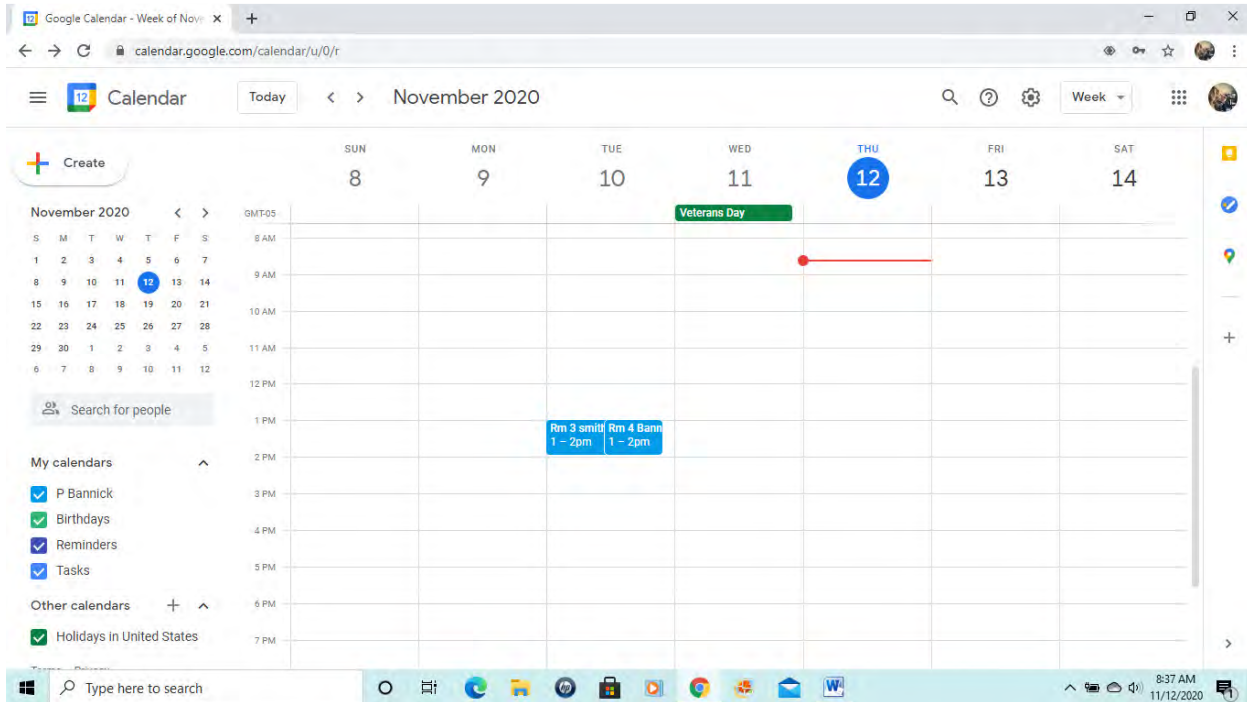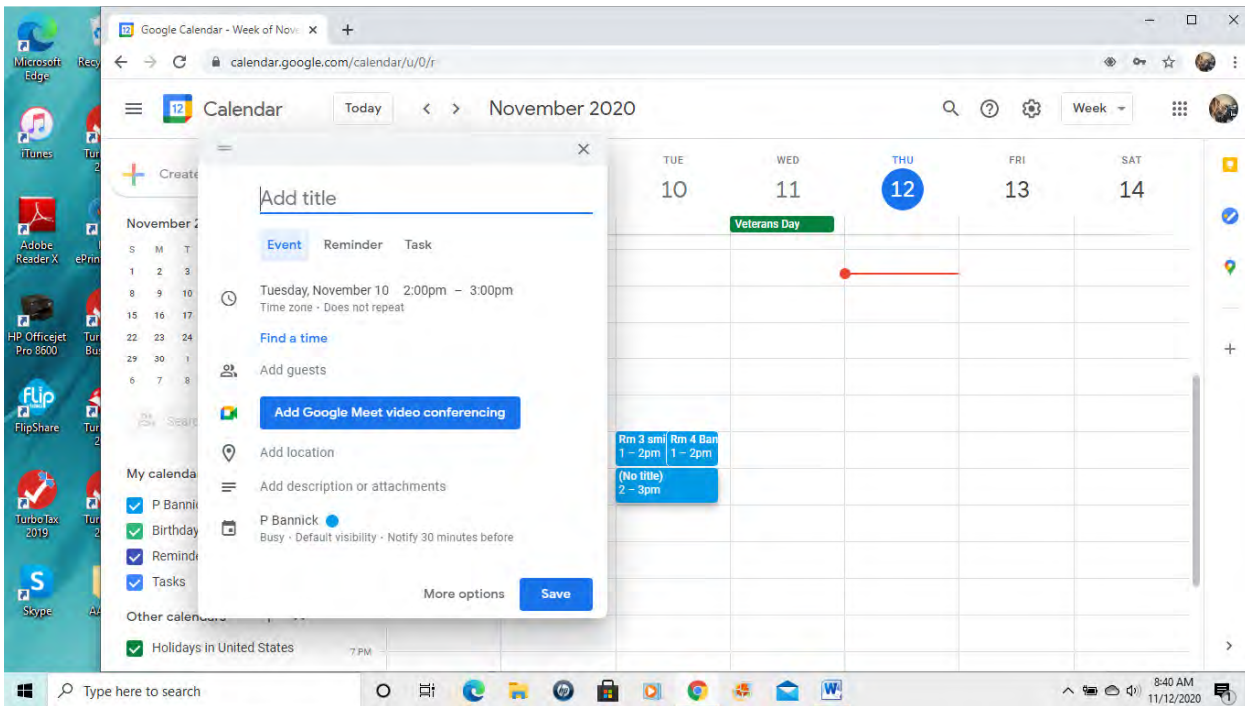# HOW TO USE GOOGLE CALENDAR TO RESERVE TRAINING TIME
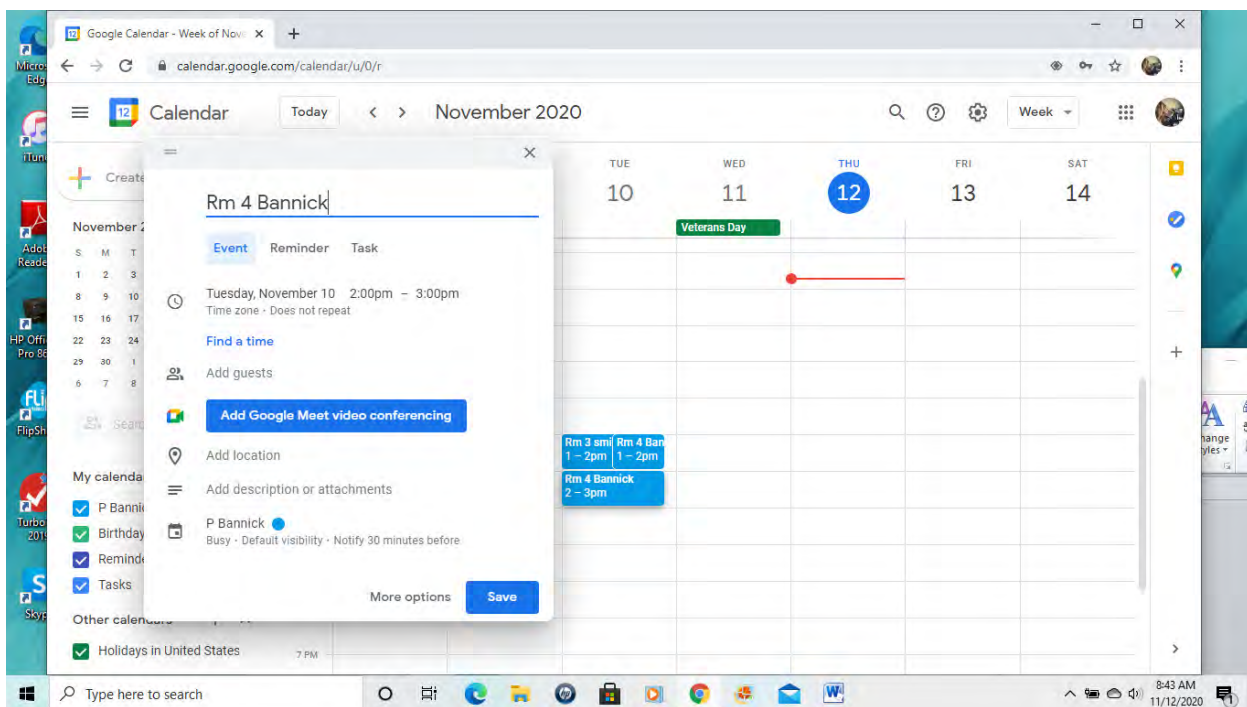
1. **From the AADTC Website, go directly to the Google Calendar website: calendar.google.com**
2. At the Google Account sign-in page, select your Google Account ID if displayed or else enter your Google account ID and your password.
3. You will see the calendar displayed. It may be day/week/month. The one below is "week", notice in the upper right-hand corner it says "week". If you want day or month, just select from the drop down and the calendar will change its view.
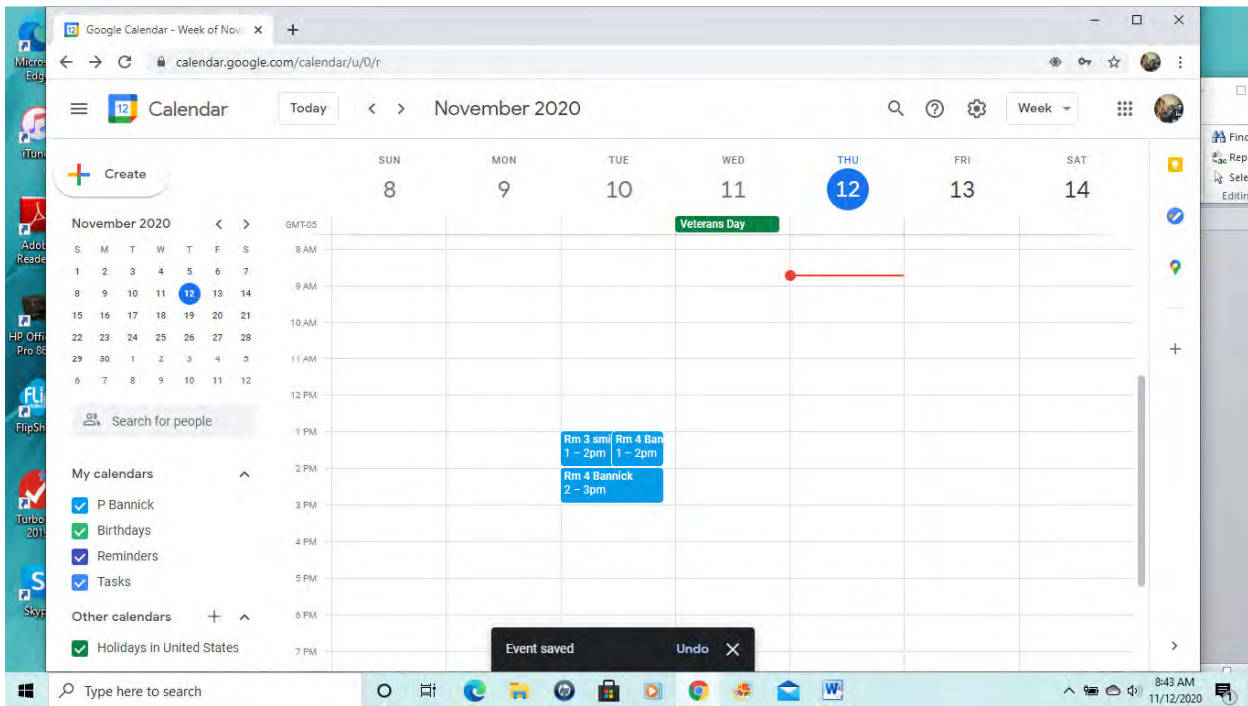

4. On the calendar, select the day/time you want to reserve. Put your cursor in that box and click "enter" and a box will pop-up for you to add a "title", etc.
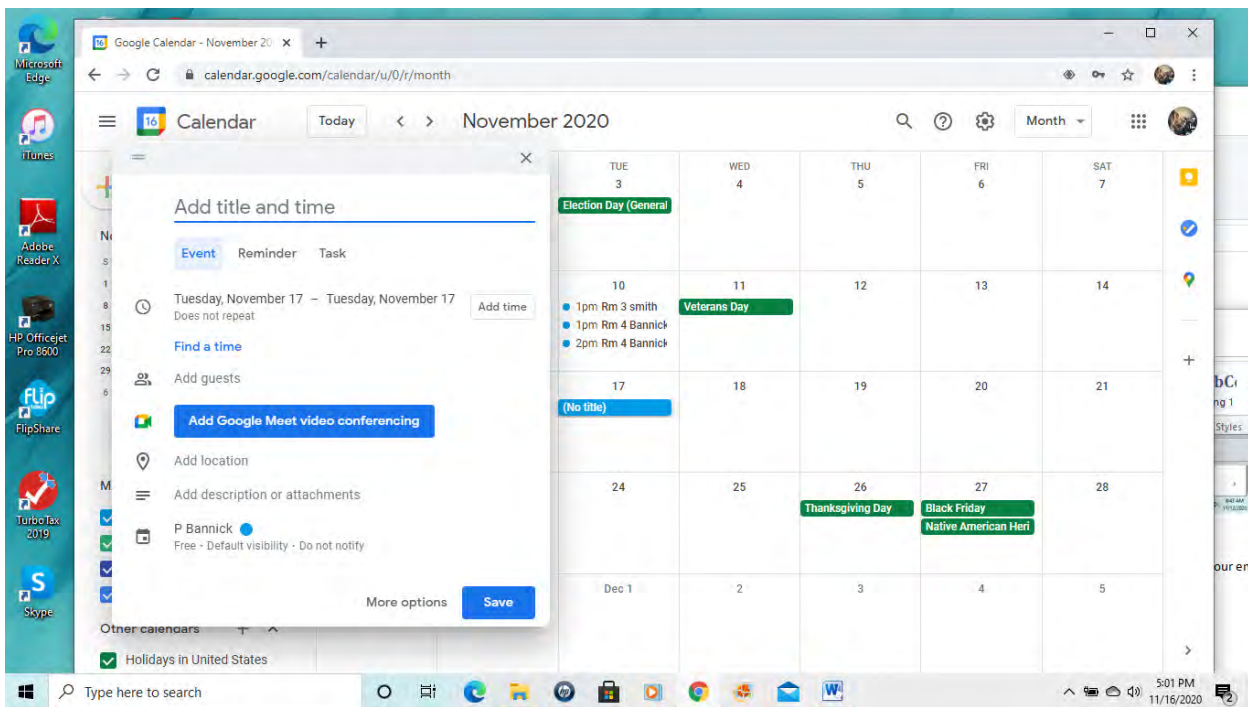
5. **If a Wight building reservation, enter the "Room" followed by your name. If a Performance reservation, enter "PB" followed by your name. Then hit "Save" and the entry will be saved to the calendar as in the following screen shots.**
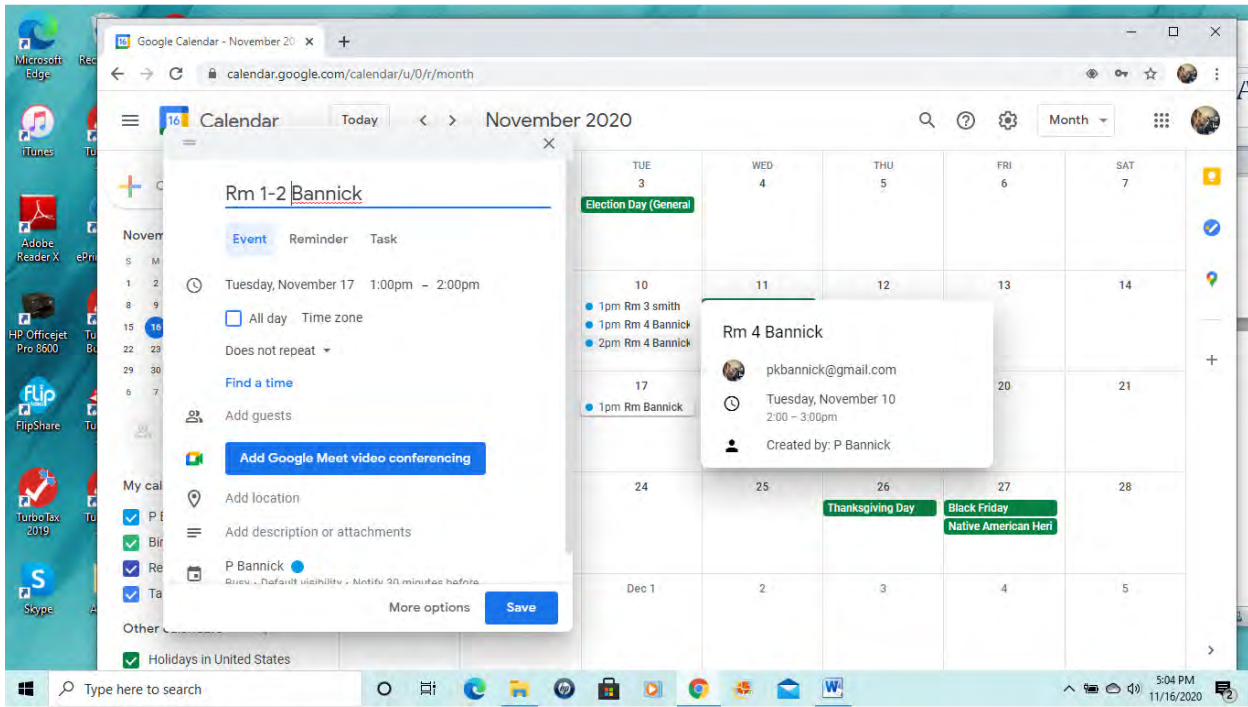
6. You can also do the same thing in "month" view, but you will then need to assign a "time" to your entry as well.

7. Enter Room and your name. You will also have to select a time slot

8. Results added to the calendar for the day/time you entered