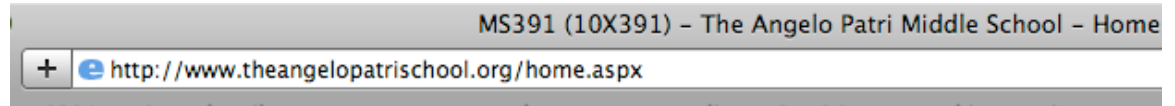


LIBRARY RESERVATIONS 391- ONLINE SIGNUP INSTRUCTIONS

EKollin 2012

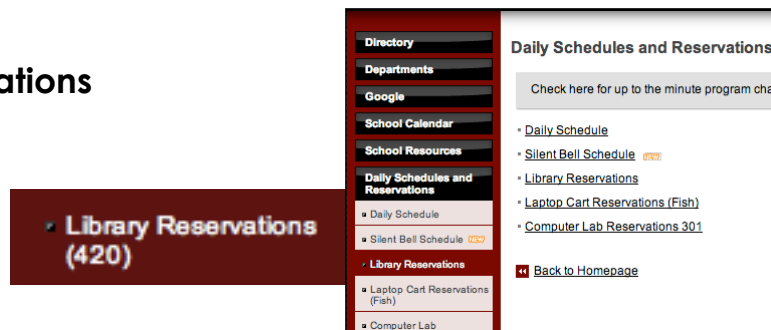
1. Go to the School Website: www.theangelopartischool.org



2. Click on the button:
Daily Schedules and Reservations



3. Choose
Library Reservations



A new page will appear that you can edit and write on.
You do not have to sign into your Google Docs account

4. **Choose Month,**
(at the bottom of the page)

5. **Click on the date and period cell.**

6. **Write your name** or event
in the cell.

7. It **Saves** automatically.

If another Teacher has already signed up
please speak to them first,
before changing the reservation.

