

HOW TO USE GOOGLE RESOURCE CALENDARS TO MAKE RESERVATIONS FOR UC DAVIS NUTRITION DEPARTMENT CONFERENCE ROOMS AND AUDIO VISUAL EQUIPMENT

Different groups of users will access these resource calendars in different ways. The two groups of users with different instructions are: **1) Users who do NOT have Google calendar accounts with view details access to the calendars;** **2) Users who DO have Google calendar accounts with view details access to the calendars.** The first group of users will be able to view availability on the calendars on a special web site and call the front desk to make a reservation. The second group of users will be able to log on to the Google Calendar system and make reservations themselves by following the instructions below.

Instructions for users who DO NOT have Google calendar accounts with view details access to the calendars

People who do not have a regular need to create events on the calendars can view the free/busy time on a public web site available at: <http://nutrition.ucdavis.edu/reservation/> . This web site displays the reservations for the resources in month format, but users can easily switch between month, week, and agenda view format via the links in the upper right hand corner. Users can also scroll through the months via the links in the upper left hand corner. Once a user has checked availability and is ready to make a reservation, that person can simply call the front desk at 752-4645 to make their reservation.

In order to schedule an event on one of our resource calendars on your own you must have a Google calendar account with view details access to the resource calendar in question. If you do not have a Google calendar account for which we have given you such access and you think you have a need to be able to schedule events on these calendars without having to call the front desk, then please e-mail me and be sure to 'cc your supervisor if you are a student or staff member. Department I.T. staff will make an appointment with you to set up your account and give you the access you need (this appointment takes ~5 minutes).

Instructions for users who DO have Google calendar accounts with view details access to the calendars

People who have a Google Calendar account for which I have given them "view details" access to the resource calendars will access the calendars a different way. These users will first log on to Google Calendar at <https://www.google.com/calendar/> where the below listed resource calendars should show up in your left hand My Calendars list. From here you can view the events on any of the resource calendars by clicking on the down arrow next to the calendar in the My Calendars list and going to "Display only this calendar" (this just unchecks all the calendars except for the one you have selected). To make a reservation all you have to do is create an event on your own calendar and then invite the resource calendar in question as a guest (sounds a little strange, but it works since the resource calendars are configured to auto-accept all non-conflicting invitations from users with your level of access). Here's how you do it:

1. Log on to Google Calendar. View availability on the resource calendar in question. I recommend that you display only that calendar by clicking on the down arrow next to the calendar name in your My Calendars list on the left hand side and going to "Display only this calendar" (this will set the calendar view to only show the events on that particular resource calendar).
2. Once you know when you want to make a reservation, click on the date in question and give your event a title in the pop-up window. You must put your full name and phone number in the title of the event so that you can be contacted in the event that an emergency reservation change must be made. Then, click on the link to "edit" the reservation.
3. Uncheck the "all day" checkbox and enter in the start and end time for your event. Even if your event is going to be "all day" do not use the "all day" check box – enter in the start and end time (8am-5pm) for your reservation.
4. In the Guests field in the right hand side of the screen where it says "Enter the e-mail addresses of guests, separated by commas" type "u", which will bring up a dialog box filled in with all the resource calendars that you have access to that start with "u" (all of the resource calendars begin with "UC Davis Nutrition..."). Use your mouse to click on the calendar in question to select it (for example "UC Davis Nutrition Hurley Room...").
5. Next, scroll down to the bottom and click on Save and when prompted click on Send to send the invitation. The resource calendars are set to "Auto-accept invitations that do not conflict" and your invitation will be declined if there are conflicting events on the calendar (your resource won't be reserved). If your invitation has been declined, then if you click on the event on the calendar to bring up the dialog box with the short description of the event, then under "Who" the resource calendar name **will be crossed out. To be clear - you will not receive an error message or e-mail notification that your event has been declined because it conflicts with an existing event (you will, though, see the resource calendar crossed out under the list of "who" for the event since it has been denied).**

ADDITIONAL NOTES

Once you make your event and send the invitation to the resource calendar, then (assuming there were no conflicting reservations) there will be an event scheduled on your own calendar and a corresponding event scheduled on the resource calendar. **If you delete or modify the event on your own calendar from which the invitation to the resource calendar came, this will also automatically modify/delete the corresponding event created on the resource calendar.**

If you do not want all of these calendars to show up on your My Calendars List, then go to Settings in the upper right hand corner of the main Google calendar window and then click on the Calendars link at the top under "Calendar Settings" and then find the calendar in your calendar list and click on the "Hide" link next to it. This will remove it from your list of calendars, but you can bring it back at any time by going back to this same page and clicking on "Show" next to that calendar. For example, you may want to hide the conference telephone, digital camera, and video camera calendars from your My Calendars list since you may only need access to them very infrequently, if ever.

You have full modify/delete rights to the events you created yourself. If you want to modify or delete an event you invited a resource calendar to, simply modify/delete the event on your own calendar, which will also modify/delete the corresponding event on the resource calendar.

A demo with audio narration is also available online: <http://nutrition.ucdavis.edu/admin/demo/>

Additionally, users can always call the front desk at 752-4645 to make a reservation.

Nutrition Department Google Resource Calendars

- UC Davis Nutrition Conference Telephone
- UC Davis Nutrition Data Projector
- UC Davis Nutrition Digital Camera
- UC Davis Nutrition Hurley Room
- UC Davis Nutrition PC Laptop #1
- UC Davis Nutrition PC Laptop #2
- UC Davis Nutrition Poster Printer
- UC Davis Nutrition Pran Vohra
- UC Davis Nutrition Video Camera