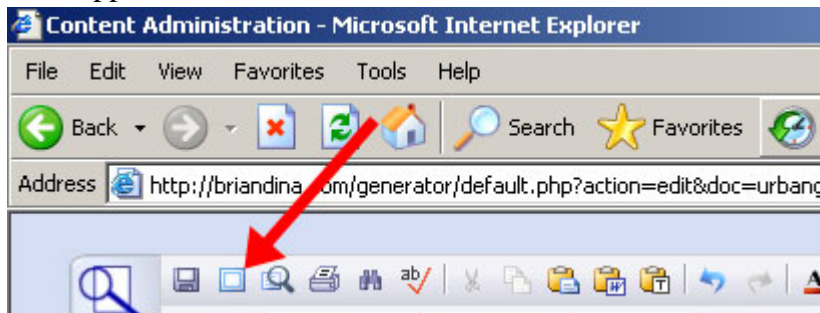
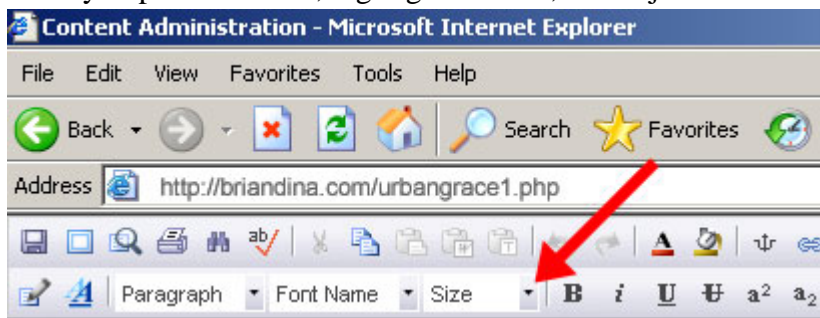


## How to make changes to the online Duty Roster

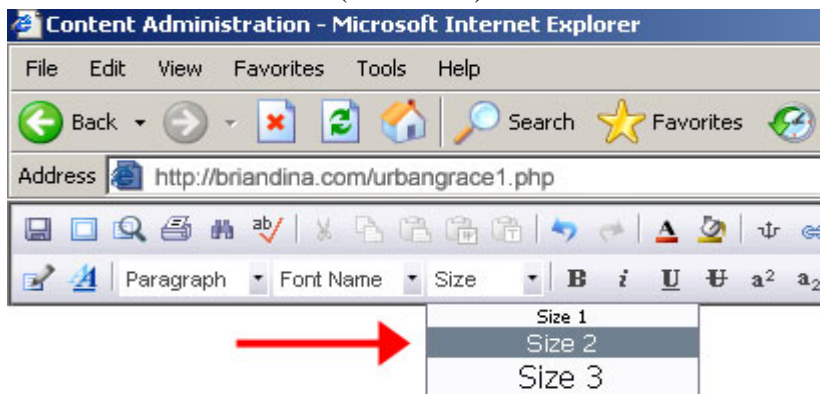
- (1) Go to: [www.briandina.com/urbangrace1.php](http://www.briandina.com/urbangrace1.php)
- (2) When you get to the page, do a: **<ctrl> Y**
- (3) Enter username and password, then click **Login**
- (4) On the upper left hand of the screen, click on the full-screen-icon



- (5) Make your changes to the schedule.
- (6) On the internet, when you hit **<enter>** it will create an extra space between lines.  
To avoid this problem just do a **<shift><enter>** between lines.
- (7a) After you put in an item, highlight the text, and adjust the font size by clicking the arrow next to size



- (7b) and then choose "Size 2" (see below)



- (8) Finally, save your changes by clicking the **SAVE** icon on the upper left hand side of the

