- 1. Log in as you to Schoolwires.
- 2. Click your Site Manager tab.
- 3. Click on **Reservations** at the top, on the left navigation bar.

You will see computer labs, rooms, laptops. Click to choose the reservation calendar you need.

Summary	Tools Directors &	Viewers Stat	tistics How do I		
Sections Create and sort your section New Section Sort	ns.	7			
Computer Labs			Options	Move	Delete
Rooms			Options	Move	Delete
Laptops			Options	Move	Delete

4. Click **New Event (**or just double click the date).

Calendar Import Ev	ents Event Que	eue	Event Cate	gories	Rosters	
New Event Print	Today	Day	Week	Month	List	
Create a new e	vent.					May 2014
Sun	Mon			Tue		Wed

5. When you click New Event, you will see the following window where you can enter your event and select the options you want. Be sure to put your last name and the time and date from and to that you are making the reservation.

Event Ti	itle:									
Event	Recurrence	Registra	tion Location	Contact	Post to C	alendars	Viewers			
Enter a	start date and deso	cription for	your event. If you wa	ant, you can ei	nter a start t	ime, end time	e, end date, de	scription and	i category.	
Start D	ate:	1	Description:							
5/29/2	2014		🍄 🖨 🚳	K 🖻 🗈 () C [3			
Start T	ime:		🐐 Styles 🔹	B I	<u>U</u> - S			Ξ Ξ	-	
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End Tir	ne:									
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	Day									
End Da	te:			w						V
5/29/2	2014		C ategory: Choose a category to	color-code yo	our event.					
			None							
			Force this even Note: It will rep	nt to display llace an ever	in Upcomi nt happeni	ng Events i ng in the n	from today u ear future.	intil the eve	ent occurs.	
Save	Cancel	Create E-/	Alert							