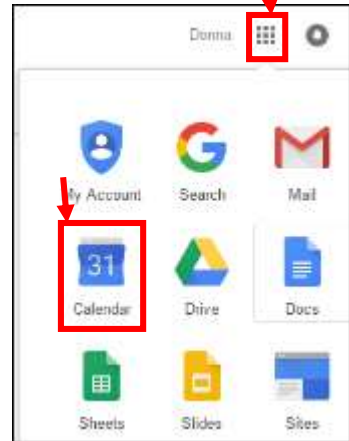


# Google Calendar Tech Scheduler Cheat Sheet (for reserving computer labs and carts)

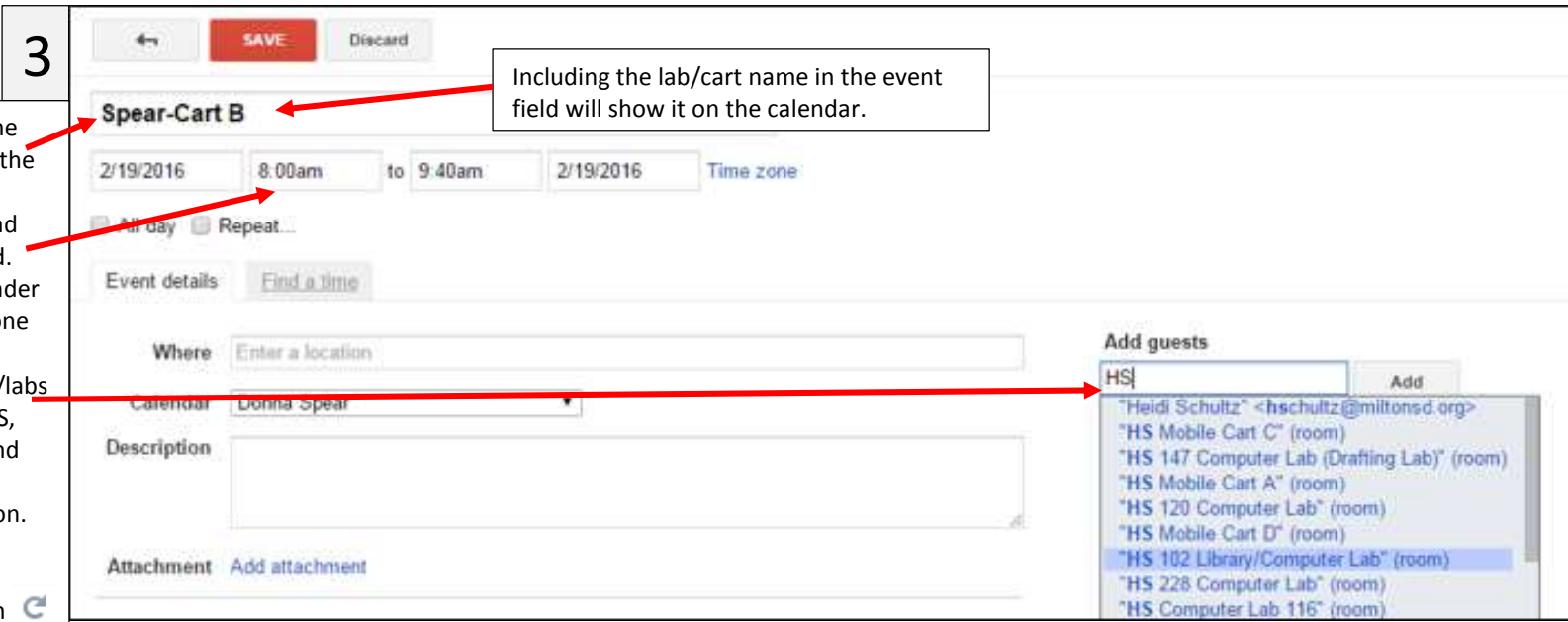
Requires an MASD Google Account Login (enter a tech ticket to request an account)

Requires a one-time set up to use (click on the Tech Scheduler icon on the Staff Resource Page for instructions)

**1** To create a lab or cart reservation, login to your MASD Google account, click the "waffle" to drop down the apps, and choose calendar.



Click an open time slot to create the reservation. Click Edit Event on the Pop Up to go to the screen below (3)



1. Enter your last name and the lab/cart in the event field.
2. Change the start and end time as needed.
3. Add the lab/cart under Add guests. Type one of the following to dropdown the cart/labs in your building: HS, MS, BE, MO, WD and click your choice.
4. Click the Save button.
5. If you are making a subsequent reservation, refresh (F5) your browser!

Including the lab/cart name in the event field will show it on the calendar.