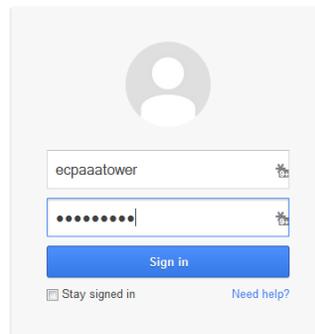


## Tower Scheduling Directions

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

Google  
One account. All of Google.

Sign in to continue to Google Calendar



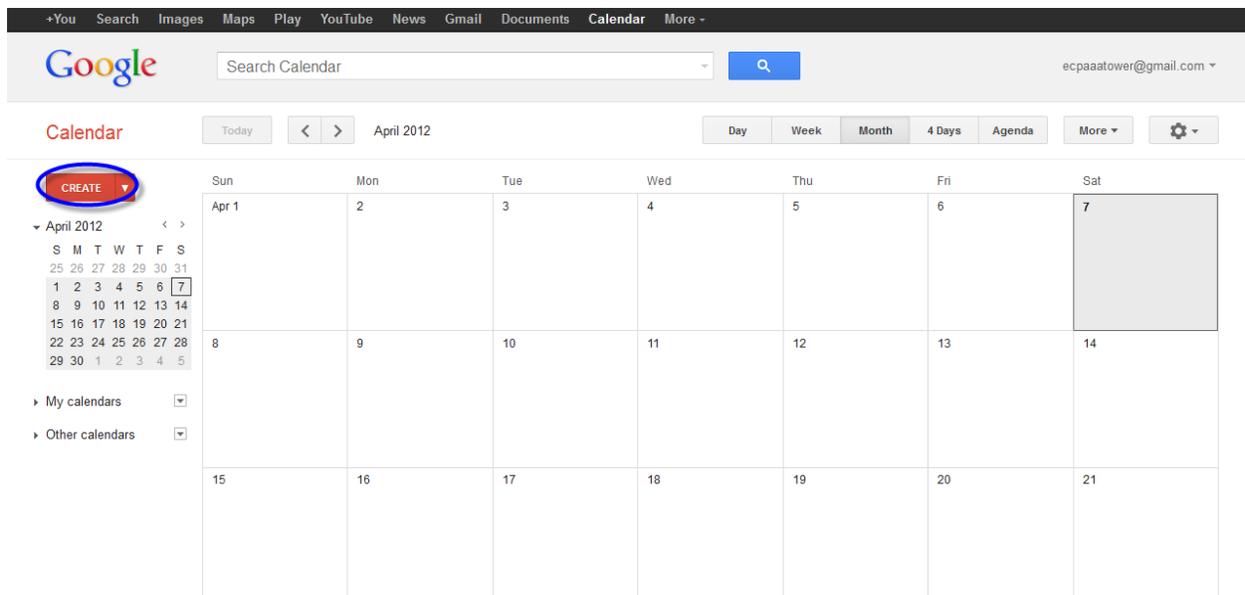
The sign-in form features a grey profile icon placeholder at the top. Below it are two input fields: the first contains the email address 'ecpaaatower' and the second contains a masked password '.....'. A blue 'Sign in' button is positioned below the password field. At the bottom left of the form is a checkbox labeled 'Stay signed in', and at the bottom right is a link for 'Need help?'.

[Create an account](#)

One Google Account for everything Google



2. Use the ecpaaatower@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



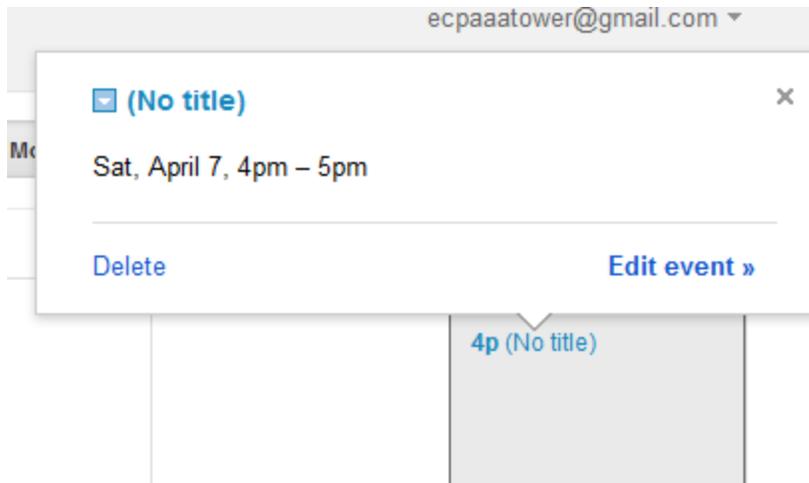
The screenshot shows the Google Calendar interface. At the top is a navigation bar with links for '+You', 'Search', 'Images', 'Maps', 'Play', 'YouTube', 'News', 'Gmail', 'Documents', 'Calendar', and 'More'. Below this is the Google logo, a search bar for 'Search Calendar', and the user's email 'ecpaaatower@gmail.com'. The main content area is titled 'Calendar' and shows the current month as 'April 2012'. A 'CREATE' button is circled in red. The calendar grid displays days from Sunday to Saturday, with the 7th of April highlighted. On the left side, there are sections for 'My calendars' and 'Other calendars', both with dropdown arrows.

4. Click on “CREATE” (it is in the blue oval) this will open a page that will allow you to sign up to Stand Watch in the tower

The screenshot shows the Google Calendar 'Create Event' interface. At the top, there is a navigation bar with links to 'You', 'Search', 'Images', 'Maps', 'Play', 'YouTube', 'News', 'Gmail', 'Documents', 'Calendar', and 'More'. Below this is the Google logo and a search bar. The user's email address, 'ecpaatower@gmail.com', is visible in the top right corner. The main content area contains several form fields and options:

- A red 'SAVE' button and a 'Discard' button are at the top left.
- The event title field is labeled 'Untitled event' and is circled in green.
- The date and time fields are set to '4/7/2012 4:00pm to 5:00pm 4/7/2012' and are circled in purple.
- The 'Where' field is circled in yellow.
- The 'Add guests' section is circled in black, containing an 'Enter email addresses' field and an 'Add' button.
- The 'Guests can' section is also circled in black, with checkboxes for 'modify event', 'invite others', and 'see guest list'.
- The 'Event color' section is circled in black, showing a row of color swatches.
- The 'Reminders' section is circled in black, with 'No reminders set' and an 'Add a reminder' link.
- The 'Show me as' section is circled in black, with radio buttons for 'Available' and 'Busy'.
- The 'Privacy' section is circled in black, with radio buttons for 'Default', 'Public', and 'Private'.

5. In the green oval “Untitled event” type your name.
6. In the purple oval enter the date and time you are able to work in the tower
7. In the yellow oval “Where” you can enter in where the tower is located.
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 work in the tower, 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 [ecpaaatower@gmail.com](mailto:ecpaaatower@gmail.com) on the top right of the browser, then Sign out.

