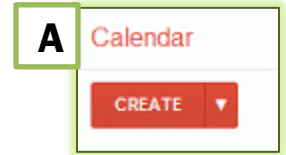# GOOGLE CALENDAR PROCEDURE: SCHEDULING ROOMS AND RESOURCES
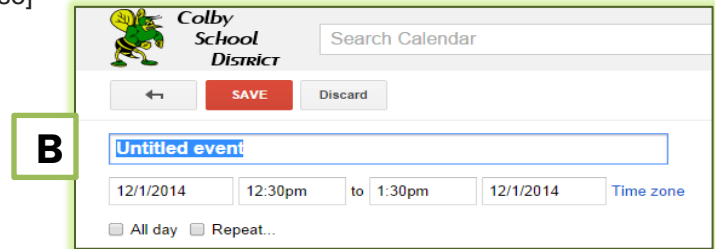
<u>To reserve a room or Colby School District resource:</u>

1. Open your **Calendar**
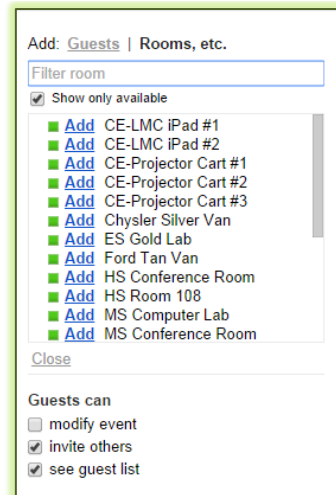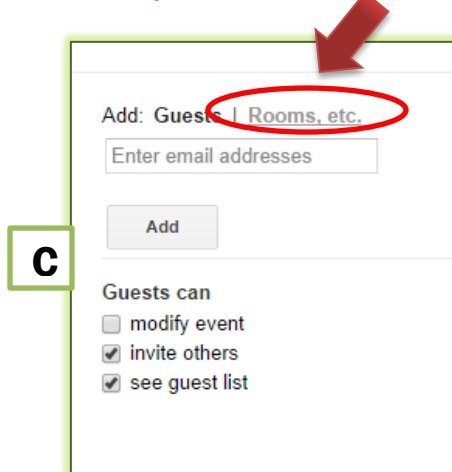
2. Click **Create** button (big red button in the upper left-hand corner) *(Picture A)*

3. Enter a **Title** [Include your name in the title please] *(Picture B)*

4. Enter **Date, Time etc**. *(Picture B)*

5. **Important**! Click **Rooms, etc.** located to the right of the "Where" field *(Picture C)*

6. Click **Add** next to the appropriate resource (If you don't see the room/resource; that means it is already scheduled.) *(Picture D)*

7. Click **Save** *(Picture A)*

<u>Notes:</u>
1. Please avoid using the check box for "All day" to schedule a lab for the entire day. Instead schedule it from 8am to 4pm.
   a. The reason: Visually an event listed as "All day" only shows at the top of the daily calendar instead of blocking out the entire day. This should help to avoid multiple bookings in the same lab.
2. Always check your entry after you've saved it to verify that it's listed as you intended.