NUTRITION TA ROOM DESK RESERVATION INSTRUCTIONS

Below are instructions on how to make reservations for two different scenarios:

- Example #1 shows a recurring weekly event such as for office hours for an entire quarter
- Example #2 shows a one-time event such as for a special meeting

Example #1:

- Say I am a TA named Jane Doe and I want to make a recurring weekly reservation for Nutrition 119 Mondays 10-11am for Desk #3 for Fall Quarter, through the end of December. Below is what I would do.

- Go to http://foodchain.ucdavis.edu and on the top menu select Resources, and then TA Resources. Click on the link to "Make a Reservation" in the middle of the page.


- This will open the Google Calendar interface. Once in Google Calendar click on the button labeled "Month" in the upper right to view the calendars by Month instead of week.
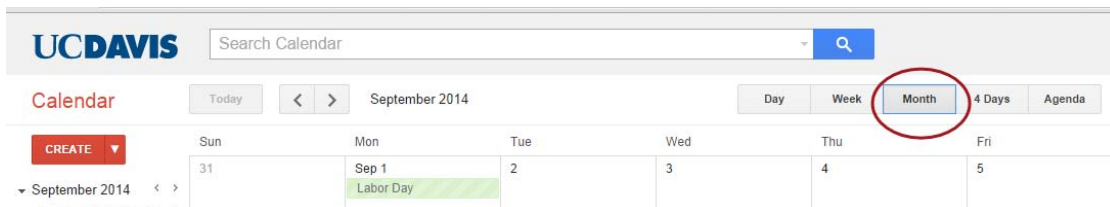
- On the left hand side you will see a list of calendars that you have access to. Click on the calendar in question to toggle displaying the events on it or not. This is how you can view existing reservations for a particular desk.
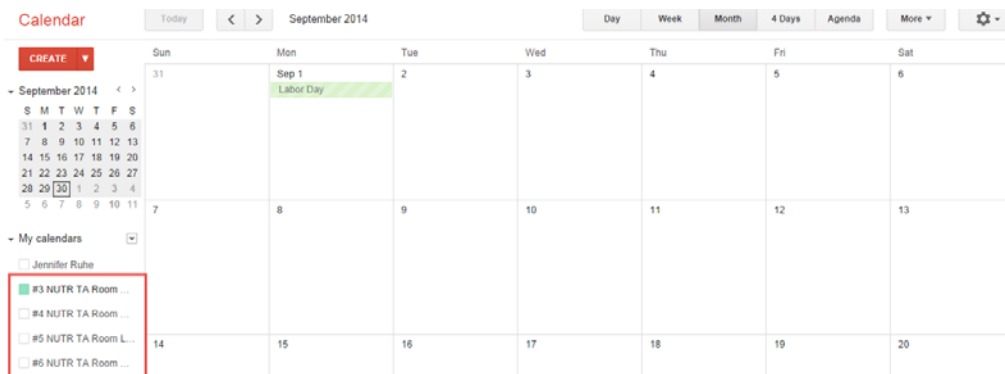
- From the calendar list on the left I will click on the calendar named "#3 NUTR TA Room" to highlight it and toggle off/on display of existing reservations.
- Scroll through the next few months to make sure the desk is available on the date/time throughout the entire period you want your recurring reservation to be. Next I will click on the first date when I want the weekly reservation to start, in this case September 29th, and then give my event a name. **Title all reservations with the course and your name** so in this case it would be "NUTR 119 – Jane Doe" Make sure to select the calendar in question from the calendar list (it will default to your own calendar so you must select the calendar manually each time).
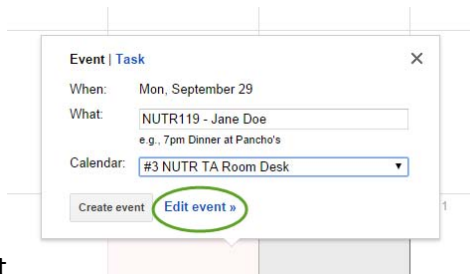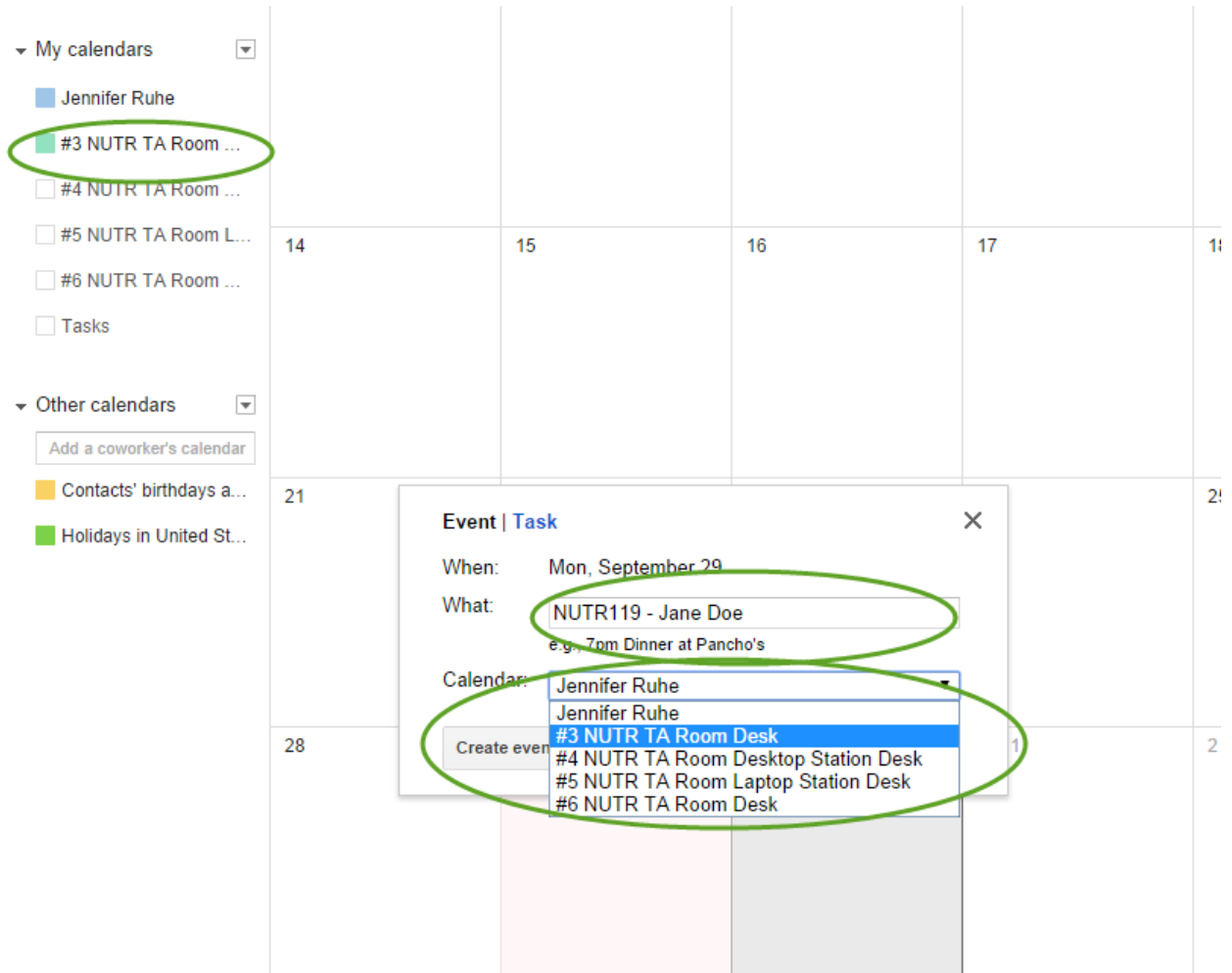
- Next click on Edit Event

- Next do the following as shown below:
    1. Uncheck "All Day" to display fields for specific start/end times
    2. Select the start and end time
    3. Check Repeat
    4. In the Repeat dialog click the radio button next to Ends On and click through to the last date of your recurring reservation and select it (in this case I clicked on December 31st). Click on Done in the Repeat dialog
    5. Click on Save.

You're done!

Example #2:

- Say I am a TA named John Doe and I want to make a one-time reservation for Nutrition 125 on Oct 16th 1pm-4pm for Desk #6.
- Follow the same instructions the same as above making sure to select the appropriate calendar and when you get to the point to Edit your event do **not** check the Repeat box.

Select the calendar in question from the left hand side list of calendars to view existing reservations. Next, navigate to the date you want your one-time event to occur on. Click on the date to create an event. Enter the title of your event, select the appropriate calendar (you must do this as it will default to your own calendar) and click on Create Event.

- Next do the following:
    1. Uncheck "All Day"
    2. Select the start and end time
    3. Click on Save.