

Theory Scheduler AIM
Gateway Arch East Music Teachers Association
9/21/19 by LeAnn Halvorson

1. Remind the membership of upcoming deadlines for entering and where to find the forms.
2. Use a grid or a spreadsheet to enter the Teachers, Levels of Students, and total number of students entered for the teachers horizontally. Vertically enter the totals for each level.
3. Look at the AIM sheets each teacher fills out to find out availability for judging and levels of judging that is preferred.
4. Look at the AIM sheets with student registrations to determine which day each student can attend.
5. Create a grid for each day including the judge, room, and schedules for each student.