

How to use the Calendar

Monday, November 03, 2014

Using the KBCA Community Centre Google Calendar

So you can check room availability, the KBCA Web Site – Community Centre web page has a Google Calendar which shows what rooms are available:

<http://www.kanatabeaverbrook.ca/joomla16/index.php/community-centre>

The Calendar can show one, some or all the rooms available and when they are busy.

By default the calendar shows the current week of activities and shows the bookings for all rooms, with each room using a different colour code.

Any time slot that is not marked with “busy” is available for booking.

You can change the display as follows:

- Show only the rooms of interest

In the top right hand corner of the calendar, there is a down arrow (small red circle). If clicked it will drop down a list of the rooms that are shown on the Calendar:

Beaverbrook Community Center Bookings

Today ◀ ▶ Sep 21 – 27, 2014 ◻ Print Week Month Agenda ▾

	Sun 9/21	Mon 9/22	Tue 9/23	Wed 9/24	Thu 9/25
11am				busy	
12pm	12p – 4p busy	12:30p 12:30p busy			12:30p – 3:30p busy
1pm	1p – 2p	busy			

- 1st Floor - Main Room
- 1st Floor - Meeting Room
- 2nd Floor - Boardroom
- 2nd Floor - Kitchen
- 2nd Floor - Lounge
- 2nd Floor - Main Room

By clicking on the check box to the left of each room, you can include/exclude that room from displaying in the calendar. Note that the colour of the room name (e.g. 1st Floor Main Room) matches the colour of the scheduled blocks in the schedule.

You can also change which week you are looking at by clicking on the right and left arrows next to the date ◀ ▶ Sep 21 – 27, 2014

You can also change the view from week (shown above) or by month or agenda