

# 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.

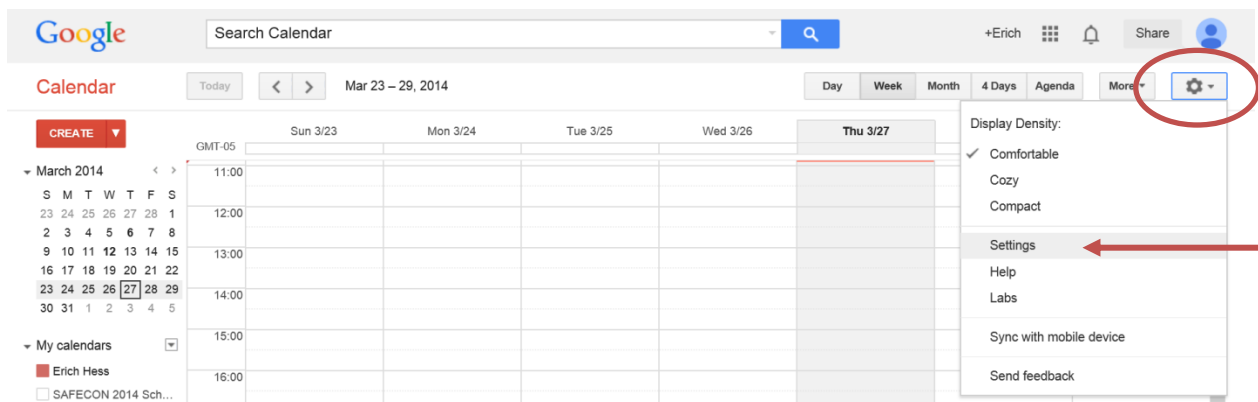
All of these Appointment Calendars were created using the Google Calendar function. As such, it is required that each coach or advisor have a Google account in order to use these calendars. Only one person from each school may sign up for events once the Appointment Calendars become available.

## Step 1

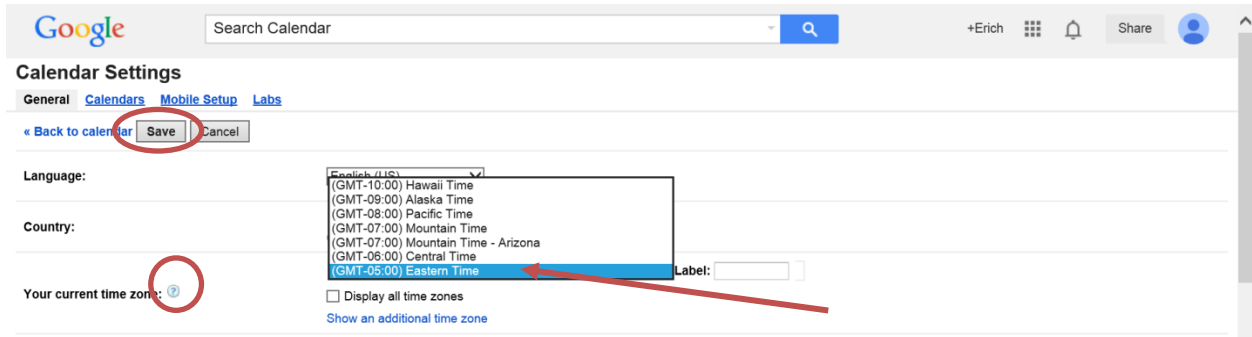
If you do not have a Google account, go to [www.google.com](http://www.google.com) and setup a Google account.

## Step 2

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."

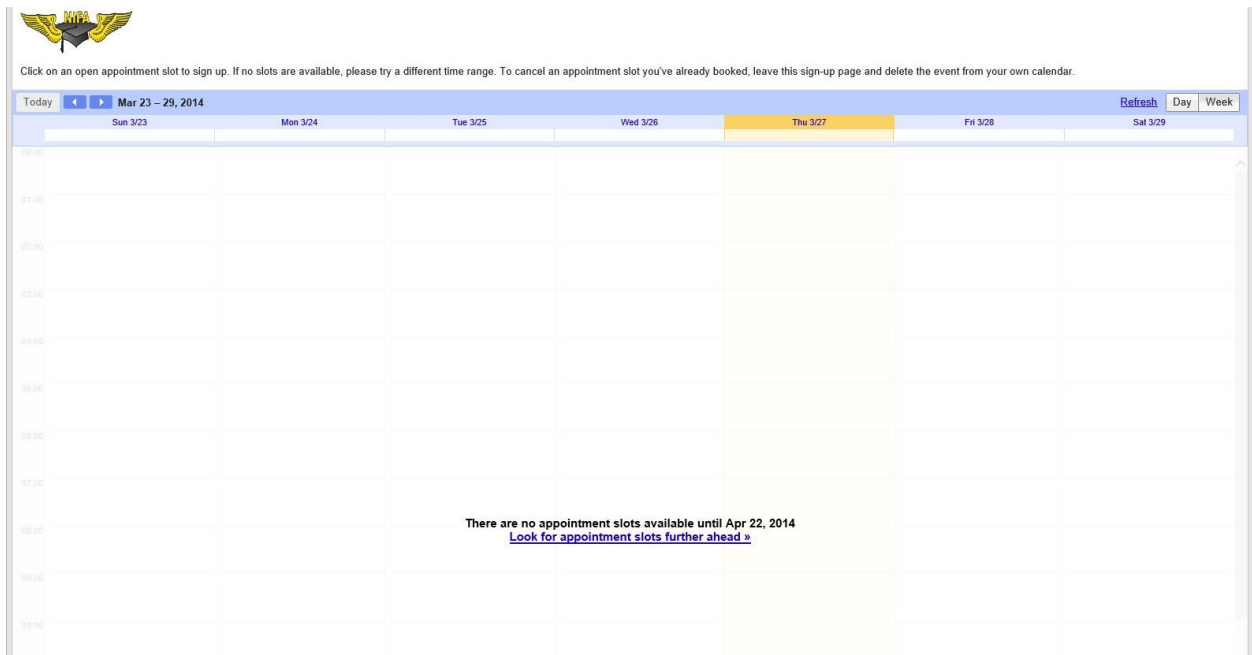


Once the settings page is displayed, select the appropriate time zone from the drop-down menu and click “Save.” You have now set your calendar to show all events in that particular time zone. If you have any questions about how Google Calendar handles time zones, hover your mouse over the question mark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




### Step 3

Click the link for the appropriate Appointment Calendar you wish to schedule. Click to be taken to the [Sample Event Signup](#) calendar. Unless you are within the week the appointments are available, you will see this screen:



Click on “Look for appointment slots further ahead>>”

You should then see this screen:



Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.


Today ◀ ▶ Mar 23 – 29, 2014 Refresh Day Week

	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							

[Next available appointment slot on May 12, 2014 >>](#)

Click on “Next available appointment slot on May 12, 2014>>”

You will now see the full Appointment Calendar:



Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today ◀ ▶ May 11 – 17, 2014 Refresh Day Week

	Sun 5/11	Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17
08:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
09:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
10:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
11:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
12:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
13:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
14:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
15:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
16:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
17:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	Sample Event Signup	
18:00		Sample Event Signup	Sample Event Signup	Sample Event Signup	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.

Book an appointment

What: Sample Event Signup (Erich Hess) x

When: Mon, May 12, 08:00 – 08:30

Who: Erich Hess

Where: [Empty]

Description: This is an example of how signups will happen for the following events: Preflight, Ground Trainer, IFR

Save Cancel

Tip: You can customize the details of the event after you save it.

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.

Book an appointment

What: Jim Bob's School of Aviation

When: Mon, May 12, 08:00 – 08:30

Who: Erich Hess

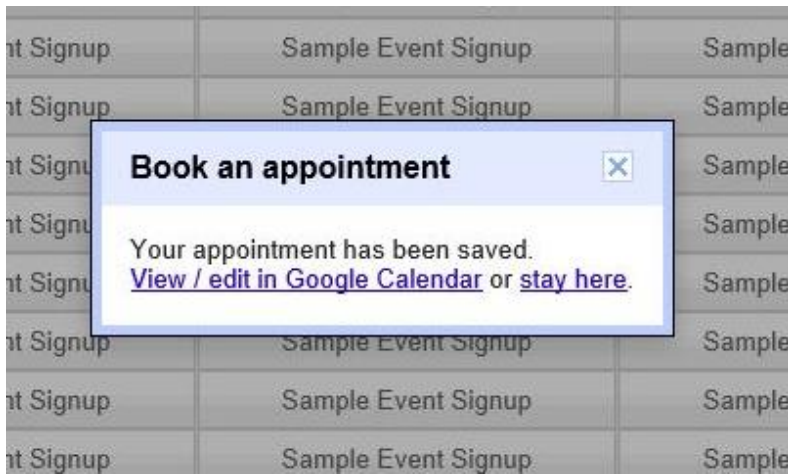
Where: This will be set by the event.

Description: Fill in names and contestant ID numbers (if known) of students who will be competing in this event here.

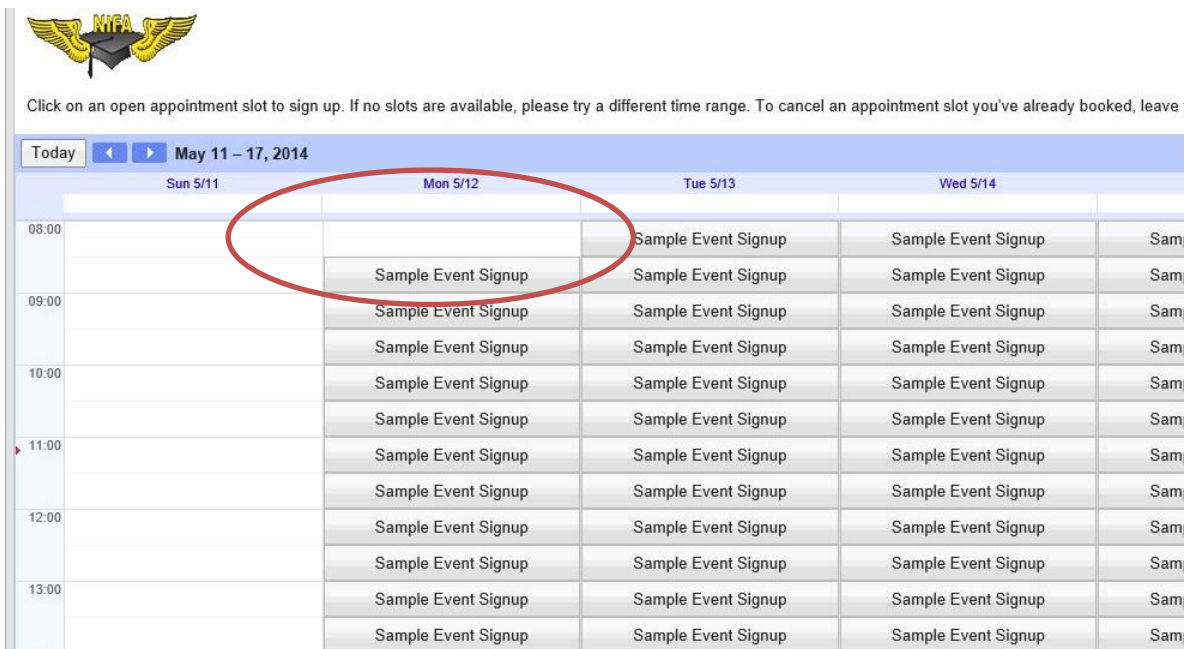
Save Cancel

Tip: You can customize the details of the event after you save it.

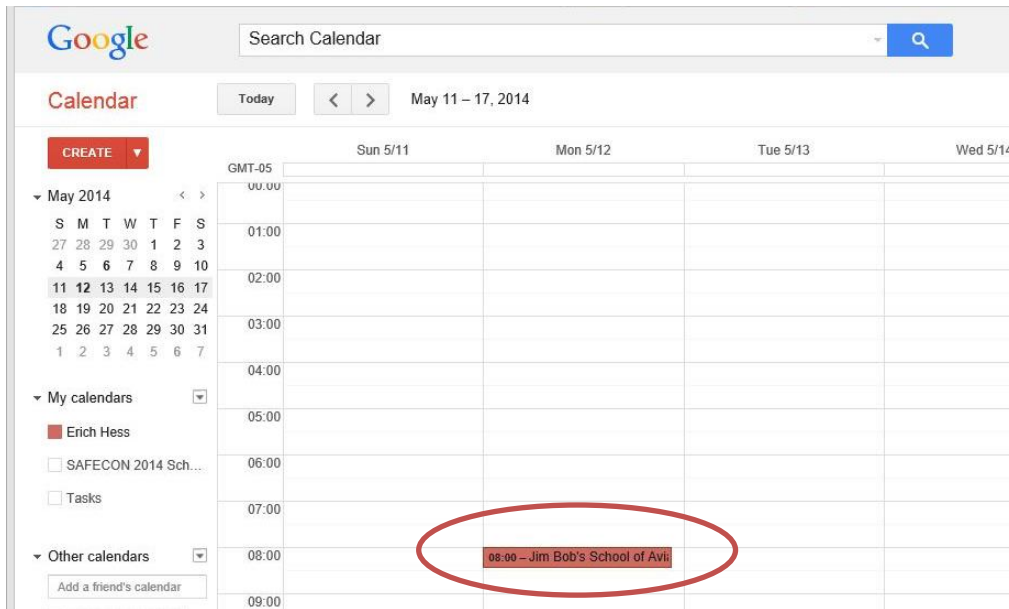
Then click on “Save” to book the appointment. You will see the following confirmation window:



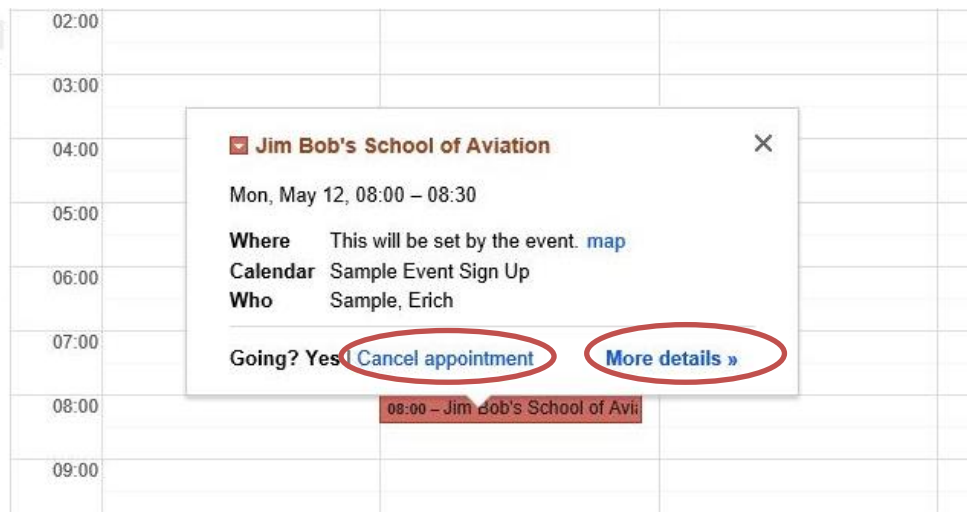
If another school has booked this time slot while you are filling out the data, you will receive an error message saying that time slot is no longer available. You must then choose another time. Once you have successfully booked your appointment, you will see that time slot is no longer available on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



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.



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 [contact the Senior Chief Judge](#). 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.