# Create a Team Planner

1. To create a team, under Planner Options, click Create a New Team.

2. A New Team Wizard will guide you through the steps for creating a team. Click the Next button to begin.

3. Enter a Team Name and click the Next button to proceed.

4. Your name will be listed as the first member of the team. Click the Add Member button to add another teacher to the team planner.
5. Enter a teacher’s LCISD email address to add them to the team planner. Click the Next button.

*Repeat steps 4-5 until you have added all members to the team. Team members must have their schedules set up in order to be added successfully to the team.*

6. Once all team members have been added, click the Next button to proceed.

7. To add a course to the team planner, click the Add a Course button.

*Repeat steps 7-8 to add more courses to your team planner.*

8. Navigate to the course in the course list and highlight it, then click the Next button.

*Forethought: Create a Team Planner*

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9. Once you have all of the courses listed, you can rearrange the course order by highlighting the course and clicking on the Move Up or Move Down buttons.

10. Once you have the courses listed in the appropriate order, click the Next button.

11. You’re Done! You can now plan as a team. Click the Return to My Planner button to continue.