

How To – Make a Department Van or Room Reservation

Department Van or Room Reservation

- 1) Go to <http://geology.uga.edu> (departments webpage)
- 2) Go to the **Directory Tab**, then choose **Faculty/Staff Resources**.



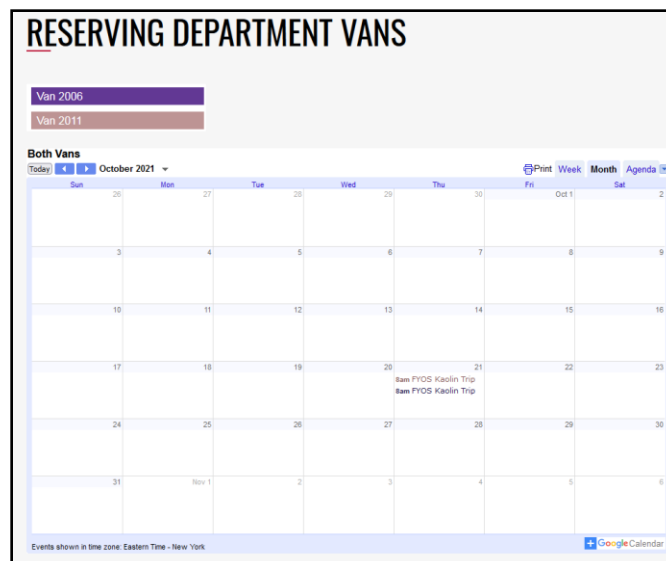
- 3) Choose **Equipment: Vans & Room Calendars**

EQUIPMENT: VANS & ROOM CALENDARS

Check the Departments's equipment reservation calendars and make a reservation.

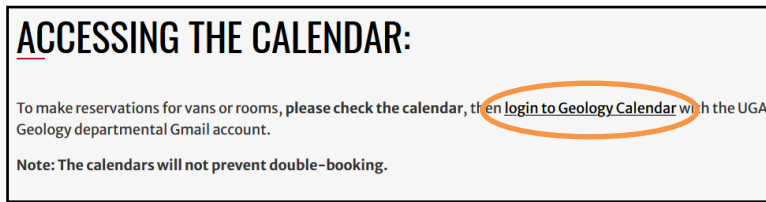
(Reservation Calendars Direct Link: <https://geology.uga.edu/geology-department-reservation-calendars>)

- 4) Look at the calendar FIRST to make sure your desired dates are not taken. It is possible to double book the vans/rooms, so please check carefully.



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- If the dates are **open**, then proceed with the reservation.
 - Under **Accessing the Calendar**, Click on the link **login to Geology Calendar**

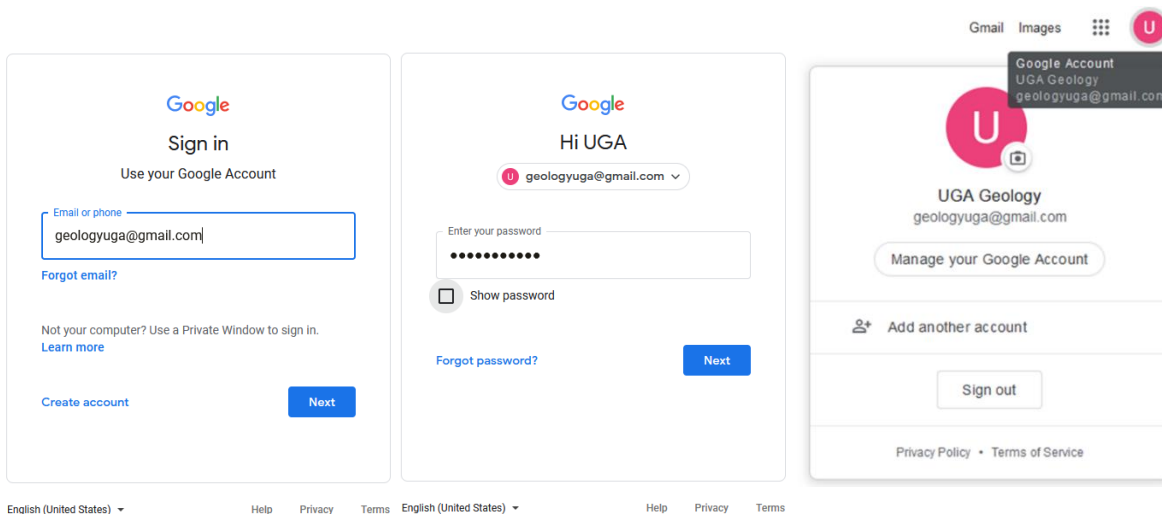


- You will be *redirected* to the Gmail Account Login page (or directly to the calendar).

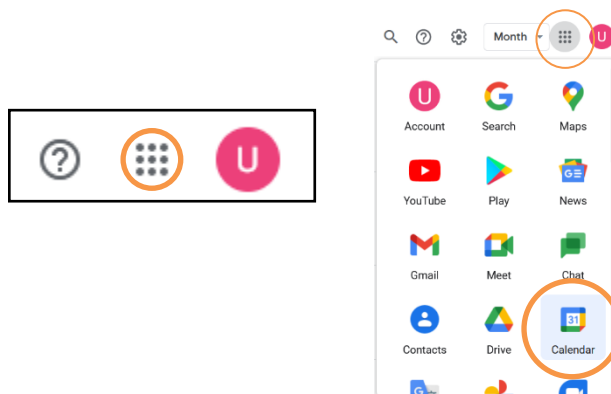
Department Gmail Account Login:

*Note: If you are logged into your **personal Gmail account** (Google email, calendar, drive, etc.) you will need to log out and re-login with the department Gmail account.*

- Login to the department's Gmail account Instruction using these credentials.
 - Note: Account credentials are provided separately*

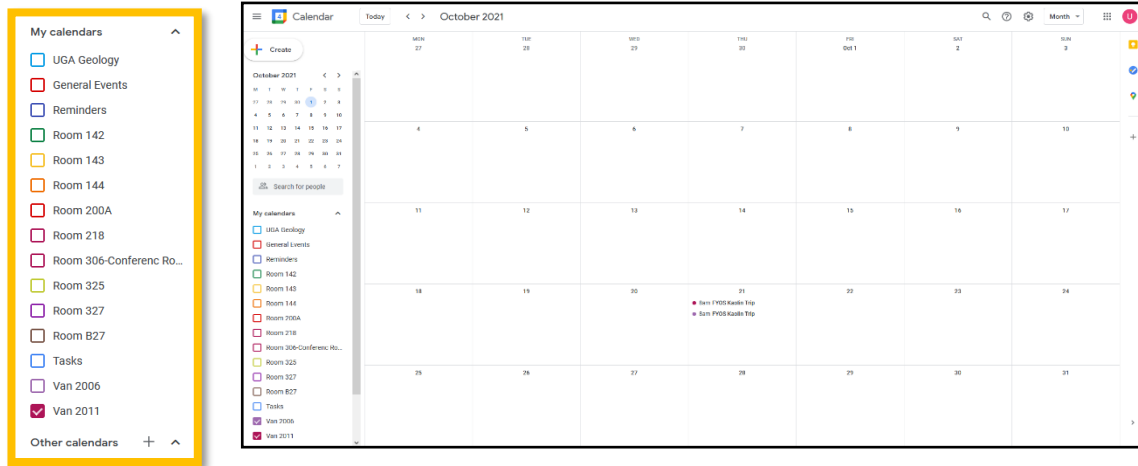


- Once logged into the Department's Gmail account you may need to select the calendar icon from the top-right menu.



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- 8) With the calendar open select the desired calendar under the *My calendar* section on the left.
- Note there are separate calendars for each Van and Room.
 - If your desired dates are open make your reservation.



- 9) Select the start date required and edit the department calendars as needed.

- A. Select “More options” and provide the details
- B. Title (i.e. course and destination)
- C. Date(s) of reservation
- D. Van/Room ID
- E. Brief description (optional)
- F. **Save** your reservation
- G. Your reservation is completed and will be visible on the calendar

