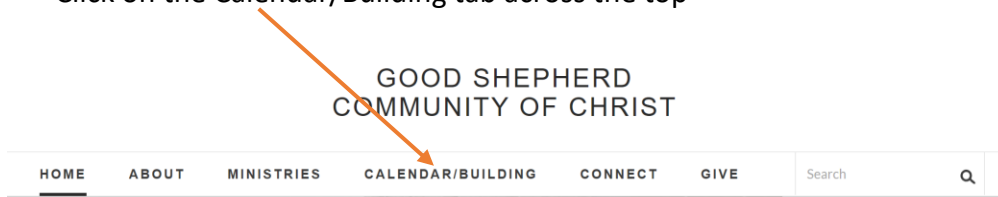


On-line Scheduling of the Good Shepherd Building

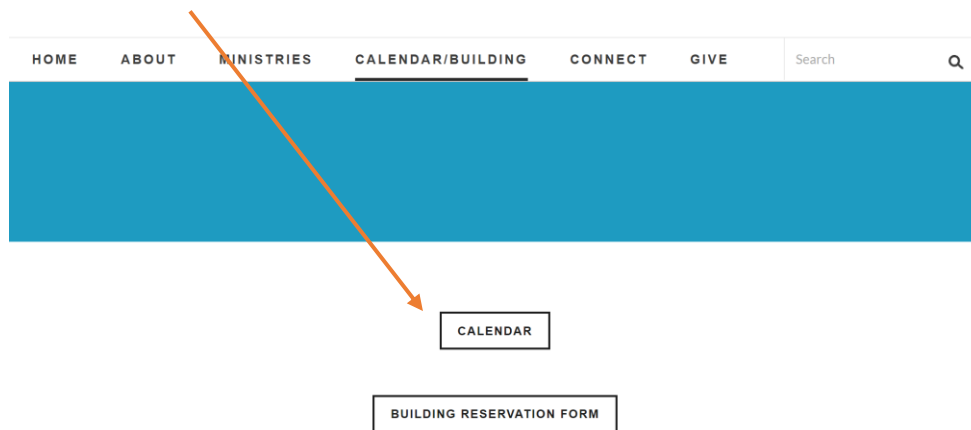
- Go to the congregational website at www.cofchristgs.org

Using a Computer:

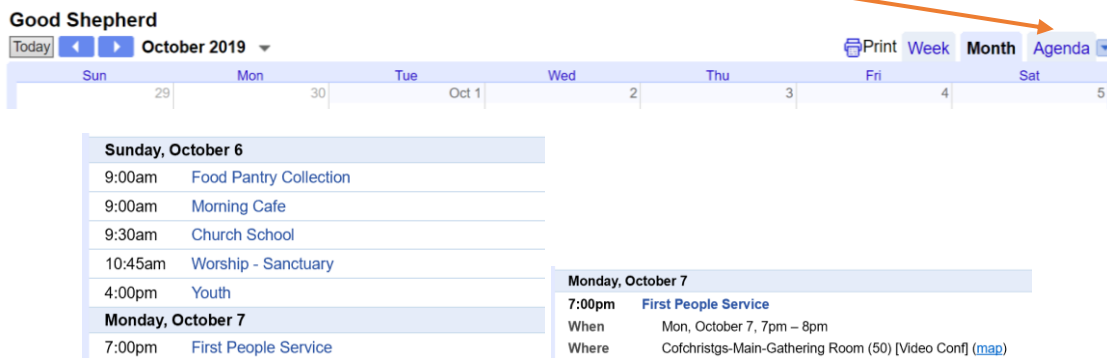
- Click on the Calendar/Building tab across the top



- Click on the Calendar button

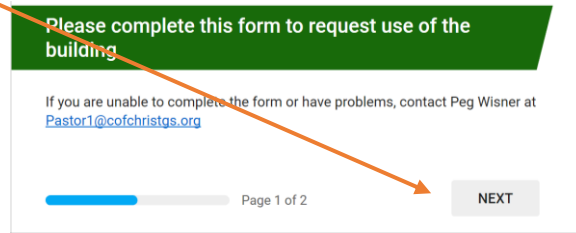


- Find the date you want to reserve.
- If it is easier to view in a list format, click on the Agenda tab at the far right



- If there is something scheduled, click on the event to see the times and rooms/location.
Note: the times listed may not usually include the set-up and clean-up times.
- To go to the Building Reservation Form, click on the button below the calendar.

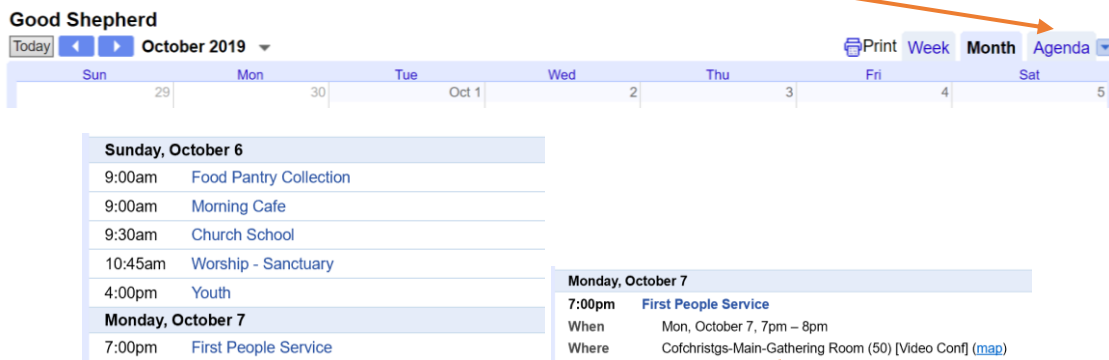
- Click on the Next button at the bottom of the first page with the pictures of the building.



- Complete the information as requested. Those with a red asterisk are required.
- If there is a line, type in the information. For the date and time, use two digits for each and four digits for the date (ie 02:00 PM, 11/04/2019). The year currently defaults to 2019, but you can change it.
- If there is a list with circles, click on the circle that applies. If there is a list with boxes, click on all that apply.
- Click the submit button at the bottom.

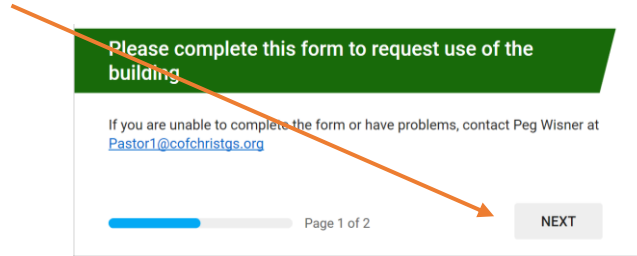
Using a Phone

- Click on the Menu ☰ to the right of Good Shepherd Community of Christ at the top of the page.
- Select Calendar/Building
- To see the Calendar, Select Events/Calendar and then Calendar
- If it is easier to view in a list format, click on the Agenda tab at the far right



- If there is something scheduled, click on the event to see the times and rooms/location. Note: the times listed may not usually include the set-up and clean-up times.
- To see the Building Reservation Form, select Building Reservation

- Click on the Next button at the bottom of the first page with the pictures of the building.



The screenshot shows a form interface. At the top, there is a green banner with the text "Please complete this form to request use of the building". Below this, there is a line of text: "If you are unable to complete the form or have problems, contact Peg Wisner at Pastor1@cofchristgs.org". At the bottom of the form, there is a progress indicator showing "Page 1 of 2" and a grey button labeled "NEXT". An orange arrow points from the top left towards the "NEXT" button.

- Complete the information as requested. Those with a red asterisk are required.
- If there is a line, type in the information. For the date and time, use two digits for each and four digits for the date (ie 02:00 PM, 11/04/2019). The year currently defaults to 2019, but you can change it.
- If there is a list with circles, click on the circle that applies. If there is a list with boxes, click on all that apply.
- Click the submit button at the bottom.