
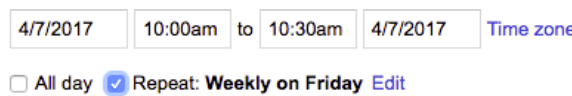
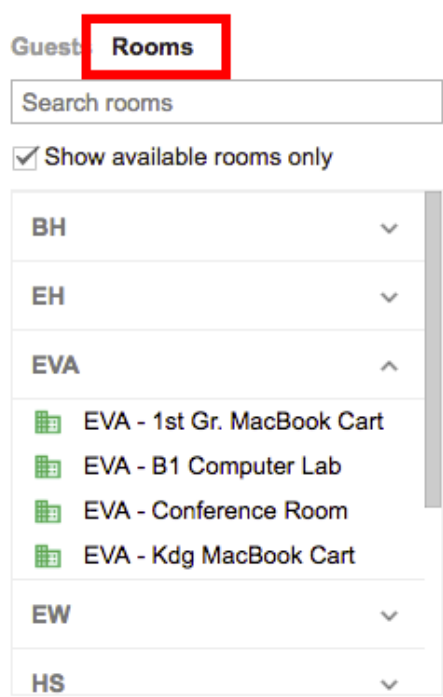


Google Calendar is the go-to place to reserve rooms at a building during the school day.

\*Please note that ***all after school events must still be entered into SchoolDude.*** Google Calendar is only for reserving rooms, labs, and resources during your building's school hours.

To schedule in Google Calendar, first create an event.	
Enter the date and time you need to book a room, lab, or resource. Note that you can also set up repeating events so that you won't need to manually enter each date you need to reserve.	
<p>Then, click on Rooms to see what is available to book for each building.</p> <p><b>Leave the box selected to show available rooms only.</b> Use the drop down arrow next to each building/house to see what rooms, labs, or resources are available.</p> <p>If a room/resource/lab you'd like to reserve is not listed, that means it's not available, and someone has already booked it during that time.</p> <p>Invite guests, and continue scheduling your event.</p>	

***\*Interested in seeing a month view for a room/resource/lab at a building?*** [Click here](#) to watch a short video to see an overview of booking rooms/resources/labs and how you can preview and subscribe to calendars for each room/resource/lab.