

bCal – Work Location Instructions

1. Create a new All Day event on your calendar, bcal.berkeley.edu.
2. Add your name and 4th St. in the Title Bar, i.e. Carol Sitea@4th St.
3. Go to Add: Guests | **Rooms** and select **Rooms**.
4. Search for and Add **ERSO 4th Street Schedule**.
5. **ERSO 4th Street Schedule** will appear in the **Where** field.
6. Show me as: Available Privacy as: Public
7. Save.

https://www.google.com/calendar/render?tab=mc

work ERSO Remote Desktop Co... ERSO-dev other DRUPAL Google

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bConnected Search Calendar sitea@berkeley.ed

← SAVE Discard

Carol Sitea@4th St.

6/10/2013 to 6/10/2013

All day Repeat...

Event details Find a time

Where **ERSO 4th Street Schedule**

Calendar Carol SITEA

Description

Attachment Add attachment

Event color

Reminders Pop-up 10 minutes ×
Add a reminder

Show me as Available Busy

Privacy Default Public Private
[Learn more about private vs public events](#)

Add: **Guests | Rooms, etc.**

erso 4th street schedule

Show only available

Other Resources

- Remove ERSO 4th Street Schedule

Close

Click the icons below to mark as optional.

Guests

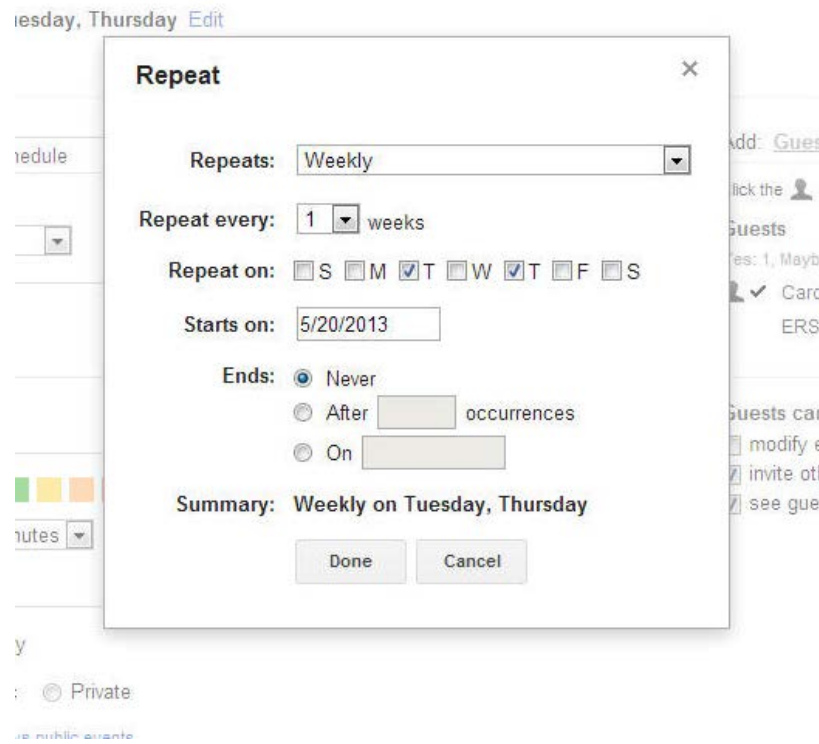
Yes: 0, Maybe: 0, No: 0, Awaiting: 0, Optional: 0

- Carol SITEA ×
- ERSO 4th Street Schedule ×

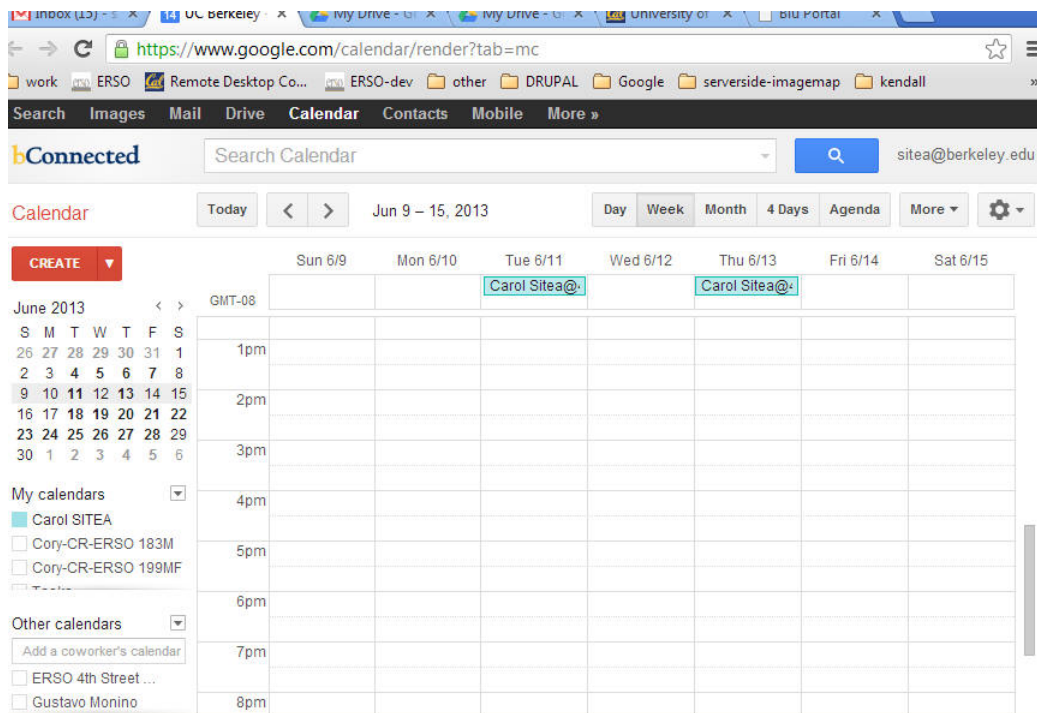
Guests can

- modify event
- invite others
- see guest list

If you have a schedule with a regular pattern use the repeat feature.



When complete your calendar should look something like this:



To display entries for ERSO admin staff location click on the name **ERSO 4th Street Schedule** on the left side of the page under **Other calendars**.

The screenshot shows a Google Calendar interface. At the top, the browser address bar displays <https://www.google.com/calendar/render?tab=mc>. Below the browser, there is a navigation bar with links for Search, Images, Mail, Drive, Calendar, Contacts, Mobile, and More. The main content area features the 'bConnected' logo and a search bar containing the text 'erso'. The calendar view is set to 'Week' for the dates June 9 - 15, 2013. The left sidebar contains a 'CREATE' button, a calendar grid for June 2013, and a list of calendars. Under the 'Other calendars' section, 'ERSO 4th Street Schedule' is highlighted in yellow. A red dashed arrow points from the text in the first block to this highlighted calendar name. The main calendar grid shows events for 'Carol Sitea' and 'Gus @ 4' on Tuesday, June 11 and Thursday, June 13.

Day	Sun 6/9	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14
8am			Carol Sitea Carol Sit		Carol Sitea Carol Sit Gus @ 4	
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						