Introduction

The purpose of this document is to provide instructions on how to add a darkroom reservation to the West End Photographic Society's shared Google Calendar[1]. If all members make a point of adding their darkroom reservations to Google Calendar it makes it easier for everyone to determine when the darkroom is available for use. It is easiest to add reservations if you already have a Google Email account, if you do not you will need to setup a Google Calendar account.

Please note that these instructions will show the process of adding a darkroom reservation from a web browser only. It is possible to also add a darkroom booking from the Google Calendar app but that is not included in this document.

Calendar setup

Once you have been given access to West End Photographic Society Google Calendar you will receive an email notification. You will need to add the West End Photographic Society calendar to your calendar setup so it displays in your calendar.

Step 1: Log into Google Calendar

Once you are logged in you should see a screen similar to this...

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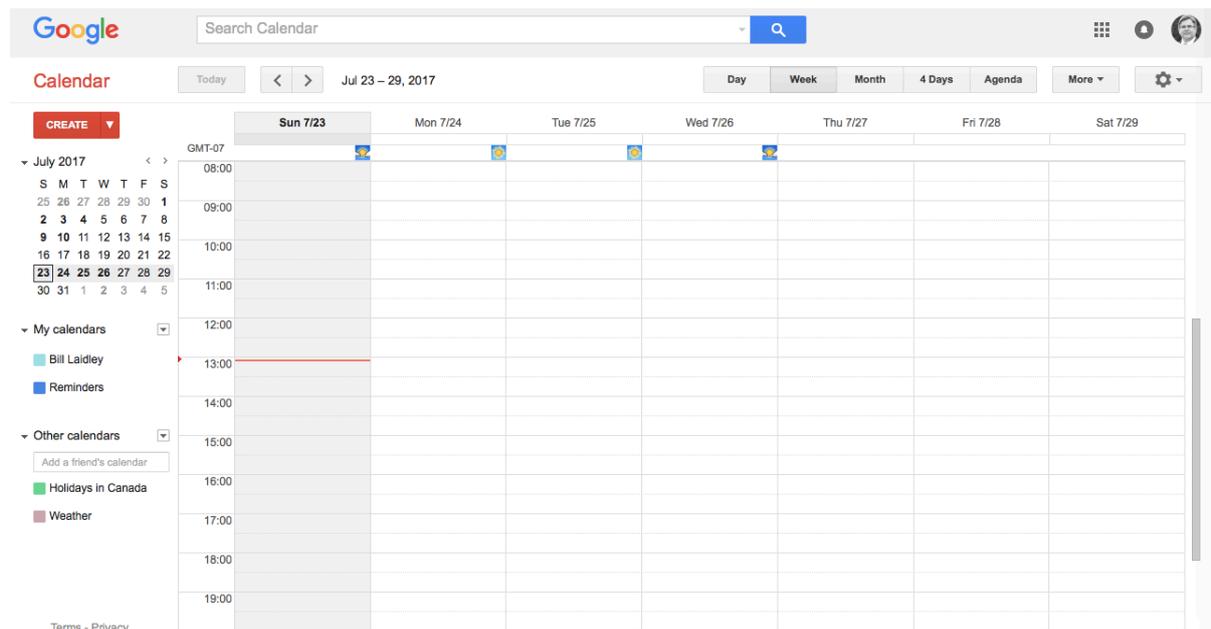
[1] While you are a member of the West End Photographic Society you will have access to the society's Google Calendar account.
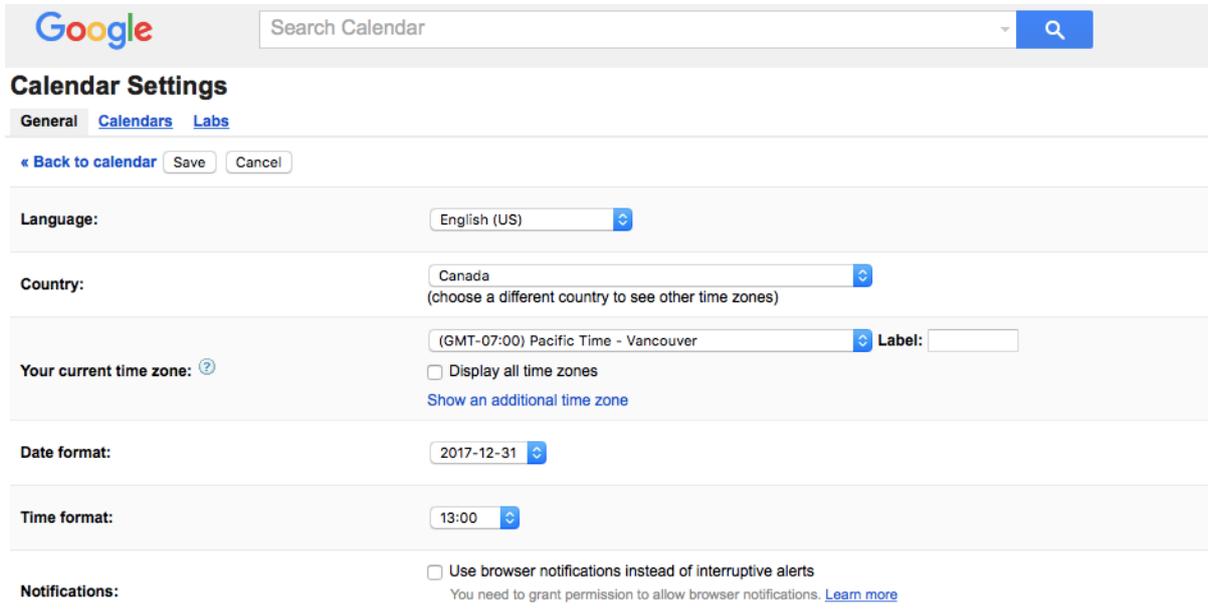
Step 2: Edit your settings

Click on the settings icon in the upper right corner of the screen. *The icon looks like a gear.* Select <u>Settings</u> from the drop-down menu of available options.
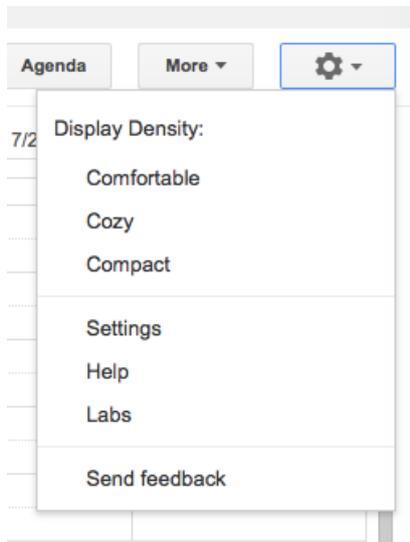
Step 3: Select Calendars

You should now see the "Calendar Settings" page. Click on the <u>Calendars</u> tab in the upper left corner of the screen.

Step 4: Add the WEPS calendar to your display list

You should now see a screen similar to the one below. About the middle of the screen you see an entry for the West End Photographic Society calendar. The checkbox under "SHOW IN LIST" will be unchecked. Please click on the checkbox to add it to your display list.
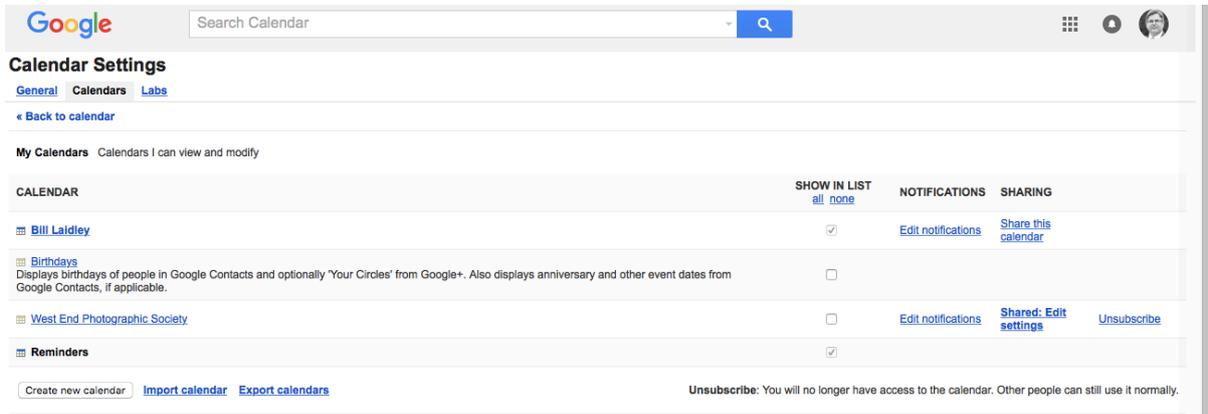
The checkbox should change colour and contain a checkmark.

Click on the "Back to Calendar" link in the bottom left corner of the screen. This will return you to your calendar. If there are existing darkroom bookings you should see them now.

Other Calendars Calendars I can only view

CALENDAR

⊞ **Holidays in Canada**
Holidays and Observances in Canada

⊞ **Holidays in United States**
Holidays and Observances in United States

⊞ **Weather**
Daily weather forecast for your location

« Back to calendar

On the following calendar screen you can see "West End Photograp…" listed under My Calendars on the left side of the screen. You can also see that in this example Suzy has booked the darkroom on Fri 7/28 from 15:00 to 20:30[2]. The colour that will be used for your WEPS calendar entries is selected by you.
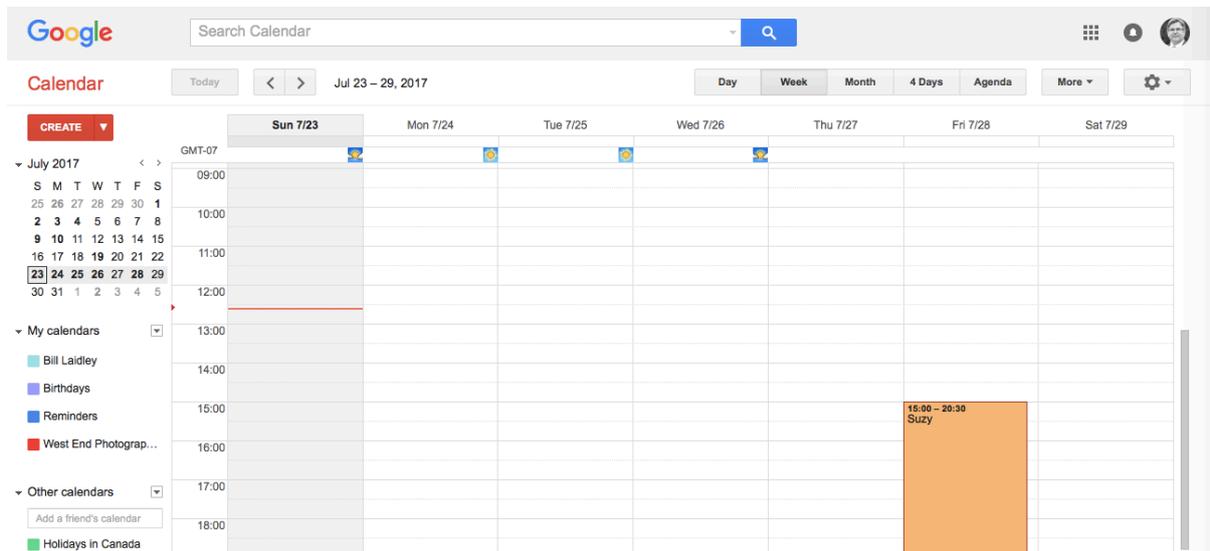
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[2] My personal calendar settings are to use a 24 hour clock. If you use a 12 hour clock you would see 3:00 to 8:30.

Adding a booking

There are three steps in making a darkroom booking.

- Log into Google Calendar to check to see if the darkroom is available on the date and time you would prefer. If it is, create an entry in Calendar with your name and the word "Tentative".
- Send an email to Patrick McCarthy at patrick.mccarthy@vancouver.ca or call him at 604-718-8232.
- Once Patrick has confirmed your booking remove the word "Tentative" from your booking in Calendar.

If the darkroom is already booked, but the individual has not added an entry to Calendar you will have to select another date and time. In this case it is recommended that you telephone Patrick directly.

Step 1: Log into Google Calendar

Once you are logged in you should see a screen similar to the screen capture below. You should be able to see the calendar for the West End Photographic Society.
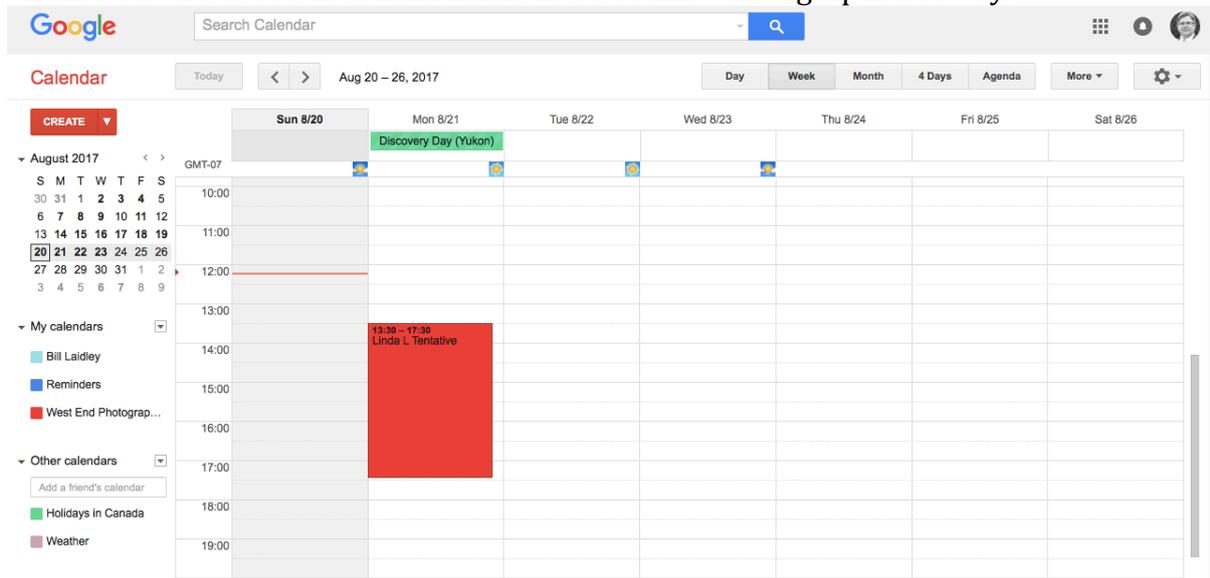
Step 2: Create an event to reserve the darkroom time

Click on the time that you want to use the darkroom. A popup window will open that allows you to enter the basic details of the event.
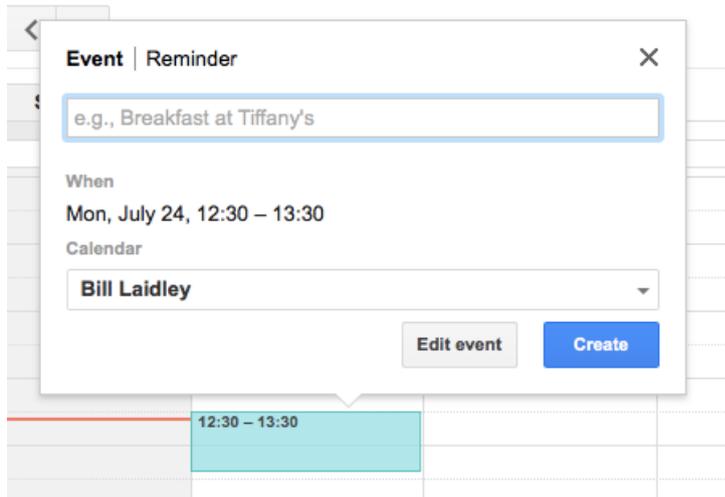
I find it easiest to click on "Edit Event" to create the darkroom booking. You need to enter the following information:

- Event name – please use your name followed by the word "Tentative". In the screen capture below the event name is "Bill L Tentative".
- Event start date and time
- Event end date and time
- Select the West End Photographic Society calendar
- Click on the Save button

Step 3: Email or telephone Patrick McCarthy

Send an email to Patrick McCarthy at patrick.mccarthy@vancouver.ca or call him at 604-718-8232. Please include the date and time when you want to use the darkroom in the body of the email. For example…
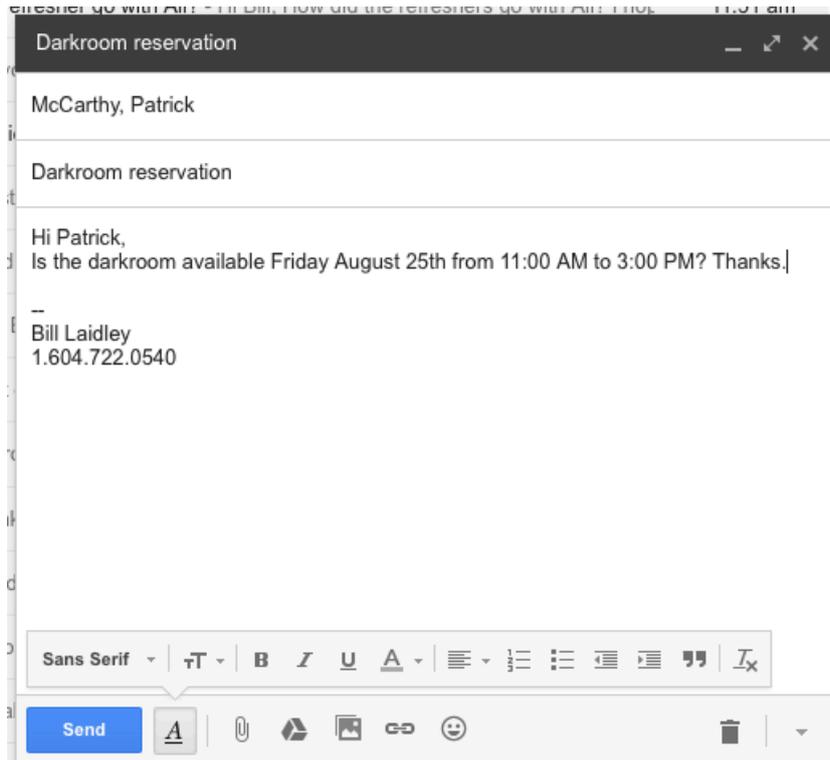
Patrick will confirm whether the darkroom is available.

Step 4: Remove tentative from event in calendar