

Tech-Tip Viewing and Reserving Laptop carts and room calendars

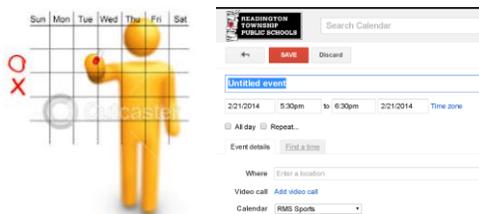
How do I? View & Reserve a laptop cart, conference room or open other shared calendar resources for your school.

Replaces Outlook public folder calendars starting 2/17/2014

[To VIEW laptop reservations and conference room calendars](#)
[OR to ADD to your personal Google calendar \(Click here\)](#)



[To RESERVE a laptop cart or conference room \(Click here\)](#)



To RESERVE a laptop cart or conference room

1. Log into Google Calendar <http://calendar.google.com/a/readington.k12.nj.us>

Enter your School network username and password > Login

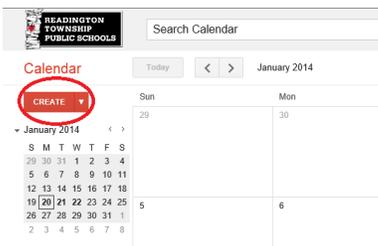
Google Apps Single Sign On

Please enter your Readington Public Schools **network** user name and password. This is the same login you use to access your computer.

User name:

Password:

2. Click **Create**



3. Enter in **Details** of event.

1 > Name 2 > Date and Time or All Event 3 > Room/Resource Add 4 > Save

READINGTON TOWNSHIP PUBLIC SCHOOLS Search Calendar

Ms Smith Research Project

2/28/2014 11:30am to 12:30pm 2/28/2014 Time zone

All day Repeat...

Event details

Where

Video call

Calendar

Created by

Description

Attachment

Add: Guests | Rooms, etc

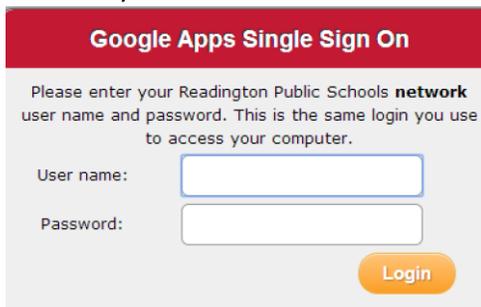
Filter room

- Show only available
- Add RMS BOOK Fair
- Add RMS Cart 01
- Add RMS Cart 02
- Remove RMS Cart 03
- Add RMS Cart 04
- Add RMS Cart 05
- Add RMS Cart 08
- Add RMS Cart 10
- Add RMS Cart 1B
- Add RMS Cart 2B
- Add RMS Cart 3B
- Add RMS Cart 4B

To VIEW laptop reservations and conference room calendars OR to add to your personal Google calendar.

(This for a WEB VIEW Only of laptop carts or conference room calendars etc.)

1. Open the RPS Resource Calendar Website
<https://sites.google.com/a/readington.k12.nj.us/shared-calendars-and-resources/>
 - a. Click Sign in to Readington Township Public Schools
 - b. Enter your School network username and password > Login



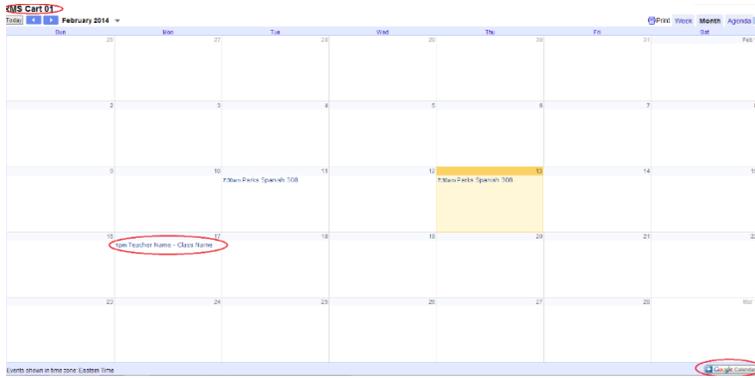
The screenshot shows a login form titled "Google Apps Single Sign On". Below the title, it says "Please enter your Readington Public Schools **network** user name and password. This is the same login you use to access your computer." There are two input fields: "User name:" and "Password:". Below the password field is an orange "Login" button.

2. Open the calendar you wish to subscribe/view. (WEB View Only)



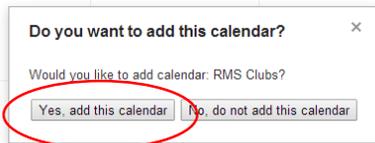
The screenshot shows the "RPS Resource Calendars" website. At the top left is the Readington Township Public Schools logo. Below the logo is a navigation bar with tabs for "BOE Resources", "HBS Resources", "RMS Resources", "TBS Resources", and "WHS Resources". Below the navigation bar is a "Home >" link and the heading "RMS Resources". A list of calendar options is displayed:

- [RMS Clubs Calendar](#)
- [RMS Meetings Calendar](#)
- [RMS Music Calendar](#)
- [RMS Sports Calendar](#)
- [RMS 414 Conference Room](#)
- [RMS Cart 1](#)



3. Click the  button in the bottom right corner of the calendar to add this calendar to your personal Google Calendar. *This will allow you to add reservations directly into the calendar. (Optional)*

4. You will be redirected to your personal calendar, and you will see this pop up message. Click "Yes, add this calendar". (Optional)



5. To Hide or select view options for each resource calendar
 - a. Select the calendar from the view
 - b. Click the down arrow to select view options.
 - c. Click the color square to hid/unhid individual calendars

