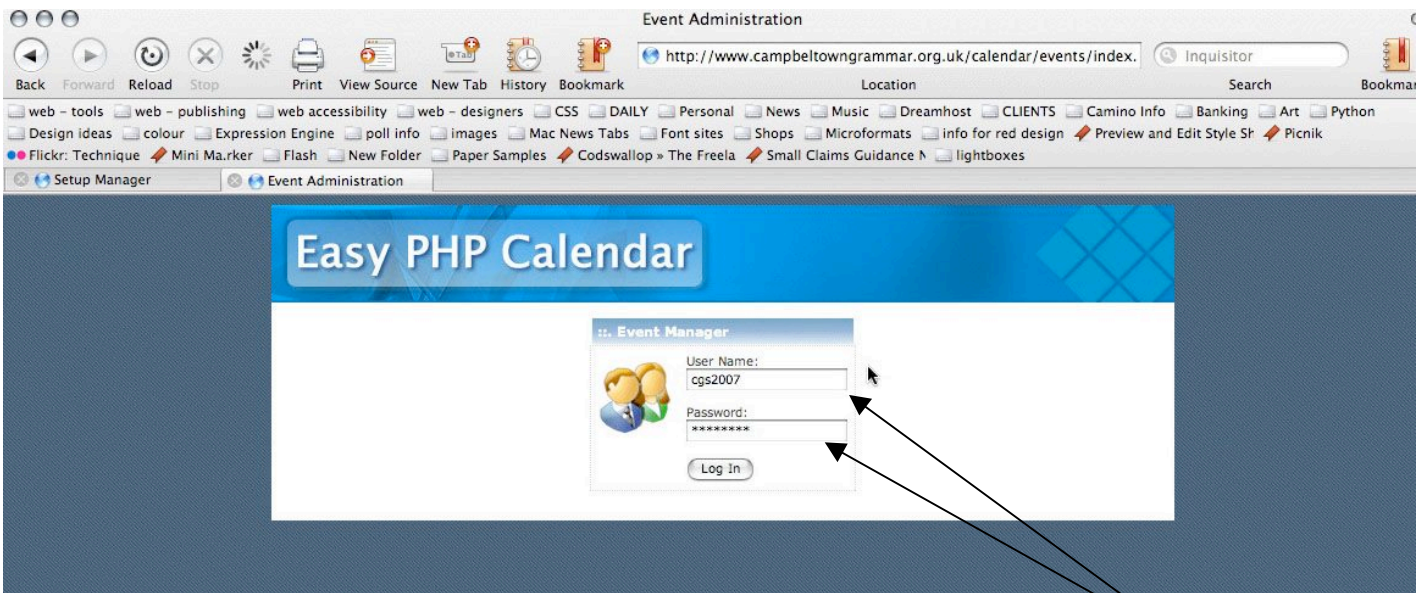


# Using the Calendar to add bookings for Laptops or Events

1 Go to the following webpage.

<http://www.campbeltowngrammar.org.uk/calendar/events/index.php>

You will load this page.



2 Add your User Name and Password then Log in.

Add your User Name in the top box and your Password in the bottom.

3 You will load this page.

Event Administration

http://www.campbeltowngrammar.org.uk/calendar/events/index. Inquisitor

Back Forward Reload Stop Print View Source New Tab History Bookmark Location Search

web - tools web - publishing web accessibility web - designers CSS DAILY Personal News Music Dreamhost CLIENTS Camino Info Banking Art Pyt  
Design ideas colour Expression Engine poll info images Mac News Tabs Font sites Shops Microformats info for red design Preview and Edit Style Sh Picnik  
Flickr: Technique Mini Ma.rker Flash New Folder Paper Samples Codswallop » The Freela Small Claims Guidance lightboxes

Setup Manager Event Administration

## Easy PHP Calendar

User: egs2007

Find / Filter Today June 2007 Go << >> Add Event

May 2007						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2007						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2007						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

📅 Tue, May 1	S1 Reports to Head of Department
📅 Thu, May 3	S1 Reports to SMT Link
📅 Fri, May 4	CGS Newsletter
📅 Mon, May 7	May Day holiday
📅 Thu, May 10	S1 Reports issued to Parents
📅 Fri, May 11	S1 Progress Interviews begin
📅 Tue, May 15	S3 Reports to Head of Department
📅 Thu, May 17	S3 reports to SMT Link
📅 Mon, May 21 – Sun, Jun 3	S4 Work Experience S4 Work Experience covers 2 weeks until 1 June
📅 Wed, May 23	S1 Parents Meeting
📅 Thu, May 24	S3 Reports Issued to Parents
📅 Fri, May 25	S3 Progress Interviews begin
📅 Mon, May 28	Heads of Departments Meeting
📅 Mon, May 28	Laptops J. McLaughlin Periods 5-6 Room 2.13 Number All

4 Go to the Add Event button on the right side.

Press the Add Event button.

5 You will then be taken to this page.

**Short Description:** For Laptop bookings add the word Laptops in the 'Short Description' field.

**CGS Events:** Use the drop down menu and go to 'Laptop Booking' in the CGS Events field.

**Sub Categories:** Use the drop down menu and add the correct text that starts with 'Laptops (then your Dept)' in the Sub Categories field.

**Details:** Under 'Details' fill your Name the Period, Room and Number of laptops.

**Start Date:** Go to the 'Start Date' and add the correct date. Then press "Save Event".

**Finish:** That's it. **Please remember to log out for security purposes.** Press the button on the top right hand corner.