

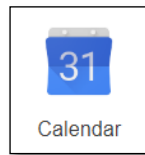
How to Use Google Calendar to Sign Up for the Chrome Book Cart

Step 1: Sign into your school email

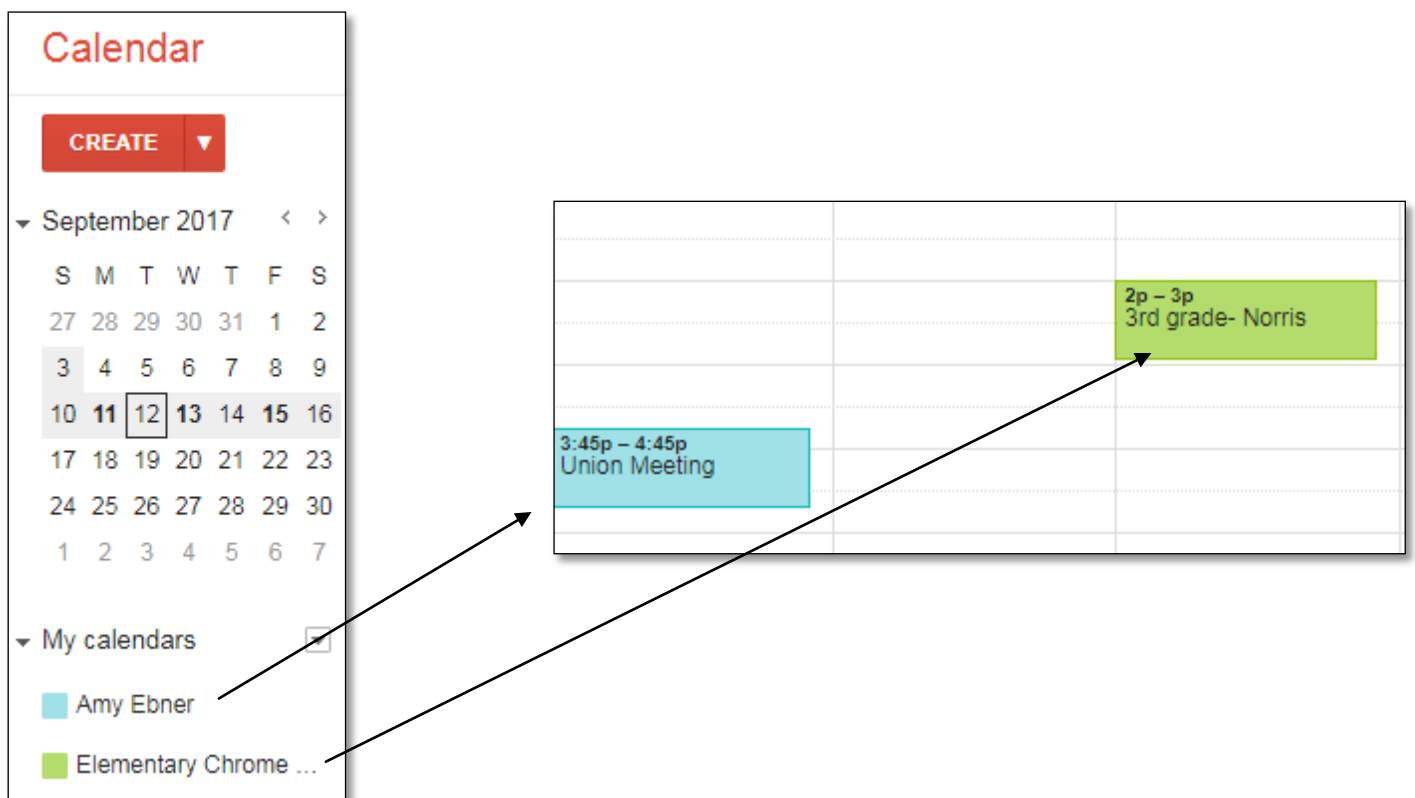
Step 2: Click on the Google Apps icon (top right)



Step 3: Click on Google Calendar

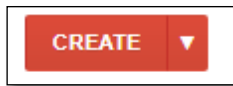


Step 4: Look at the calendar to see what days and times the Chrome Book cart is available. Google Calendar is color coded. Events that are on your calendar are in one color and events that are on the Elementary Chrome Book Cart 2 Calendar are in a different color.



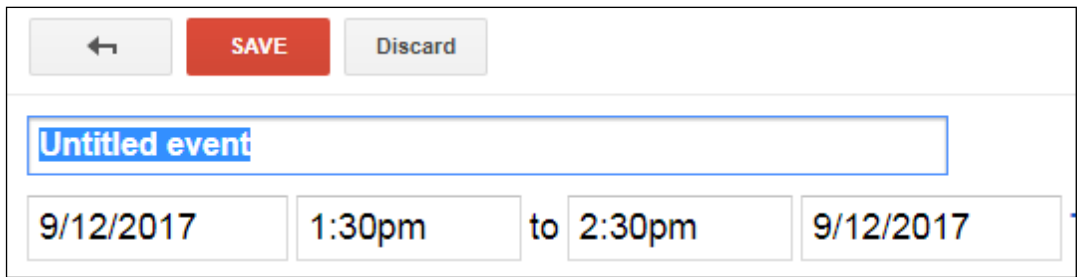
The screenshot shows the Google Calendar interface. On the left, there is a calendar view for September 2017. Below the calendar, there is a section for 'My calendars' with two entries: 'Amy Ebner' (represented by a blue square) and 'Elementary Chrome ...' (represented by a green square). On the right, there is a larger view of the calendar grid. Two events are visible: a blue event titled '3:45p - 4:45p Union Meeting' and a green event titled '2p - 3p 3rd grade- Norris'. Arrows point from the 'Amy Ebner' and 'Elementary Chrome ...' entries in the 'My calendars' section to their respective events in the grid.

Step 5: In Google Calendar click on “Create” (top left)

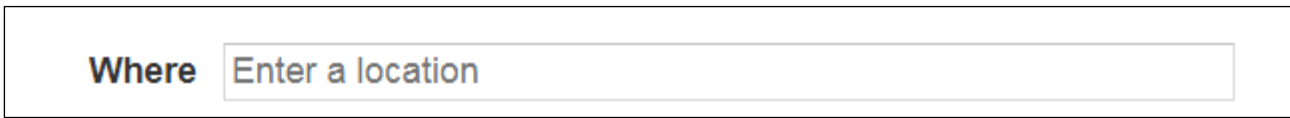


Step 6: Give your reservation a title

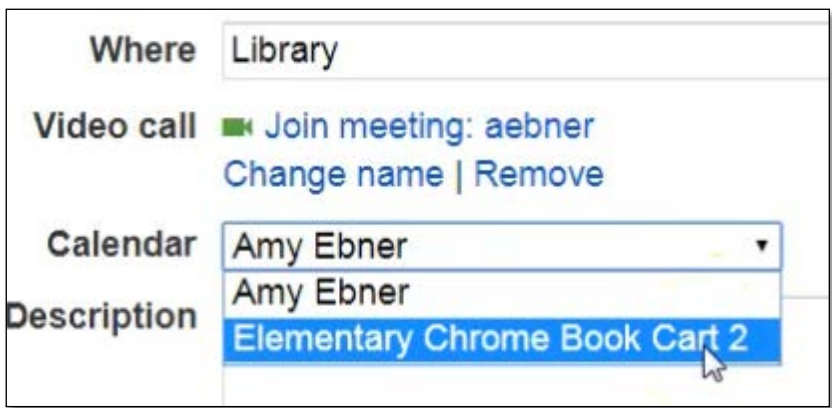
Step 7: Input the date and time that you will be using the cart



Step 8: Indicate where you will be using the cart



Step 9: Using the Calendar drop down menu select **Elementary Chrome Book Cart 2**.



Step 10: Save your reservation by clicking the red “Save” button at the top of the page.

