

Using the Computer Booking Software

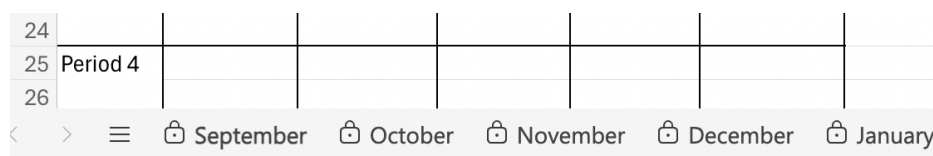
You can independently create a booking for any available time slot with the following parameters:

- You can book up to three weeks in advance.
- You can't book the same cart more than three days in a row.

If you need to book a computer cart outside of these parameters, please email your request to kelly.shulman@nearnorthschools.ca

To Create a Booking

Use the worksheet tabs along the bottom of the spreadsheet to display the month in which you would like to make the booking.



Check the availability of the time slot in the calendar. If available, enter the details of the booking in the data entry cells, and then click the 'CREATE BOOKING' button.

SEPTEMBER
COMPUTER BOOKING

Teacher Name:

Room Number:

Period :

Date: Sept.

CREATE BOOKING

Do not close or refresh the spreadsheet while the booking script runs. Once complete, the Teacher name and Room number will appear in the booking calendar.

	Monday	Tuesday	Wednesday	Thursday	Friday
	2	3	4	5	6
Period 1	Labour Day				
Period 2	Labour Day				
Period 3	Labour Day		Shulmanski Room 222		
Period 4	Labour Day				