

Managing the Google Calendar

Please create a Google Calendar account by setting up an account here: www.google.com/calendar
Please then send Tony Ford your email address related to this account. He will link you to the Libero Counselling Calendar and provide you with any further instructions for making a booking.

Making a booking for a specific room

There are currently three Libero Counselling booking Calendars:

- Libero Counselling Room 1 Availability.
- Libero Counselling Room 2 Availability.
- Libero Counselling Room 3 Availability.

Once the administrator has linked you to the Libero Counselling calendar, log in to google.com/calendar and select the appropriate room calendar from the list above and follow the instructions below.

Instructions for a counsellor to add a booking to the calendar

- View the Google Calendar on the libero Counselling website. Check that the slot you want is available.
- To add or edit a booking. Login at www.google.com/calendar
- Under the heading 'Other Calendars' (alternatively it may be under 'My Calendars' select the appropriate 'Libero Counselling Room' calendar option depending on which Room you want to make the booking for. Then click on the down arrow that appears to the right of the appropriate name. A pop up menu should display. For ease of reading select 'Display only this Calendar'. Once this is done, you should only see events for this Libero Room on the Calendar.
- To create a new booking click on the calendar square for the day you are interested in. A pop up box should appear. Click on the blue text 'Edit event' to fill in the full details. Proceed as below:
 - Give the booking a concise and informative title name such as: '<Your name> booked <Room name> between <start>am and <finish>hrs'.
 - Select the time on the calendar by clicking on the 'Find a time' tab and dragging the times to the exact times you are booking.
 - Use the description field for any further information.
 - You can enter the room number under the 'Where' field.
 - Now add Tony Ford's email: liberocounselling@gmail.com in to 'Add Guests' text field so he can be notified of the booking.
 - Then Click on the red 'Save' button at the top of the page.
 - Visit the website and check that your booking is displayed as expected on the Calendar.