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.

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Event colour Email • 10 minutes • × Pop-up • 10 minutes • × Add a reminder				

Step 2: Under Add Guests begin typing ACPPTC and CLICK <u>"ACPPTC RM BOOKINGS"</u> when it appears

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Step 3: <u>"ACPPTC RM BOOKINGS"</u> should appear in Guests list.

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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 coulour setup).



Step 4a: Manage the booking by DOUBLE CLICKING User Calenda	ar Event(BLUE in my calendar colo	ur setup) and	SAVE changes.
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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.

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Step 5b: ACPPTC booking disappears from both calendars. Magic!



Any Questions or Trouble pls email or call: **<u>Chris Ouellette</u>** (780)718-3317 chris.ouellette@ualberta.ca