Accessing & Managing Bookings for PRC ACPPTC

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Adding ACPPTC Calendar to GMAIL Calendars

Step 1: ACPPTC Calendar needs to be added to “Other calendars” list. If its already listed skip to “Creating & Managing ACPPTC Calendar bookings” on Page 3.
Step 2: Goto CONTACTS and add “ACPPTC RM BOOKINGS”.  PASTE the following for the email link to the ACCPTC booking calendar:

ualberta.ca_k1qj0smh1t0s4i72pedsj6cln4@group.calendar.google.com
Step 3: In the text box below Other calendars (Add a colleague’s calendar) start typing ACPPTC. When “ACPPTC RM BOOKINGS”<……> appears click on it to add ACPPTC calendar to Other Calendars list.
Step 4: Calendar “ACPPTC” should appear in list and current ACPPTC bookings appear in Calendar (red events in my calendar colour setup).
Creating and Managing ACPPTC Calendar bookings

To prevent calendar conflicts using GMAIL Calendars each user booking on the ACPPTC Calendar has to create the event on their own GMAIL calendars and invite the ACPPTC Calendar as a Guest. If there is a conflict, the ACPPTC calendar will automagically decline the invitation otherwise a successful booking will appear in both the User’s Calendar and the ACPPTC Calendar. To update or remove the booking edit the booking in the User’s Calendar, save changes, and the ACPPTC Calendar will automagically reflect the changes.

Step 1: Create booking in User’s Calendar. Don’t forget to enter “Where” and a brief “Description” of event.
Step 2: Under **Add Guests** begin typing ACPPTC and **CLICK “ACPPTC RM BOOKINGS”** when it appears
Step 3: “ACPPTC RM BOOKINGS” should appear in Guests list.
Step 4: **SAVE** changes and confirm booking appears in both User’s Calendar (BLUE in my calendar colour setup) and ACPPTC Calendar (RED in my calendar colour setup).
Step 4a: Manage the booking by DOUBLE CLICKING User Calendar Event (BLUE in my calendar colour setup) and SAVE changes.

https://www.google.com/calendar/render?tab=mc

ACUPPTC Booking II
5/2/2014 06:00 to 07:00 5/2/2014 Time zone

Yes, I'm going Add a note to change your response

Add: Guests | Rooms, etc.
Click the icons below to mark as optional:
Guests
Yes: 1, Maybe: 0, No: 0, Unknown: 0

Rooms, etc.
ACUPPTC

Suggested times

Guests can
- modify event
- invite others
- see guest list
Step 4b: **ACCPTC Calendar Event** *(RED in my calendar colour setup)* will update automagically.
Step 5a: No longer need the booking? To delete the bookings from both calendars, go into User’s Calendar and DELETE event.

CHOOSE “Delete & notify guests” when confirmation prompt appears.
Step 5b: ACPPTC booking disappears from both calendars. Magic!
Any Questions or Trouble

pls email or call:

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