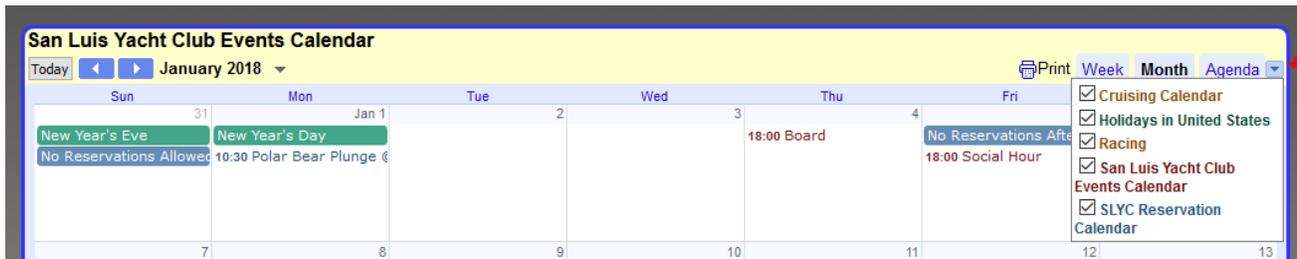


SLYC Reservation Calendar

1-27-18

Note: The club calendar consists of 4 separate calendars; **Cruising** | **Racing** | **SLYC Events** | **Reservation**, as shown below (you can see them by clicking on the little downward triangle) You can show or hide each calendar by clicking on the checkmark box.

So, when entering reservations, avoid entering 'club events' such as orientation, interviews, Hobie races, etc., as these are not reservations but rather SLYC sponsored Events. Notify the webmaster if SLYC sponsored events are needed in the calendar (or edited)



1. Click on , located in bottom right of calendar
2. Sign-in screen pops up, requiring sign-in. You have three choices [see Figure 1]
 - Use your **existing google email** & password, or
 - Click on '**Create an account**' and **establish a gmail**, or
 - Click on '**Create an account**' and **use an existing email**

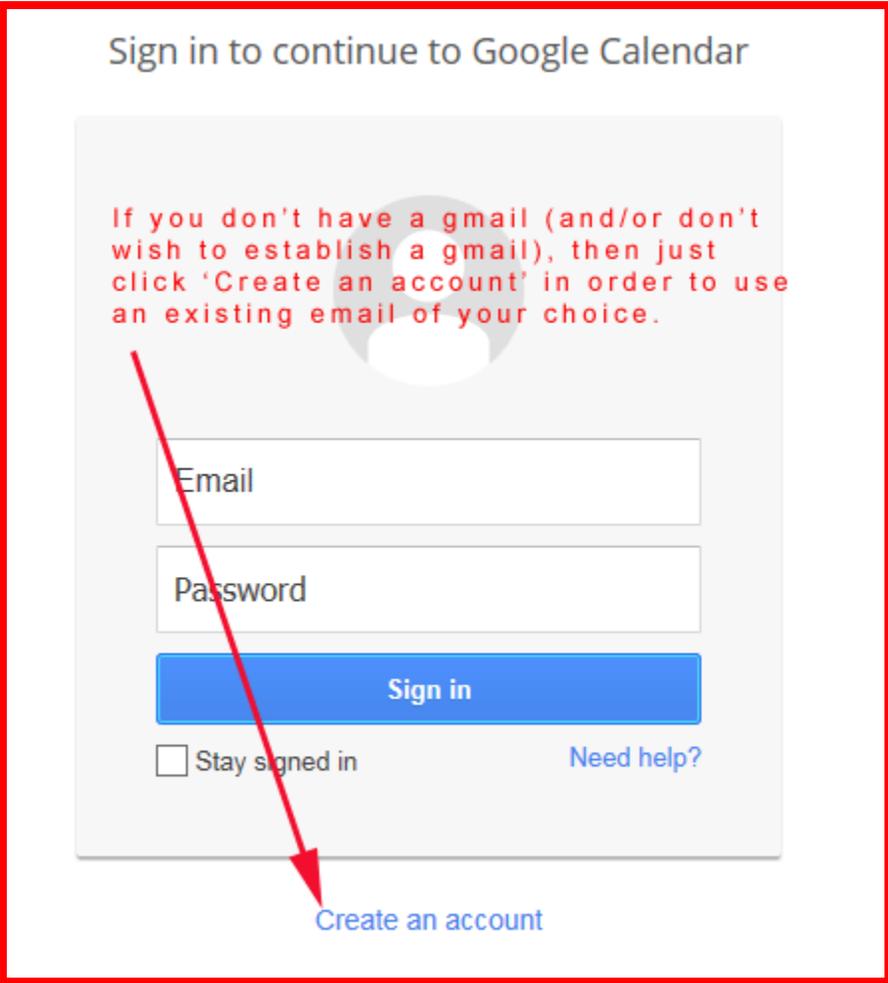


Figure 1

3. After selecting [Create an account](#) This screen (See **Figure 2**. - partial screen shown) pops up when you select 'Create an account'. If you wish to use an existing non-gmail address, then select [I prefer to use my current email address](#) as shown below, and the @gmail.com will disappear so you can enter your desired email address.

Continue filling out the form (See **Figure 3** for remainder of form)

Name

First Last

Choose your username

@gmail.com

[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

US

Your current email address

Figure 2

Bottom half of above form

Default homepage
 Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Prove you're not a robot
 Skip this verification (phone verification may be required)



Type the text:
   

Location
United States

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step

Figure 3

4. Next, the calendar pops up (partial view below) [see **Figure 4**]

	9 10:30 RESERVED	10	11 18:00 Wet Weds	12
	16	17 18:00 Pale Kai	18	19

Figure 4

5. Navigate to the date desired (we'll use the 10th) and left click inside the date box. The event|Task popup will appear. [see **Figure 5**]
- Make sure the Calendar field says **SLYC Reservation Calendar**. You will note it came up with [Michael Dobrzensky](#) google calendar (based on my personal login)

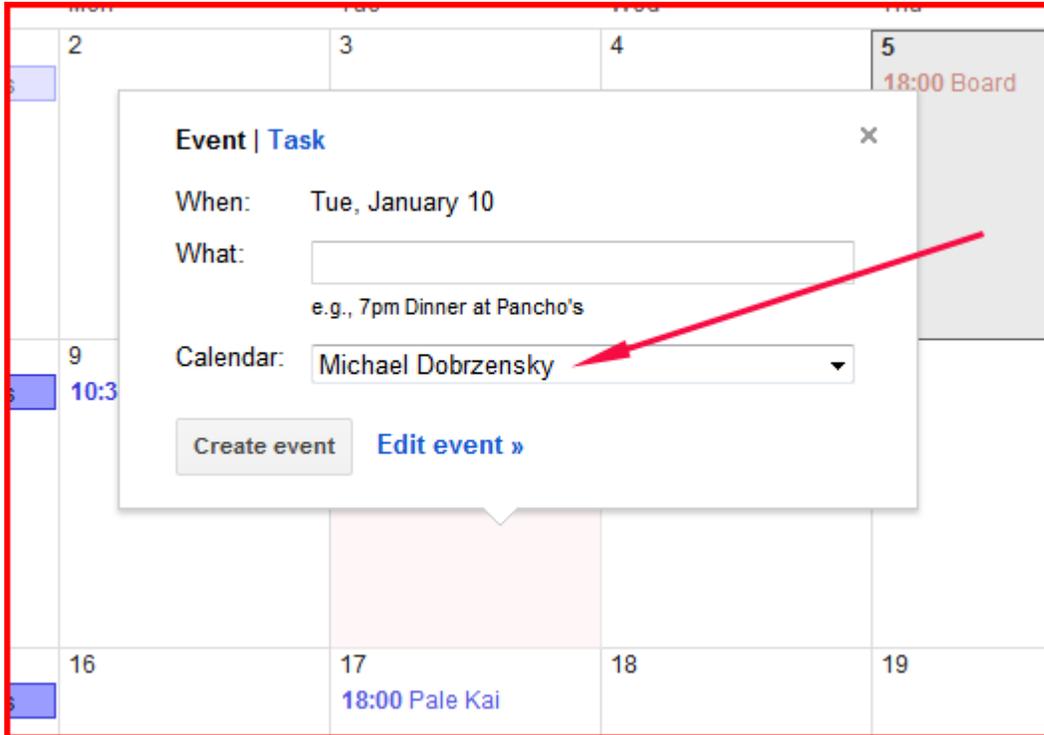


Figure 5

6. Click in the Calendar field and select **SLYC Reservation Calendar**

7. Then click **Edit event**. [see **Figure 6**]

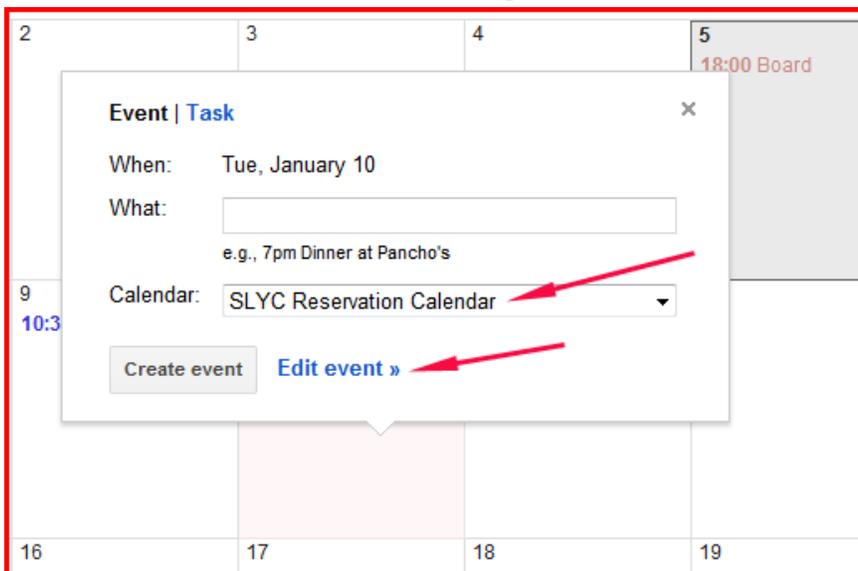


Figure 6

7. Clicking on [Edit event](#) brings up the following entry screen: [see **Figure 7**]
 - Enter **Reserved** and **Name** in the Untitled event box, or
 - Enter **T Reserved** and **Name** for tentative reservations not yet approved by the BoD
 - Enter a description under 'Description', as appropriate. Typical entry:
 - Reserved Lorie Norkus
 - Galley YES
 - Alcohol YES 4pm - 7pm
 - BBQ NO
 - Bar NO
 - Pro Security YES
 - Pro Cleaning YES
 - Approved by BOD 9/3
 - Deselect 'All Day', which will bring up the date boxes [see **Figure 8**]

The screenshot shows the Google Calendar event creation screen. At the top, there is a search bar and navigation buttons (back, save, discard). The main form area includes:

- Event Title:** 'Untitled event' with a red arrow pointing to it and the instruction 'Enter **Reserved Name**'.
- Date:** '1/10/2012 to 1/10/2012' with a red arrow pointing to it and the instruction '-or- **T Reserved Name** (for Tentative reservations, awaiting BoD approval)'.
- All Day:** A checked checkbox labeled 'All day' with a red arrow pointing to it and the instruction 'Deselect **All Day** in order to enter start/end times'.
- Description:** A text area containing 'Chapel - Women's Alliance for Hospice' with a red arrow pointing to it and the instruction 'Enter an appropriate description as needed'.

Figure 7

8. Enter start and completion times for the desired date (**Figure 8**)

The image shows a screenshot of a web-based event creation form. The form is titled "Untitled event" and is enclosed in a red border. It contains several input fields: a date field with "1/10/2012", a time field with "10:00", a "to" label, another time field with "11:00", and a final date field with "1/10/2012". Below these fields are two checkboxes: "All day" and "Repeat...".

Figure 8

8. Then select  - you will be returned to the calendar. Make sure the reservation entered is in the date desired, shows up in **blue lettering** (the color for the reservation portion of calendar, and says **SLYC Reservation Calendar**