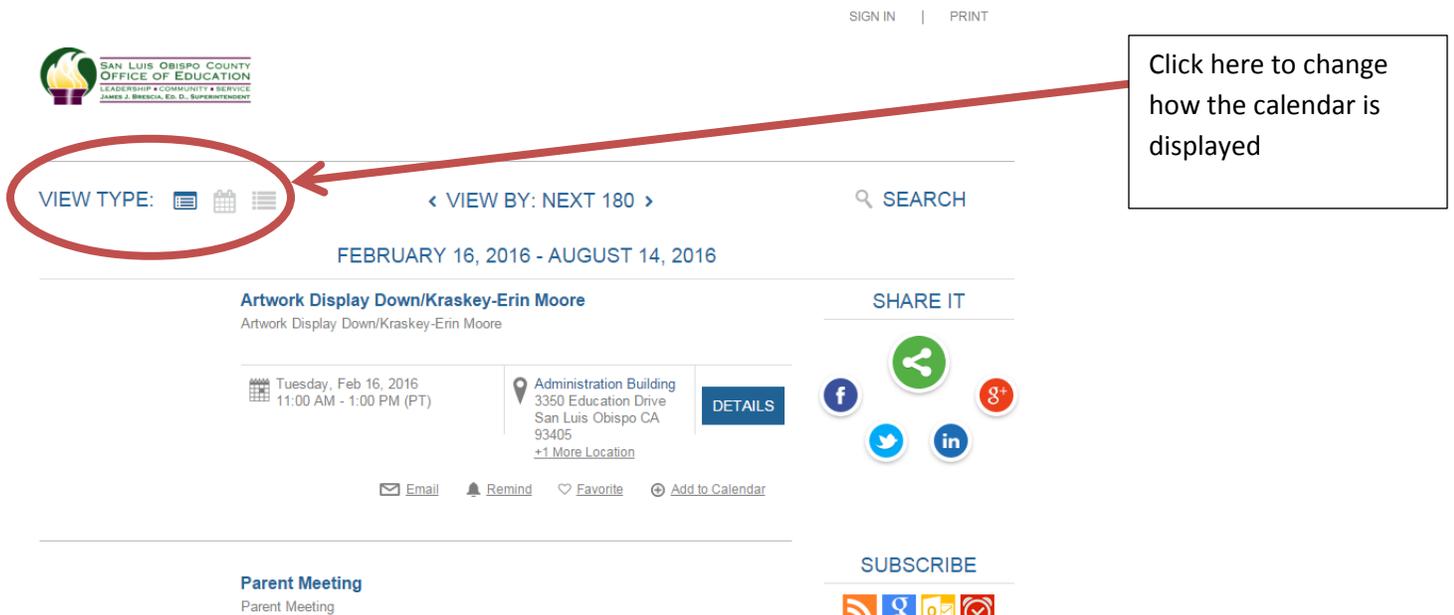


Creating and Managing Your Events/Meetings

Viewing the Calendar

- 1) Go to www.slocoe.org and scroll all the way to the bottom of the screen. In the green section, under “SLOCOE QUICK LINKS”, click on “Calendars”. Click on “Today’s Room Reservations” and you will see the events scheduled for the day.
You can also click on the link <http://calendars.slocoe.org/> to view the calendar.



SIGN IN | PRINT

SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION
LEADERSHIP • COMMUNITY • SERVICE
JAMES J. BRESCIA, ED. D., SUPERINTENDENT

VIEW TYPE:   

< VIEW BY: NEXT 180 > SEARCH

FEBRUARY 16, 2016 - AUGUST 14, 2016

Artwork Display Down/Kraskey-Erin Moore
Artwork Display Down/Kraskey-Erin Moore

Tuesday, Feb 16, 2016
11:00 AM - 1:00 PM (PT)

Administration Building
3350 Education Drive
San Luis Obispo CA
93405
[+1 More Location](#)

DETAILS

SHARE IT

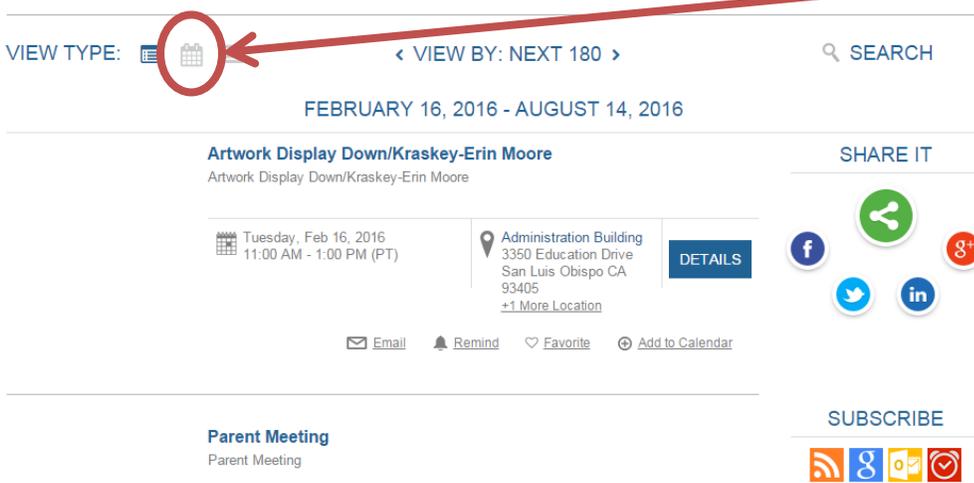
Facebook, Twitter, LinkedIn, Google+, RSS, Email, Remind, Favorite, Add to Calendar

Parent Meeting
Parent Meeting

SUBSCRIBE

Click here to change how the calendar is displayed

- 2) In order to see what times/days are available for a particular room, click on the calendar view type.



VIEW TYPE:   

< VIEW BY: NEXT 180 > SEARCH

FEBRUARY 16, 2016 - AUGUST 14, 2016

Artwork Display Down/Kraskey-Erin Moore
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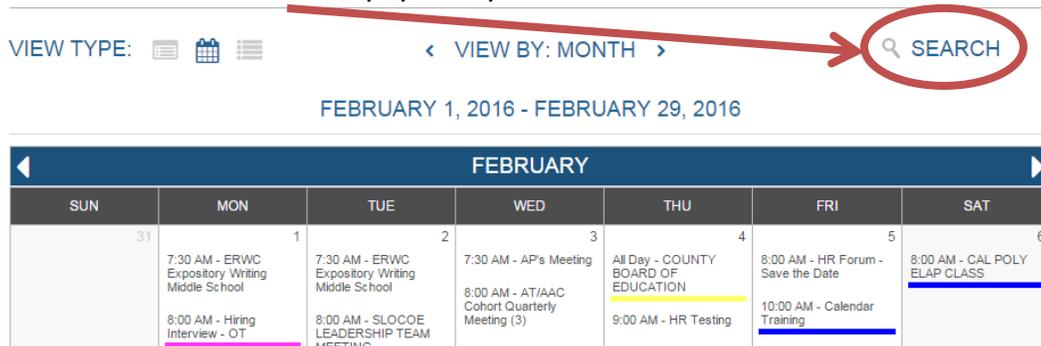
SHARE IT

Facebook, Twitter, LinkedIn, Google+, RSS, Email, Remind, Favorite, Add to Calendar

Parent Meeting
Parent Meeting

SUBSCRIBE

3) When you see the calendar view, it will show you all the reservations for the current month. From here, click “Search” to populate possible search criteria.

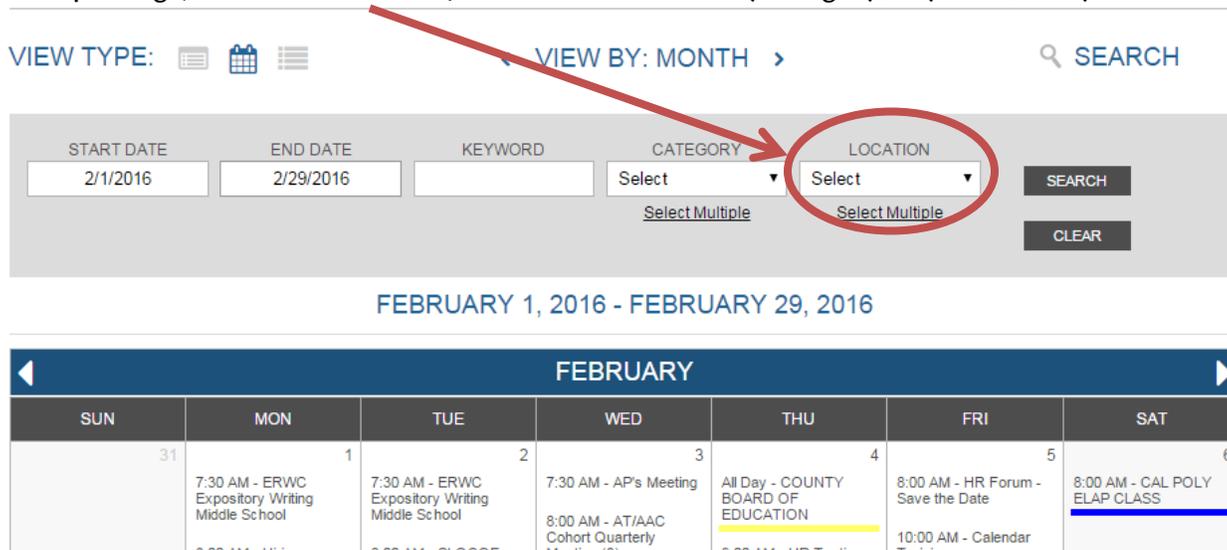


VIEW TYPE: [List] [Calendar] [List] < VIEW BY: MONTH > **SEARCH**

FEBRUARY 1, 2016 - FEBRUARY 29, 2016

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
	7:30 AM - ERWC Expository Writing Middle School 8:00 AM - Hiring Interview - OT	7:30 AM - ERWC Expository Writing Middle School 8:00 AM - SLOCOE LEADERSHIP TEAM MEETING	7:30 AM - AP's Meeting 8:00 AM - AT/AAC Cohort Quarterly Meeting (3)	All Day - COUNTY BOARD OF EDUCATION 9:00 AM - HR Testing	8:00 AM - HR Forum - Save the Date 10:00 AM - Calendar Training	8:00 AM - CAL POLY ELAP CLASS

4) Once the possible search criteria have populated, you will then be able to select the specific room you are interested in requesting (under “LOCATION”). You can also search by category, keyword, or by date.



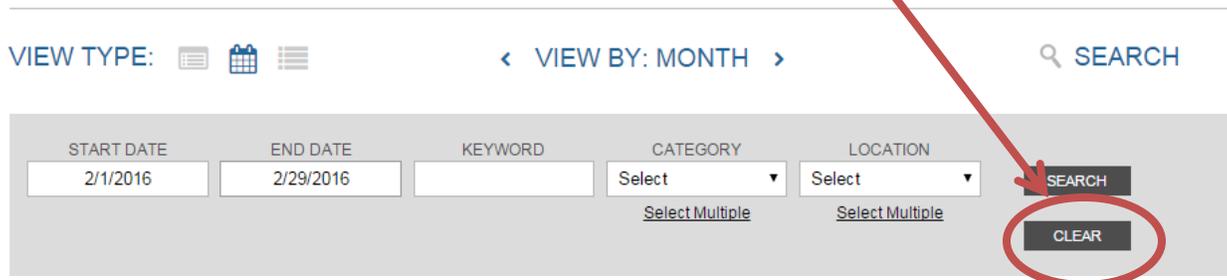
VIEW TYPE: [List] [Calendar] [List] < VIEW BY: MONTH > **SEARCH**

START DATE: 2/1/2016 END DATE: 2/29/2016 KEYWORD: CATEGORY: Select **LOCATION: Select** **SEARCH**
[Select Multiple](#) [Select Multiple](#) **CLEAR**

FEBRUARY 1, 2016 - FEBRUARY 29, 2016

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
	7:30 AM - ERWC Expository Writing Middle School 8:00 AM - Hiring Interview - OT	7:30 AM - ERWC Expository Writing Middle School 8:00 AM - SLOCOE LEADERSHIP TEAM MEETING	7:30 AM - AP's Meeting 8:00 AM - AT/AAC Cohort Quarterly Meeting (3)	All Day - COUNTY BOARD OF EDUCATION 9:00 AM - HR Testing	8:00 AM - HR Forum - Save the Date 10:00 AM - Calendar Training	8:00 AM - CAL POLY ELAP CLASS

5) If you enter multiple search criteria, or wish to search for something else, you will need to push the “CLEAR” button before you can modify your search—otherwise it will not search properly.



VIEW TYPE: [List] [Calendar] [List] < VIEW BY: MONTH > **SEARCH**

START DATE: 2/1/2016 END DATE: 2/29/2016 KEYWORD: CATEGORY: Select LOCATION: Select **SEARCH**
[Select Multiple](#) [Select Multiple](#) **CLEAR**

Creating a Calendar Reservation Request

- 1) The first time you go to the calendar to make a request for a reservation, you will need to create an account and password.

SIGN IN | PRINT



SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the [Terms of Service and Privacy Policy](#).

SUBMIT

[Forgot Password?](#)

GET STARTED

Create an account to view your favorite events and events you have registered for.

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

PASSWORD:

CONFIRM PASSWORD:

By clicking Submit, you consent to the [Terms of Service and Privacy Policy](#).

SUBMIT

A red circle highlights the 'GET STARTED' form, and a red arrow points from the top right towards it.

- 2) Once you have created the account and password, you will be able to enter your email address and password. You will not need to create an account everytime you want to make a reservation request.

SIGN IN | PRINT



SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the [Terms of Service and Privacy Policy](#).

SUBMIT

[Forgot Password?](#)

GET STARTED

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SUBMIT

A red circle highlights the 'SIGN IN' form, and a red arrow points from the top right towards it.