UMBC THEATRE DEPARTMENT Rehearsal Slot Sign Out Instructions

Below are the directions for signing up for a time slot using Google Calendar:

Add a Calendar

- Log into your UMBC account.
- Go to: <u>https://theatre.umbc.edu/current-students/rehearsalrooms/</u>
- Scroll to the bottom of the page and click on the Studio Calendar you would like to view/add.
- The bottom of the Calendar has a link to add the Calendar to your UMBC Calendars.



• The calendar should now be viewable amongst your UMBC google calendars.

To Sign Out a Studio

• Switch to "week view" for the calendar you added and navigate to the date you would like to reserve.



• Click on the "**Rehearsal Time Slots**" for the day you would like to reserve a time. Click "**Book an appointment slot**."

Rehearsal Time Slots X When Tue, September 6, 2:30pm – 6:00pm 30 min appointment slots 1p – 2: Calendar 105 - ADS Created by Dawn Kelley E 2:30 Rehear	earsai i nin slots	(30	(30min slots)	(30min slots)	
When Tue, September 6, 2:30pm – 6:00pm 30 min appointment slots Calendar 105 - ADS Created by Dawn Kelley E 2:30 Rehear Rehear			×	I Time Slots	Rehearsa
Tue, September 6, 2:30pm – 6:00pm 30 min appointment slots Calendar 105 - ADS Created by Dawn Kelley E 2:30 Rehea					When
Calendar 105 - ADS Created by Dawn Kelley				mber 6, 2:30pm – 6:00pm ointment slots	Tue, Septe 30 min ann
E 2:30 Rehe:	2:15p R 223 - son	1p - TH Wa		105 - ADS Dawn Kelley	Calendar Created by
Book an appointment slot More details (30mi	30p - 6p earsal T nin slots	⊞ 2 Re (30	More details	ppointment slot	Book an a

• Choose a half hour time slot.



• When prompted, change the name of the event to your name and your class. Example – *Tessara Morgan Farley, Craft II*

wn calendar.										
Today Sep 11 – 17, 2016										
	Sun 9/11	Mon 9/12 Tue 9/13 Wed 9/14	Thu 9/15							
		Book an appointment	×							
9am	Rehearsal Time Slots		Tip: You can customize the							
	Rehearsal Time Slots	What Dawn Kelley, Ensemble II	details of the event after you save it.							
0am	Rehearsal Time Slots	When Dawn Kelley								
	Rehearsal Time Slots	Where								
1am	Rehearsal Time Slots	Description								
	Rehearsal Time Slots									
2pm	Rehearsal Time Slots	Save Cancel								
	Rehearsal Time Slots									
1pm	Rehearsal Time Slots	Rehearsal Time Slots Rehearsal Time S	lots							
	Rehearsal Time Slots	Rehearsal Time Slots Rehearsal Time S	lots							
2pm	Rehearsal Time Slots	Rehearsal Time Slots Rehearsal Time S	lots							
	Rehearsal Time Slots	Rehearsal Time Slots Rehearsal Time Slots Rehearsal Time S	lots Rehearsal Time Slots							

• Once you have then saved the event, you can return to the sign up and repeat as needed to book additional 30 minute slots.

Slots	Rehearsal Time Slots	Rehearsal Time Slots		Rehearsal Time Slots	Rehe
Slots	Rehearsal Time Slots	Rehearsal Time Slots		Rehearsal Time Slots	Rehe
Slots	Rehearsal Time Slots	Rehearsal Tin	ne Slots	Rehearsal Time Slots	Rehe
Slots	Rehearsal Time Slots	Rehearsal Ti	Book an appointment		
Slots	Rehearsal Time Slots	Rehearsal Ti	Doont		
Slots	11:30 - Dawn Kelley, Ensemble I	Rehearsal Ti	Your appointment has been saved. View / edit in Google Calendar or stay here.		
Slots	Rehearsal Time Slots	Rehearsal Ti			
Slots	Rehearsal Time Slots			Rehearsal Time Slots	
Slots	Rehearsal Time Slots			Rehearsal Time Slots	
Slots	Rehearsal Time Slots			Rehearsal Time Slots	
Slots	Rehearsal Time Slots			Rehearsal Time Slots	
<u></u>					

• If the above does not work please contact Tessara Morgan Farley at <u>tessara@umbc.edu</u>. (please allow 3 days for processing).