

Instructions to make an appointment with Office of Sponsored Projects Review Staff:

- Click on “Login” link at the top of the calendar.

Sponsored Projects Calendar

Navigation: Login, Search, Print, Help, Contact

Month: April 2010, May 2010, June 2010

Current Date: May 24, 2010

Buttons: Save As Favorite, Go To Date

Select SPR Staff: All

Select View: Month, Week, Day, List

Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Calendar Login

Screen Name:

Password:

Remember my login on this computer

Buttons: Login, Back, Help

Calendar Login

Registered users, managers and administrators may login to access special calendar features and view private calendars.

To obtain a Screen Name and Password, contact your organization's calendar administrator.

If you forgot your Screen Name or Password, click on the "Forgot" link and we will email them to you.

For more information click on help.

- Use Screen Name as **Sponprojcal** and Password as **spon1234**
- Click on “Add Event” link at the top of the calendar.

Sponsored Projects Calendar

Navigation: Logout, Search, Print, Add Event, Help, Contact

Month: April 2010, May 2010, June 2010

Current Date: May 24, 2010

Buttons: Save As Favorite, Go To Date

Select SPR Staff: All

Select View: Month, Week, Day, List

Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

- For “Event Title”; Enter your Name and Reason for appointment.
- From the drop down menu - Select SPR Staff with whom appointment is needed.
- Select Date of Appointment ; Start and End time of the appointment

Adding New Calendar Event (* = required)

Dates and Times
Description and Details
Announce and Remind
Private Notes

1 Single Event

Event Title*
Enter Your Name ; Reason For Appointment

Font: Verdana | Style: Normal | Size: 10px | Color: A

Select SPR Staff -->*
Franca Cirelli

Start Date*
Month: May | Day: 24 | Year: 2010

Time Options: All day event No end time

Start Time*
Hour: 08 | Minute: 30 | AM/PM: am

End Time*
Hour: 09 | Minute: 30 | AM/PM: am

3 Repeating Events

Select Repeat Type:

No repeats

Every day

Once every 2 days

Every 1 weeks by day

The first by day in the month

Monthly by date

Yearly by date Never ending

Select by days:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

End Date
Month: May | Day: 24 | Year: 2010

2 Review Event Before Saving

Announce: no | Remind: no

Enter Your Name ; Reason For Appointment will occur on **Monday, May 24, 2010 at 8:30am to 9:30am**

- Click on **Save**. Your appointment will now show up in the staff's calendar.
- Click on **"Logout"** at the top of the calendar.

Frequently asked questions:

- Events Conflict:** If the appointment you try to make, conflicts with another appointment or another event in the calendar, you will be directed to a **"Resolve Event Conflict"** page. Click on **Edit** that corresponds to your appointment and reschedule your appointment.

Resolve Event Conflicts

Category **Julia Iacono** does not allow conflicting events.
Edit events to resolve conflicts or save as draft and resolve later.

	Event Title	Date	Start	End	Time Overlap
Edit Save As Draft	CAL FINAL TEST; REASON	Wed May 26, 2010	12:30 pm	1:30 pm	
Edit Save As Draft	CHECK CONFLICT; REASON	Wed May 26, 2010	12:30 pm	1:30 pm	

- Clicking on **"Save Draft"** or **"Save as Draft"** does not confirm an appointment.