

Reserving a Computer Resource Online

LAPTOP CARTS

To reserve a laptop cart, follow the same procedure that has been in place since 2007.

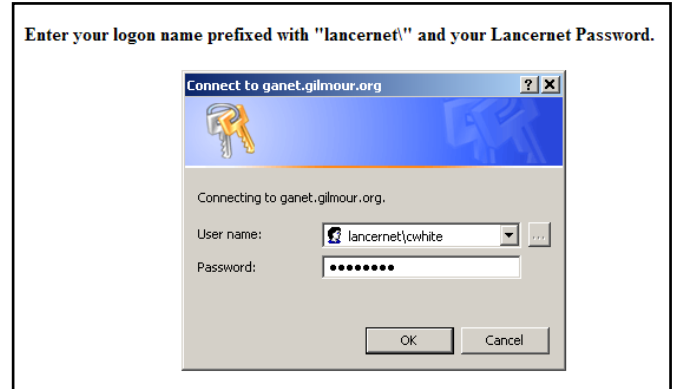
Check the Computer Resource Calendar for availability.

Click on the "Request a Laptop Cart" link.

A page will pop up with instructions and then a login box will appear. In the "User Name" box, enter your GA login preceded by "lancernet\" (that's the network name). In the "Password box," fill in your GA password. Click OK.

A web page will appear for the details of your request. Fill them in and click the "Submit" button. Your request will be matched to available carts.

When your request is processed, the reservation will appear on the Computer Resource Calendar.

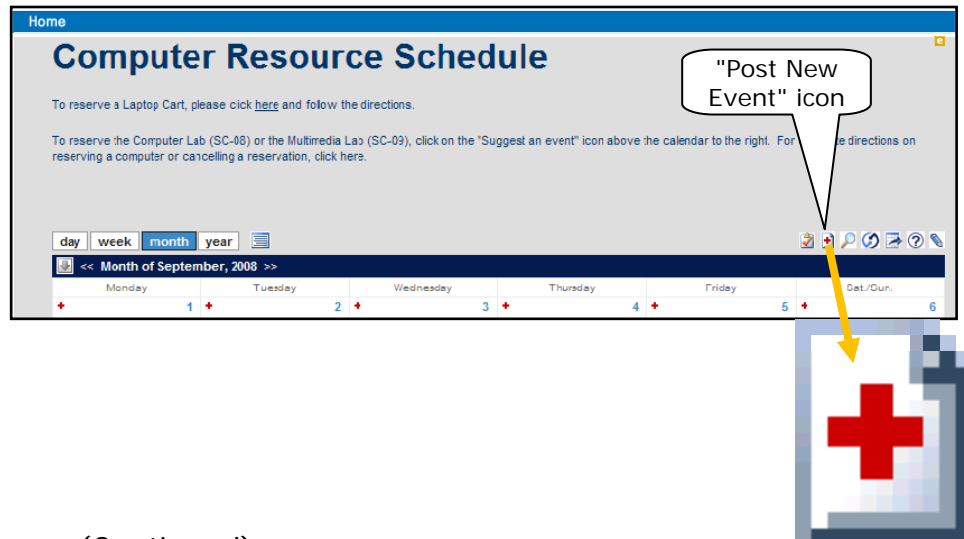


LABS

1. Open your web browser and navigate to the Computer Resource Calendar.

2. Look for the "Post New Event" icon above the calendar:

3. Click on the icon (Note: if you have a pop-up blocker activated, you will need to allow the event form to appear).



(Continued)

4. Complete the form. You MUST provide the following information for the reservation to be processed (marked in RED on the illustration):

- Your Name
- Your Email

- Event Title (use the following format):
CL [Computer Lab] - A [Block] - LastName --> CL - A - White
MML [Multimedia Lab] - A [Block] - LastName --> MML - A - White
- Event Date

Do not change the "Event Time" setting unless you want to make a reservation outside of a Block (such as before or after school).

You may provide any of the following information:

- Recurrence: (None [default], Daily, or Weekly; useful if you need to make multiple reservations). If you use the "Recurrence" option, please specify the dates and the end date.
- Notes: Leave this field blank
- Description: You can put details here, if you wish.

5. Click on the "Post this Event" button.

6. An email will be sent to the calendar administrator notifying him/her of your event. The event will be reviewed before being posted. You may be contacted if there are any questions about the event.

7. It is your responsibility to check the calendar to see that the event is posted. Reservations are processed in the order that they are received.

Post an Event
Please fill in the appropriate information below and click "Post This Event". Your request will be reviewed and published to the website if approved.

Your Name:
Your Email:

Event Title:
Start Date: All Day Event
Time: -- : --
Location:
Repeat:

Attached to: Reserve a Computer Lab

Notes: **Leave this box blank!**
Any text entered here will take up space on the calendar.

Description: You can put details in here, if you wish (it is not necessary).

Priority:

Post This Event

CANCELLING A RESERVATION

Should you need to cancel a reservation, please do the following as soon as possible so that others may use the resources.

For Laptop Carts

Please email (buschn@gilmour.org) or call (x8195) Neal Busch.

For Labs

Navigate to the Computer Resources Calendar.

Click on "Post NewEvent" (as if you were starting a new request).

Fill in your Name, Email, Event Date (you can copy the text of your event from the calendar and paste it into the txt box, if you wish).

ADD the word "CANCELLED" in front the Event Title in ALL CAPS. If you are only cancelling one block, delete the other blocks from the event title. Click "Post This Event" at the bottom of the page. This sends a notice to the calendar administrator who will remove the request.

Post an Event
Please fill in the appropriate information below and click "Post This Event". Your request will be reviewed and published to the website if approved.

Your Name:
Your Email:

Calendar Key:

Event Title:
Event Date: