

[Waterfront Conference Room](#)

[Waterfront Small Office](#)

[Shelburne Conference Room](#)

Your first step is to:

Add a shared space calendar

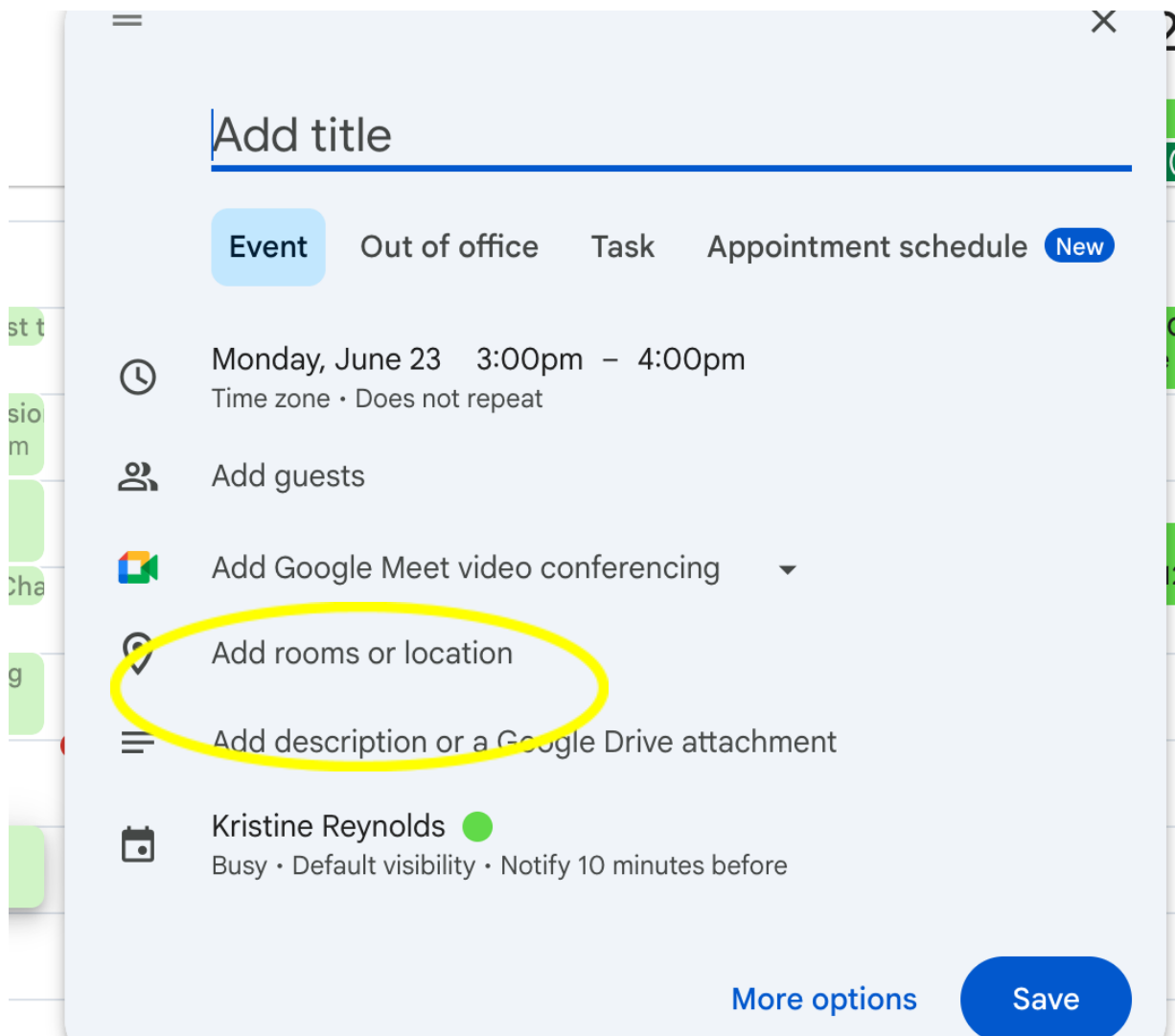
You can add calendars created by other people in your organization, such as room schedules, to your list.

1. On your computer, open [Google Calendar](#). You can't add shared calendars from the Google Calendar app.
2. On the left, next to "Other calendars," click Add   Browse resources.
3. Next to the calendar you want to add, check the box.
4. On the top left, click Back .
5. You'll see the new calendar under "Other calendars."

Second:

You can find the Rooms in two different spots.

If you are in the calendar, and click on the time you want to book:



The screenshot shows the 'Add event' dialog box in Google Calendar. The title field is empty and labeled 'Add title'. Below the title, there are tabs for 'Event', 'Out of office', 'Task', 'Appointment schedule', and 'New'. The 'Event' tab is selected. The date and time are set to 'Monday, June 23 3:00pm - 4:00pm'. Below this, there are options to 'Add guests', 'Add Google Meet video conferencing', 'Add rooms or location' (which is circled in yellow), and 'Add description or a Google Drive attachment'. At the bottom, there is a section for 'Kristine Reynolds' with a green status indicator and a notification to 'Notify 10 minutes before'. The 'Save' button is at the bottom right.

Add title



Tue, Jun 24 1:00pm – 2:00pm

Time zone · Does not repeat



Add guests



Add video conferencing ▾



Search for room or resource



No room allocated

21 1 ▾

[Browse all](#)



Add location



Add description

You will then see the option for 112 Lake St or the Shelburne office, click the down arrow to be able to select the room you wish to book. If it is unavailable it will be crossed out.



Search for room or resource



No room allocated

21 1 ▾

112 Lake St



Shelburne Office



If you have opened up the full appointment you will see the option for rooms to the right hand side of the page, next to where you add guests, the all the other steps are the same.

Add title

Jun 24, 2025

4:00pm

to

5:00pm

Jun 24, 2025

Time zone

☐

All day

Does not repeat

Event details

Find a time

Add Google Meet video conferencing

Add location

Notification

10

minutes

X

Add notification

Kristine Reynolds

Busy

Default visibility

B

I

U

Create meeting notes

Add description

Save

Guests

Rooms

Add guests

Suggested times

Guest permissions

☐

Modify event

☒

Invite others

☒

See guest list

Important: The full title of your meeting will show up in the calender for every in VCR to see so do not include any client PHI if you are booking a client meeting.