Signing up for events using the Appointment Calendars

All events requiring appointments (Preflight, Ground Trainer, IFR Simulator, CRM/LOFT, Achievement Awards, CFI Event, AA Safety Award, and Loening Trophy) will have the appointments made using online Appointment Calendars. This document will show you how to view available appointment times, schedule an appointment, and cancel an appointment. This document will also list any restrictions for each event on signups, such as number of slots or limitations on number of contestants that may enter the event.

All of these Appointment Calendars were created using the Google Calendar function. As such, it is required that each coach or advisor have a Google account in order to use these calendars. Only one person from each school may sign up for events once the Appointment Calendars become available.

<u>Step 1</u>

If you do not have a Google account, go to <u>www.google.com</u> and setup a Google account.

<u>Step 2</u>

Set the appropriate time zone for your Google Calendar. All of these calendars are set to the time zone of SAFECON and, by default; Google Calendar will be set to whatever time zone you are in when you access your calendar. It is highly recommended that you set your calendar to the same time zone as SAFECON before you access the Appointment Calendars. It will make it easier to select the desired time slot and will reduce errors. To adjust the time zone of your calendar, if needed, click on the gear in the upper-right corner of your calendar and select "Settings."

Google	Search	n Calendar			*	۹	+Erich 🏭 🋕 Share
Calendar	Today	< > Mar 23	- 29, 2014			Day Week Month	h 4 Days Agenda More -
CREATE V	GMT-05	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Display Density:
→ March 2014 < > SMTWTFS	11:00						Cozy
23 24 25 26 27 28 1 2 3 4 5 6 7 8	12:00						Compact
9 10 11 12 13 14 15 16 17 18 19 20 21 22	13:00						Settings Help
23 24 25 26 27 28 29 30 31 1 2 3 4 5	14:00						Labs
✓ My calendars	15:00						Sync with mobile device
SAFECON 2014 Sch	16:00						Send feedback

Once the settings page is displayed, select the appropriate time zone from the drop-down menu and click "Save." You have now set your calendar to show all events in that particular time zone. If you have any questions about how Google Calendar handles time zones, hover your mouse over the question mark symbol next to "Your current time zone:"

Google	Search Calendar	- Q	+Erich	 Ų	Share	•	
Calendar Settings General <u>Calendars</u> Mo							
« Back to calen tar Save	Cancel						
Language:	(GMT-10:00) Hawaii Time (GMT-09:00) Alaska Time	7					
Country:	(GMT-08:00) Pacific Time (GMT-07:00) Mountain Time (GMT-07:00) Mountain Time - Arizona						
Your current time zone: ?	(GMT-06:00) Central Time (GMT-05:00) Eastern Time Display all time zones Show an additional time zone	Label:					

<u>Step 3</u>

Click the link for the appropriate Appointment Calendar you wish to schedule. Click to be taken to the <u>Sample Event Signup</u> calendar. Unless you are within the week the appointments are available, you will see this screen:

ay 🚺 🚺 Mar 23 – 29, 2014						Refresh Day V
Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29
		There are no ap	pointment slots available until r appointment slots further ahe	Apr 22, 2014 ad »		
		1 Postania				

Click on "Look for appointment slots further ahead>>"

You should then see this screen:

day 🚺 🕩 Mar 2	3 – 29, 2014						Refresh Da	ay We
Sun 3/2	м	on 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	
			0.0000000000000000000000000000000000000	le appointment slot on May 1				

Click on "Next available appointment slot on May 12, 2014>>"

You will now see the full Appointment Calendar:

oday 🚺 🚺 May 11 – 17, 201	4					Refresh Day Week
Sun 5/11	Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17
:00	Sample Event Signup					
	Sample Event Signup					
:00	Sample Event Signup					
	Sample Event Signup					
00	Sample Event Signup					
	Sample Event Signup					
:00	Sample Event Signup					
	Sample Event Signup					
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	Sample Event Signup					
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:00	Sample Event Signup					
	Sample Event Signup					

For this example, we will schedule an appointment for 08:00 on Monday, May 12. Simply click on the "Sample Event Signup" block for that time. You will now see the "Book an appointment" pop-up window.

Signup	Sa	mple Event Signup	Sample Event Signup		Sample Event Signup	S
Signup	Book an a	ppointment			×	S
Signup						S
Signup	What	Sample Event Signup (E	rich Hess)	×	Tip: You can customize the details of the event after you	S
Signup	When	Mon, May 12, 08:00 – 08	:30		save it.	S
Signup	Who	Erich Hess				S
Signup	Where					S
Signup	Description	This is an example of ho following events: Prefligh	w signups will happen for the ht. Ground Trainer, IFR	0		S
Signup		Save Cancel	2			S
Signup						S
Signup	Sa	mple Event Signup	Sample Event Signup		Sample Event Signup	s

Replace the "What" box with your school name. Do not abbreviate.

The "Where" box will be filled in by the event.

Replace the "Description" box with the names and contestant ID numbers (if known) of the students who will be competing in the event.

Sai	mple Event Signup	Sample Event Signup	Sample Event Signup
Book an aj	opointment		×
	Jim Bob's School of Avia Mon, May 12, 08:00 – 08 Erich Hess		Tip: You can customize the details of the event after you save it.
Where	This will be set by the ev		
Description		tant ID numbers (if known) of opeting in this event here.	
Sa	nple Event Signup	Sample Event Signup	Sample Event Signup

Then click on "Save" to book the appointment. You will see the following confirmation window:

nt Signup		Sample Event Signup	Sample
nt Signur		Sample Event Signup	Sample
nt Signu	Book	an appointment	× Sample
nt Signu	Your ar	pointment has been saved.	Sample
nt Signu		edit in Google Calendar or stay he	re. Sample
nt Signur		Sample Event Signup	Sample
nt Signup	,	Sample Event Signup	Sample
nt Signup	,	Sample Event Signup	Sample

If another school has booked this time slot while you are filling out the data, you will receive an error message saying that time slot is no longer available. You must then choose another time. Once you have successfully booked your appointment, you will see that time slot is no longer available on the Appointment Calendar.

Click on an open appointment slot to	sign up. If no slots are available, please t	ry a different time range. To cancel a	n appointment slot you've already bo	oked, leav
Today 🚺 🚺 May 11 – 17, 2	014			
Sun 5/11	Mon 5/12	Tue 5/13	Wed 5/14	
08:00		Sample Event Signup	Sample Event Signup	Sa
	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
9:00	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
10:00	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
11:00	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
12:00	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
13:00	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa
	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sa

Google Q Search Calendar ✓ > May 11 – 17, 2014 Calendar Today Sun 5/11 Mon 5/12 Tue 5/13 Wed 5/14 GMT-05 00.00 - May 2014 < > SMTWTFS 01:00 27 28 29 30 1 2 3 4 5 6 7 8 9 10 02:00 11 12 13 14 15 16 17 18 19 20 21 22 23 24 03:00 25 26 27 28 29 30 31 1 2 3 4 5 6 7 04:00 My calendars w 05:00 Erich Hess 06:00 SAFECON 2014 Sch Tasks 07:00 v 08:00 Other calendars Jim Bob's School of Avi Add a friend's calendar 09.00

The appointment is now scheduled in your personal Google Calendar.

Simply clicking on the appointment will allow you to either view more details or cancel the appointment.

02:00		
03:00		
04:00	Jim Bob's School of Aviation X	
05:00	Mon, May 12, 08:00 – 08:30 Where This will be set by the event map	
06:00	Where This will be set by the event. map Calendar Sample Event Sign Up Who Sample, Erich	
07:00	Going? Yes Cancel appointment More details »	
08:00	08:00 - Jim dob's School of Avli	
09:00		

Should you cancel the appointment, the Appointment Calendar will automatically make your time slot available once again for other schools to view and book. For this reason, it is recommended that if you are having difficulty finding time slots, keep checking back to see if a school has made any changes.

If you have any questions about this process, please do not hesitate to <u>contact the Senior Chief</u> <u>Judge</u>. I will be happy to answer any of your questions about how this process will work. My contact information can be found on the NIFA website.