

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

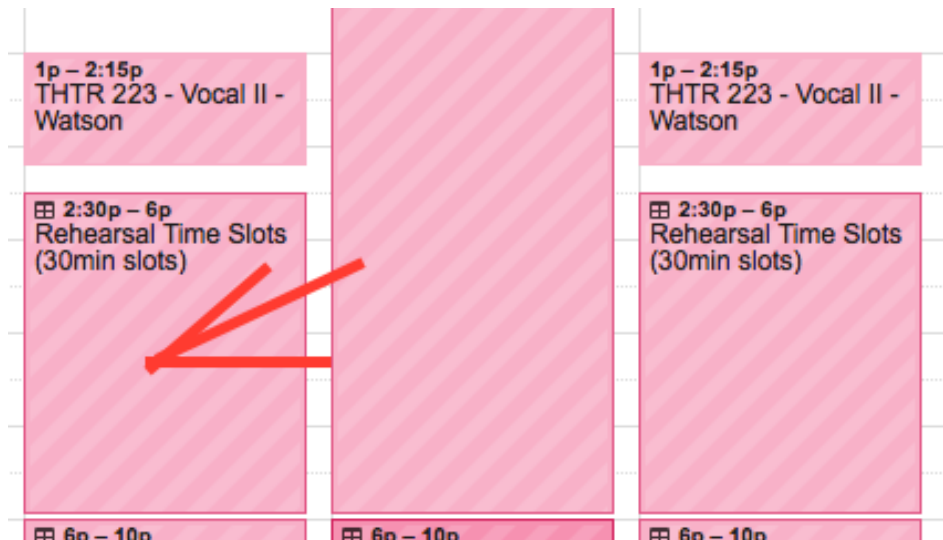
- Log into your UMBC account.
- Go to: <https://theatre.umbc.edu/current-students/rehearsalrooms/>
- Scroll to the bottom of the page and click on the Studio Calendar you would like to view/add.
- The bottom of the Calendar has a link to add the Calendar to your UMBC Calendars.



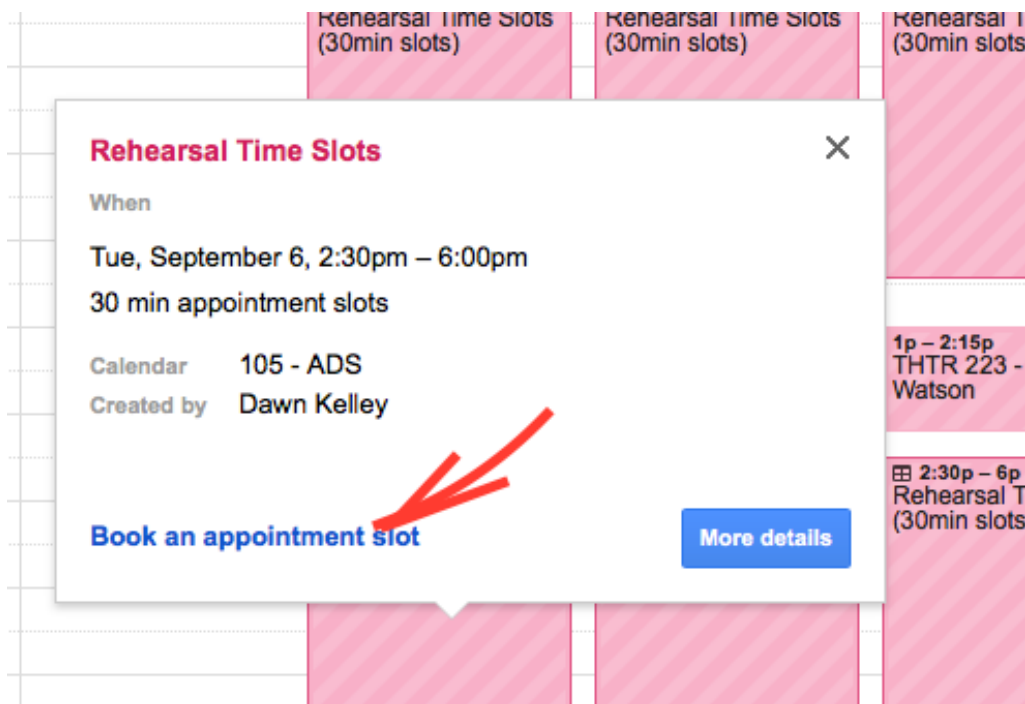
- The calendar should now be viewable amongst your UMBC google calendars.

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.”**



- Choose a half hour time slot.

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Book an appointment

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Your appointment has been saved.

[View / edit in Google Calendar](#) or [stay here](#).

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