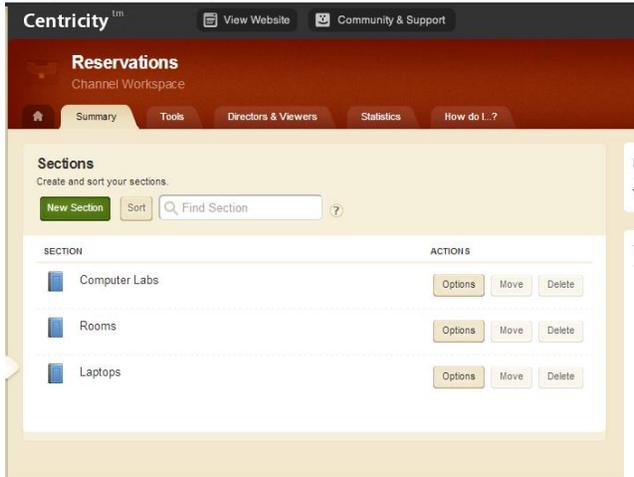
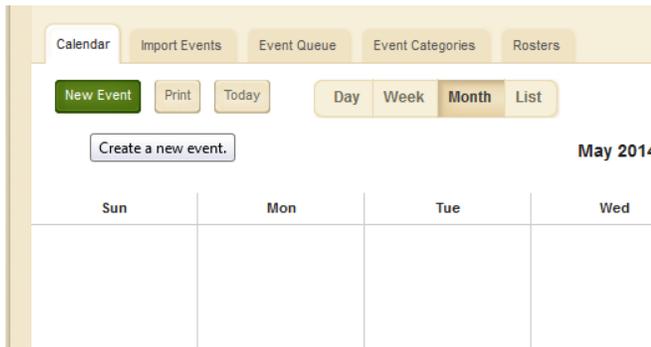


1. Log in as you to Schoolwires.
2. Click your **Site Manager** tab.
3. Click on **Reservations** at the top, on the left navigation bar.
You will see computer labs, rooms, laptops. Click to choose the reservation calendar you need.



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



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 Title:

Event Recurrence Registration Location Contact Post to Calendars Viewers

Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.

Start Date: 5/29/2014

Start Time: 8 AM :00

No End Time

End Time: 9 AM :00

All Day

End Date: 5/29/2014

Description:

Category: Choose a category to color-code your event.

None

Force this event to display in Upcoming Events from today until the event occurs.
Note: It will replace an event happening in the near future.

Save Cancel Create E-Alert