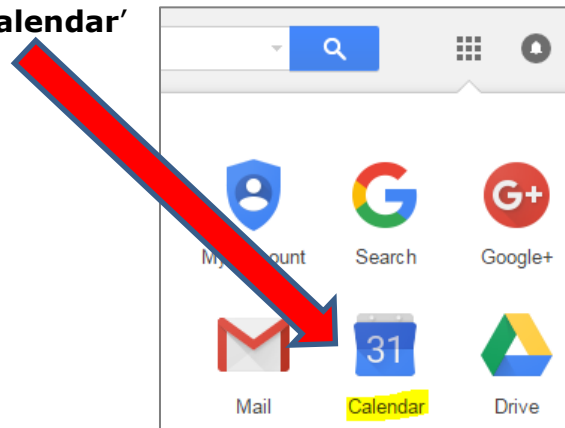


How to Reserve a District Shared Google Calendar

Reserve spaces such as computer labs, conference rooms, etc.

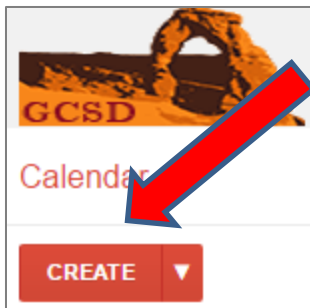
Note: There is more than one way to add items to the calendar; this way insures that you are able to see the detailed options needed to reserve shared spaces.

1. Login to your District Gmail account from gmail.com
2. Click the 'Waffle'  icon in the upper right corner
 - a. Choose 'Calendar'



3. To see your event on the shared calendar you must **Subscribe** to the calendar. If you are subscribed, the name of the calendar will appear in the list in your Google Calendar on the left side under 'Other calendars' (see "[Instructions to Subscribe to District Shared Calendars](#)")

4.



Click CREATE in the upper left corner of the main calendar page.

(continued on next page)

5. Replace '**Untitled event**' with the name of the event you are scheduling
6. Type date and time in the **Date** box(es) and **Time** box(es)
7. To the RIGHT of 'Where' you will see 'Add: Guests | Rooms, etc'
click 'ROOMS' then **click 'ADD'** next to the room you want.
 (Be sure to scroll down to see the full list of rooms available.)
8. Click '**SAVE**'

Search Calendar

← **SAVE** Discard

5 Untitled event

6 8/10/2016 12:30pm to 1:30pm 8/10/2016 Time zone

All day Repeat...

Event details Find a time

7 Where **Rooms, etc.**

Filter rooms

Show only available

- Add HMK Lab 4-6 (36)
- Add HMK Lab K-3 (36)
- Add HMK Lab Writing (35)
- Add HMK Laptop Cart COW (30)
- Add HMK Laptop Cart Mobile (30)
- Add HS Lab Media Center (32)
- Add HS Lab Writing (30)
- Add HS Laptop Cart Mobile (30)
- Add MS Lab Media Center (30)
- Add MS Lab Tech (28)
- Add MS Lab Writing (26)

Close

Video call

Calendar Theresa Wilson

Description

Attachment Add attachment

Event color

Notifications Notification 10 minutes ×

Add a notification

Show me as Available Busy

Visibility Calendar default Public Private

By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

Guests can

- modify event
- invite others
- see guest list