	03:00 to 12:00	03:00 to 12:00	01:00 to 17:00	All day			
	Cal: <u>CG Admin</u> Shift: Day Shift	Cal: <u>CG Admin</u> Shift: Day Shift	Cal: <u>CG Admin</u> Shift: Day Shift	Cal: <u>CG Admin</u> Shift: Day Shift	Cal: <u>CG Admin</u> Shift: Day Shift	Cal: <u>CG Admin</u> Shift: Day Shift (U)00:00 – 24:00			
						(R) Tammy Burton			



8. Your unavailability and your replacement's name display on the Published Calendars tab.

ny Schedule	Published Calenda	ars On Call No	w Unavailabili	ity				
CG Admin <bac< th=""><th>ok</th><th></th><th></th><th></th><th>Exp</th><th>port ICS</th><th>S file</th><th>Time</th></bac<>	ok				Exp	port ICS	S file	Time
Change Gear A	dmin Group On Call f	for demo			Zor	ne: Ame	erica/Chi	cago
 Oct 24 - 0 	Oct 30 ▶ 🛗							
						1000	81423477 100	7 2000 1000
			Show G	iroup Members	Today	Day	Week	Month
Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Today Fri 10	Day //29	Week Sat	Month
Sun 10/24	Mon 10/25 08:00 - 17:00 Day Shift	Tue 10/26 08:00 - 17:00 Day Shift	Show G Wed 10/27 03:00 - 12:00 Day Shift	Thu 10/28 03:00 - 12:00 Day Shift	Today Fri 10 01:00 - 17:0 Day Shift	Day 1/29 00	Week Sat 00:00 - 2 Day Shift	Month 10/30 4:00
Sun 10/24	Mon 10/25 08:00 - 17:00 Day Shift 1) Lisa Garcia	Tue 10/26 08:00 - 17:00 Day Shift 1) Lisa Garcia	Wed 10/27 03:00 - 12:00 Day Shift 1) Lisa Garcia	Thu 10/28 03:00 - 12:00 Day Shift 1) Lisa Garcia	Today Fri 10 01:00 - 17:0 Day Shift 1) Lisa Ga	Day 1/29 00 rcia	Week Sat 00:00 - 2 Day Shift 1) Lisa (Month 10/30 4:00 Garcia
Sun 10/24	Mon 10/25 08:00 - 17:00 Day Shift 1) Lisa Garcia 2) Joseph Badger	Tue 10/26 08:00 - 17:00 Day Shift 1) Lisa Garcia 2) Joseph Badger	Wed 10/27 03:00 - 12:00 Day Shift 1) Lisa Garcia 2) Joseph Badger	Thu 10/28 03:00 - 12:00 Day Shift 1) Lisa Garcia 2) Joseph Badger	Today Fri 10 01:00 - 17:0 Day Shift 1) Lisa Ga 2) Joseph	Day 0/29 00 rcia Badge	Week Sat 00:00 - 2 Day Shift 1) Lisa (Unavaila 0 10/30 00	Month 10/30 24:00 Garcia able 0:00 - 24:00
Sun 10/24	Mon 10/25 08:00 - 17:00 Day Shift 1) Lisa Garcia 2) Joseph Badger 3) Kiev Hill	Tue 10/26 08:00 - 17:00 Day Shift 1) Lisa Garcia 2) Joseph Badger 3) Kiev Hill	Wed 10/27 03:00 - 12:00 Day Shift 1) Lisa Garcia 2) Joseph Badger 3) Kiev Hill	Thu 10/28 03:00 - 12:00 Day Shift 1) Lisa Garcia 2) Joseph Badger 3) Kiev Hill	Today Fri 10 01:00 - 17:1 Day Shift 1) Lisa Ga 2) Joseph 3) Kiev Hil	Day 1/29 00 Ircia Badger I	Week Sat 00:00 - 2 Day Shift 1) Lisa (Unavaila 10/30 0((R) Tan	Month 10/30 4:00 Garcia able 0:00 - 24:00 nmy Burton
Sun 10/24	Mon 10/25 08:00 - 17:00 Day Shift 1) Lisa Garcia 2) Joseph Badger 3) Kiev Hill	Tue 10/26 08:00 - 17:00 Day Shift 1) Lisa Garcia 2) Joseph Badger 3) Kiev Hill	Wed 10/27 03:00 - 12:00 Day Shift 1) Lisa Garcia 2) Joseph Badger 3) Kiev Hill	Thu 10/28 03:00 - 12:00 Day Shift 1) Lisa Garcia 2) Joseph Badger 3) Kiev Hill	Today Fri 10 01:00 - 17:1 Day Shift 1) Lisa Ga 2) Joseph 3) Kiev Hil	Day 1/29 00 Ircia Badger	Week Sat 00:00 - 2 Day Shift 1) Lisa (Unavaila 10/30 00 (R) Tan 2) Jose 2) Victor	Month 10/30 24:00 Garcia able 0:00 - 24:00 nmy Burton ph Badge

9. You can see who is currently on call with the **On Call Now** tab for published calendars.

My Schedule	Publ	ished Calendars	On Call Now	Unavailability	
Current Time Thursday Nov	14:41 /ember	I CDT r 4, 2021	9		Time Zone: America/Chicago
Calendar	Staff	Click to choose spec	ific calendars 👻 🥂	<u>eset</u>	
<u>Calendar</u>		Shift	Layer	Name	Work Mobile Ph
CG Admin	0	No staff on call right no	wc		
IT Call Centers	0	Primary 03:00 to 03:00 (next da	1) Week	ly On Call 1) <u>Mike Seahorn</u>	
Test Cal		24x7 02:00 to 02:00 (next da	y)	<u>Brandy Ramirez (</u>	<u>Everbridge)</u>



