
Bulletin: vZDC-B-20250503

Applicability: All Training Staff within Washington ARTCC

Effective: 3 May 2025

Expiration: N/A

Reference: N/A

Contact: vZDC/TA

Subject: vZDC Training Sessions Scheduler

PURPOSE: This bulletin serves to provide guidance for trainers on utilizing the new training session scheduler.

BACKGROUND FOR CHANGES: Previously vZDC training staff were using Easy Appointments to book sessions with trainees. The vZDC Web Team has developed a new addition to the vZDC website that allows trainers to book sessions with their trainees on the vZDC website. This change synchronizes a trainees future sessions so both trainers can see if a trainee has a session booked in the future, providing a better service to the trainee and easy communication between trainers.

Procedure: Trainers shall utilize the training scheduler on the vZDC website for all sessions with trainees except for impromptu sessions within two (2) hours of posting the impromptu message. Under the “Your Students and Schedule” tab on the vZDC website, there is a button called “New Appointment.” Selecting this button will prompt trainers to fill in details about the session, including the trainee, start time, and lesson. It is important to note that the start time is in **EASTERN** time.

Once you create the session you will see it appear under “Your Upcoming Sessions” as well as in a new column by your trainees called “future session.”

This new addition to the website also allows trainers to view a training calendar for the entire ARTCC, allowing you to know if a sweatbox server will be available if you are looking to post an impromptu session, looking to assist a trainer with a session, and allows the training team to better manage their trainees to ensure they are progressing through the stages of training.