

Calendar Use

To reserve a time slot, at the lower left area of the calendar:

1. Find the words “Add/Edit” (click)
 2. This will take you to the password page, insert your password and click on the button “Login”
 3. You will get an authentication ok notice, wait for a few seconds and you will be directed to the add/edit area of the calendar.
 4. Once at the “Add/Edit” area of the calendar check the date to make sure it is the date that you would like to reserve.
 5. Add your name in the event box
 6. Select the time you would like to start
 7. Select the time you would like to finish
 8. Select the category (facility) you would like to reserve from the drop down box.
 9. Make sure that the date under the ending time is the date of the event
 10. Click the button “Create Event”
 11. Verify that your event is now on the calendar.
- If you would like to add more events, click on the date of the event, once you are logged in. Remember to log out of the calendar when you are finished.

Advanced options:

If you would like a reoccurring event:

1. Go to the lower part of the page. Select the “every 1 week” radio button.
2. Leave the 1 in the box.
3. Check the box for the day you would like for the event to occur.
4. In the “Repeat Until” are select the radio button by the date. Select the date you want this event to end. (Please do not schedule reoccurring events for longer than 30 days)
5. Click the button “Create Event”
6. Verify that your events are on the calendar.

If you need to DELETE an event, please contact Creature Comforts via email. Please be considerate and delete the events you are not going to be able to use so that others may use your time slot.

If you get a conflict notice, make sure that you are not conflicting with another user using the same facility, unless you are planning to work together. If the conflict is not due to another user using the same facility or if, for example, you are scheduling the outdoor arena and you get a conflict message because the indoor training room is closed or in use, click on “Add Event Anyway”.

While we do not accept walk-ins for this service, we do accept same day reservations.

Need help? Email crecomfort@bellsouth.net