This manual is to help guide users through the new format of the Northwest Area Committee Exercise Schedule.

For more information or technical assistance with using or scheduling an exercise, please contact or email the Drill Coordinator.
What’s new...

- Web-base format for easy access
- New calendar and list view
- Automatic email notification and verification of exercise request
You can link to the exercise schedule with the following links:

- [http://www.rrt1onwac.com/](http://www.rrt1onwac.com/)
- [https://fortress.wa.gov/ecy/naces](https://fortress.wa.gov/ecy/naces)
WHEN YOU LINK TO NACES...

- You will see a “dialogue” box regarding the security information. Select “YES” to view all content.
- To change your browser to not prompt you in the future:
  1. Go to Tools → Internet Option
  2. Select Security Tab
  3. Highlight (or select) Internet for your zone
  4. Select Custom Levels
  5. Scroll down list → Miscellaneous
  6. Scroll down → Display Mixed Content
  7. Select Enable.
  8. Select OK.
View Exercise Schedule

MONTH VIEW

LIST VIEW

To view more detail information – click on the event name.
Schedule an exercise (1)

1. Choose if this is a new, reschedule, or part of a multi-company exercise.*
   * If this is part of a multi-company exercise a drop-down list will appear with the event names to choose from.

2. Enter Contact Information – red indicates required fields.

3. Indicate the **type of company** and **type of exercise** being conducted (more than one type of exercise can be selected).
   * If you are a regulated facility, a drop-down list will appear that will have your company name listed.
Schedule an exercise (2)

4. Enter start date, end date, time and detail of exercise (A-G). *

* If this is part of a multi-company exercise a date of the event will automatically be filled in.

5. Choose if other agency presence is required. Indicate name of agency and position requested.

6. Enter verification code as it appears.

7. Submit request. *

* You will receive an email notification of your request.
Your exercise request will appear in **RED** to indicate request is pending.

Your exercise request will appear in **BLUE** when your request has been processed and accepted.
Re-schedule or cancelling an exercise

- Re-scheduling an exercise:
  - Follow the same steps as to Schedule an exercise.
  - In the YELLOW section – select “Re-schedule”

- Cancelling an exercise:
  - To cancel an exercise, please send an email to the Drill Coordinator. The Drill Coordinator will remove your exercise event from the calendar.
If you have further questions or need technical assistance, please contact the Drill Coordinator.