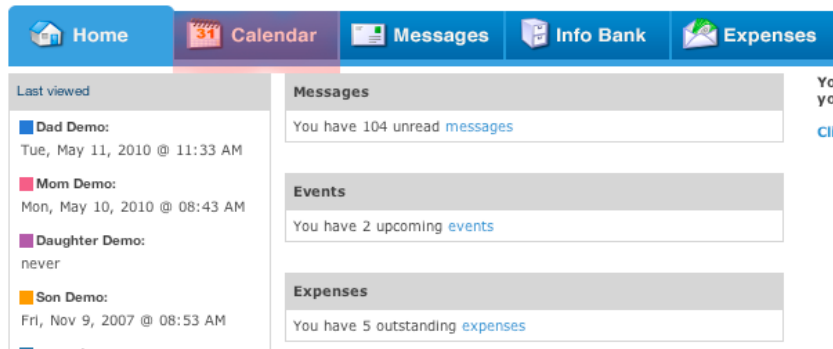
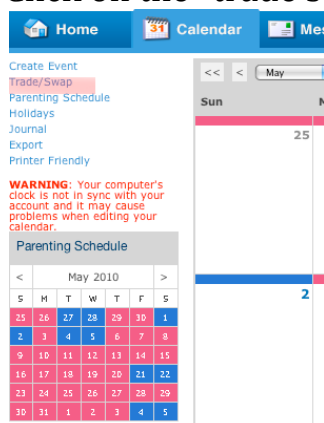


How do I trade/swap days with another parent on the calendar?

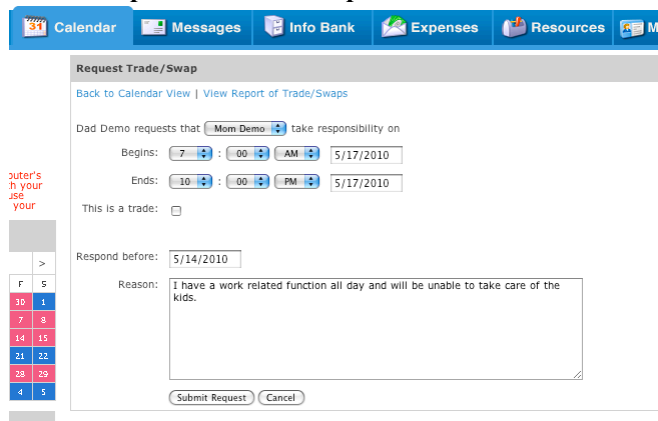
To initiate a trade or swap on the parenting schedule you will first need to go to the calendar.



1. Click on the “trade swap” link in the left hand margin.



2. Fill out the Trade/Swap request form here. Define the time you wish to trade or swap and enter a respond by date. You may also wish to provide an explanation in the “reason” box.



3. If this is a trade, select the “trade” box and enter the dates you wish to trade for.

Request Trade/Swap

[Back to Calendar View](#) | [View Report of Trade/Swaps](#)

Dad Demo requests that **Mom Demo** take responsibility on

Begins: 7 : 00 : AM 5/17/2010

Ends: 10 : 00 : PM 5/17/2010

This is a trade:

In exchange for **Dad Demo** taking responsibility on

Begins: 4 : 00 : PM 05/18/2010

Ends: 12 : 00 : PM 05/18/2010

Respond before: 5/14/2010

Reason: I have a work related function all day and will be unable to take care of the kids.

4. After you have entered your information, enter your request by clicking on “submit request”. Congratulations, your trade/swap request has been posted and is notated with a “?” on the calendar.