Computer Assistance Appointments
March 30, 2009

The calendar for computer assistance appointments will be accessed on Google.com.

There is a link on the Staff Resources Menu called "Computer Trainer."

Sign in with the email: train@bvpl.net
The password is: bernardsville

Note: Computer class registrants are limited to three total appointments unless trainer allows an exception.

Making Appointments
Once you have signed in, the calendar will appear immediately. You will see the various appointments available. Each computer trainer appears in a different color. Available appointments will be indicated as such. On some days, when we have more than one appointment you may see 2+more or 3+more. Click on this, and all the appointments for that day will appear. Then click on the one to be modified.

Click on the appointment you wish to give to a patron. A block will appear with details of the appointment. Enter the teacher's name and patron's name in the "What" field, e.g. "Bob w/ Mary Smith." Scroll down to the "Description" field and write the patron's phone number and what he/she would like to learn. Scroll back up and hit save.

When you have completed entering the details, don't forget to sign out.

Canceling Appointments
To cancel an appoint, follow the above procedure. Replace the registrant's name in the "What" field with "(Teacher's name) Available". In the "Description" field, write "Appointment with (name) cancelled" and the date. If you are unable to edit the appointment, please phone the volunteer providing the service for that time.

When you have completed entering the details, don't forget to sign out.

Finding Appointments
If a patron can't remember when his/her appointment is, sign into the calendar, go to Edit and then Find, and type in the patron's first or last name. If there is an appointment, it should be highlighted.

NO DEPOSITS ARE REQUIRED.