

Book Arts Facilities & Equipment Sign Up Instructions

- 1) Heather will invite you to the facilities and/or press calendars.
- 2) To access, go to My ASU, and on the left hand menu, select *My Calendar*.
- 3) Click on the calendar you are interested in, for example, *Beater Room*. Make sure only that calendar is checked or selected.
- 4) Select which day you would like to use the room or equipment.
- 5) Create a title for your event that includes your name.
- 6) Create a time frame for your activity.
- 7) Select more options at the bottom of the window.
- 8) Under the suitcase icon, change your event to be public.
- 9) Add a description. For example, '*Beating abaca and linen in Reina beater.*'
- 10) Click 'save'.
- 11) Check in a few minutes to see if your event posted correctly on the ASU Bookarts website.
- 12) If anything changes, you can delete your event, or edit your event. If you notice something that the next person should know about or you would like to notify the calendar group, you can add notes in the description area.
- 13) Finally, if you have any questions, please ask Heather! Thank you!!