



Lab/Cart signouts with

To access the sign out:

Call Sue Pressman x6189

Have her add you to the calendars that you expect to use

Log into Your School Gmail account

Go to Calendars



Click on the arrow next to the calendar you want to open

And choose display this calendar only.

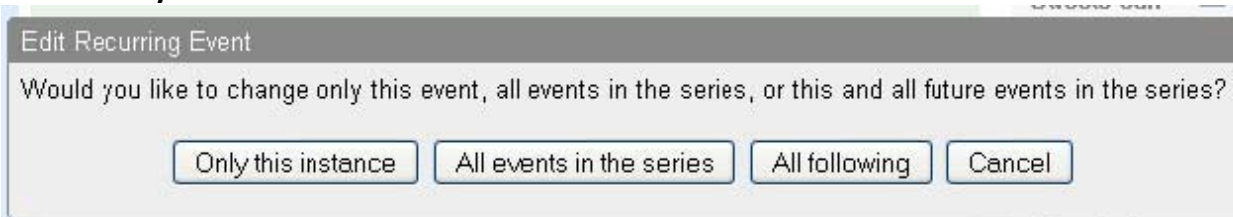


To sign up for a block double click on the block you want to sign out for and put your name next to where it says block#.

Click save.

The following (or a similar) window will come up

click on **“Only this instance”**



It is very important that you do not chose All events or All following as this will change every one of those blocks forever!

You can now log off or repeat the process to sign up for more blocks!