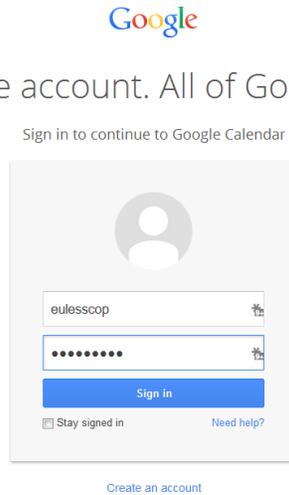## Citizens On Patrol Scheduling Directions

1. Click on **Google Calendar** in the bottom right of the calendar. It will bring up in another window the login page below
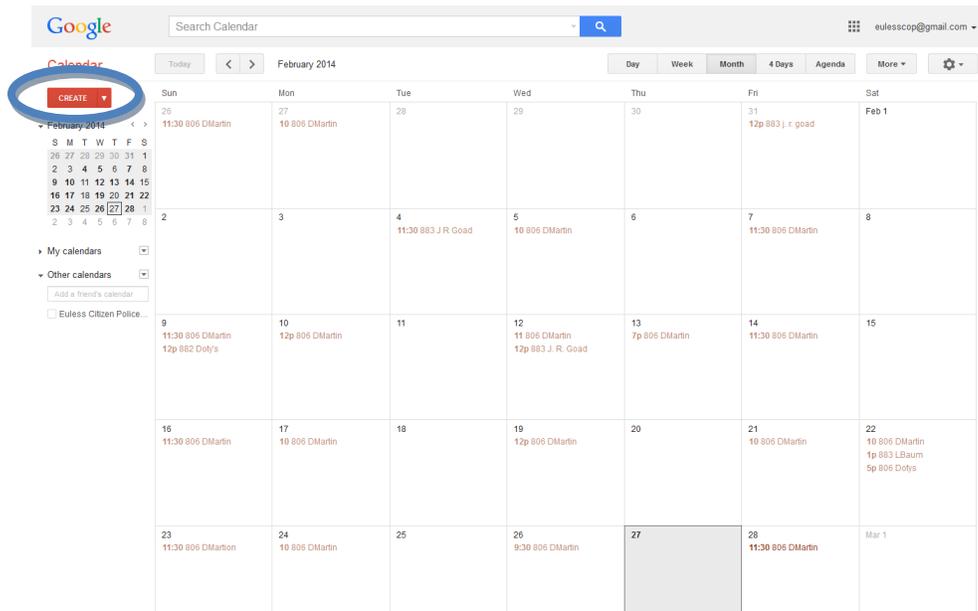

2. Use the eulesscop@gmail.com as the email and the password you are provided.
3. Once you are logged in you will be on the calendar main page

4. Click on "CREATE" (it is in the blue oval) this will open a page that will allow you to sign up to patrol.

5. In the green oval "Untitled event" type Unit Number of the car you plan to use (806 is the white Expedition and 883 is the silver Dodge) your name and your partner's name.

6. In the purple oval enter the date and time you are able to patrol.

7. In the yellow oval "Where" you can type patrol or the name of the function the car is being used for.

8. The black ovals you do not have to worry about

9. Once you have completed steps 5 – 7 click on the red "SAVE" button. This will enter your name and time on the main calendar and bring you back to it.

10. If you made any mistakes either on name, date, location, you can click on the event you created and it will open up a new window that will allow you to either delete or edit the event.

11. If you are not able to patrol, you are able to Delete your sign up. Click on Delete and it will automatically delete it.
12. If you need to change the time or date you can click on Edit event. This will bring you back to window you see above step 5. Make your changes and then click on SAVE
13. Once you have signed up and made all of you changes please Sign Out. To do this click on the eulesscop@gmail.com on the top right of the browser, then Sign out.