

Here are links, to our website, where you can **view** the current schedules:

<http://www.rbc.us/resources/room-scheduling>

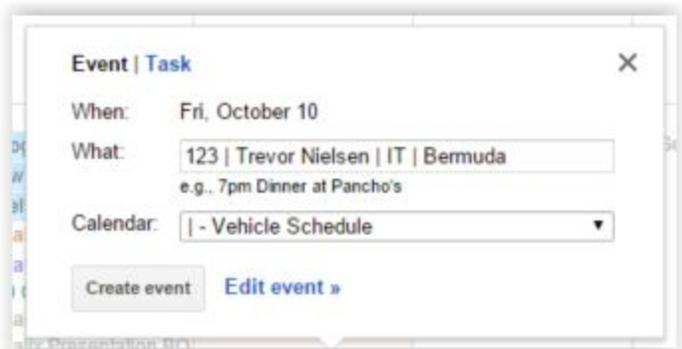
<http://www.rbc.us/resources/vehicles>

Please Note: To keep things easy to manage and read for everyone, please follow these rules.

1. Vehicles should be scheduled for All Day use.

2. **Format for Vehicle reservations:**

car# | Employee Name | Department | Destination



The screenshot shows a Google Calendar event creation dialog titled "Event | Task". The "When" field is set to "Fri, October 10". The "What" field contains the text "123 | Trevor Nielsen | IT | Bermuda" with a subtext "e.g., 7pm Dinner at Pancho's". The "Calendar" dropdown menu is set to "- Vehicle Schedule". At the bottom, there are two buttons: "Create event" and "Edit event »".

3. Rooms should be scheduled only for the times that they will be needed.

4. **Format for Room reservations:**

location - room name | Employee Name | Department



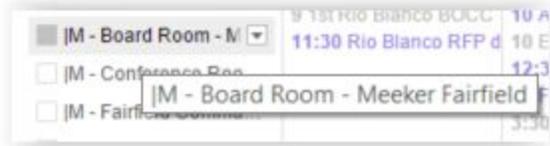
The screenshot shows a Google Calendar event creation dialog titled "Event | Task". The "When" field is set to "Fri, October 10". The "What" field contains the text "Meeker - Fairfield Board Room | Trevor | IT" with a subtext "e.g., 7pm Dinner at Pancho's". The "Calendar" dropdown menu is set to "[M - Board Room - Meeker Fairfield]". At the bottom, there are two buttons: "Create event" and "Edit event »".

Exchange/Outlook users - Please continue to check for availability by using <http://www.rbc.us/resources>, then email IT@rbc.us with your reservation needs and we'll schedule it for you.

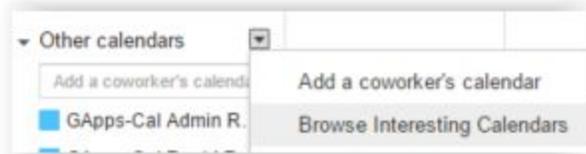
Google Apps (@rbc.us) users - Below are the two easy steps so that you may make reservations yourself.

1. First - Add all reservation calendars into your personal calendar as follows - THIS IS A ONE TIME PROCESS

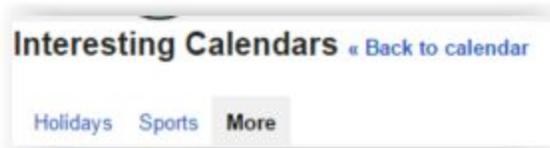
- a. Simply click here → <http://calendar.rbc.us> and log in using your Google email credentials (first.last@rbc.us and password). You should see the desired calendar in the list of **My calendars** (make sure to expand the list using the triangle directly to the left of **My calendars**).



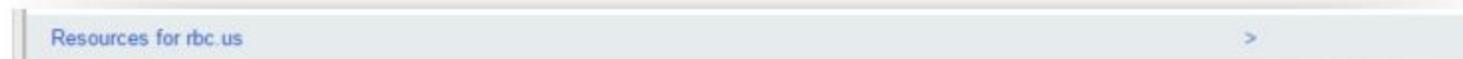
- b. To add the calendar for the room you want to use, click on it via the drop-down list next to **Other calendars** as follows:
- From the drop-down, select **Browse interesting calendars**.



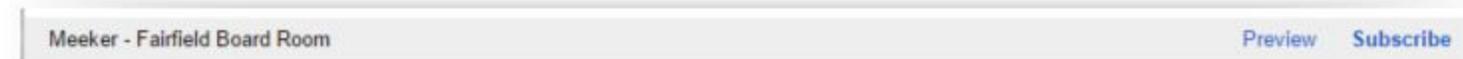
- Go to the **More** tab.



- Click on the link to **Resources for rbc.us**.



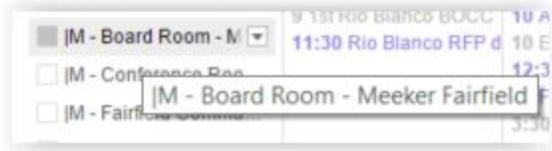
- Then click **Subscribe** next to the calendar you want to use. (Note: You may have to expand Meeker or Rangely to find the calendar)



- After that, you can go back to your calendar...

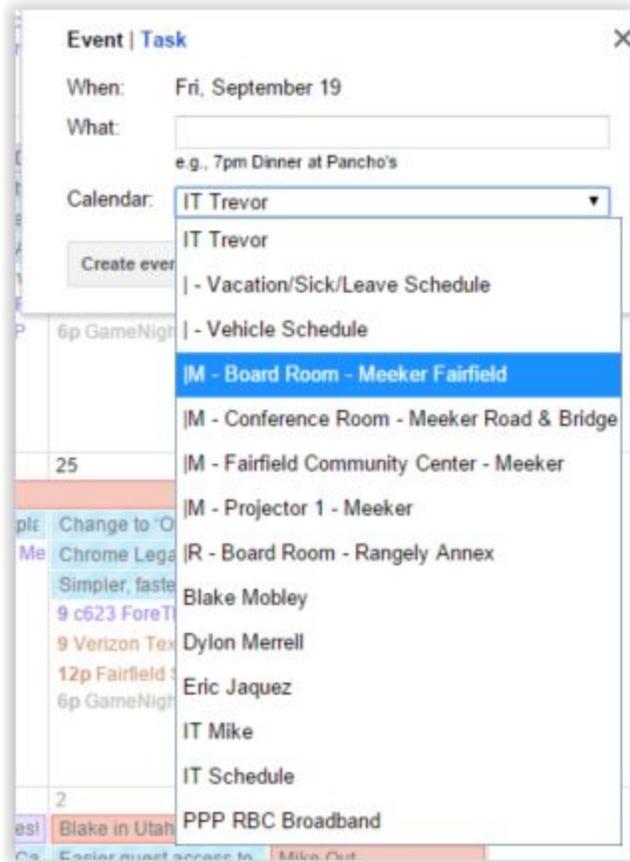


... and you should see the calendar that you just subscribed to in your list of calendars.



2. From Now On - Schedule Events Anytime You Need as Follows

- a. Just click on the date you want to reserve.
- b. Then **select the correct calendar** as demonstrated below by using the drop-down menu next to the word **Calendar:** and choosing as desired.



- c. Using the **Format** rules at the top of this page, enter your event details in the **What:** field.

d. Alternatively, you can create a meeting in your own calendar and just add the meeting room you wish to use:

The screenshot shows a meeting creation form with the following elements:

- Buttons: [←](#), **SAVE**, [Discard](#)
- Title:
- Dates: to
- Options: All day Repeat...
- Tabs: **Event details**, [Find a time](#)
- Where:
- Video call: Join meeting: trevor
[Change name](#) | [Remove](#)
- Calendar: ▼
- Description:
- Attachment: [Add attachment](#)
- Event color: |
- Room Selection Panel:
 - Header: Add: [Guests](#) | [Rooms, etc.](#)
 - Filter:
 - Checkbox: Show only available
 - List:
 - [Add](#) Meeker - Fairfield Community Center
 - [Add](#) Meeker - Road & Bridge Conference Room
 - [Add](#) Rangely - Annex Board Room
 - [Add](#) (Schedule)- Vacation/Sick/Leave Schedule