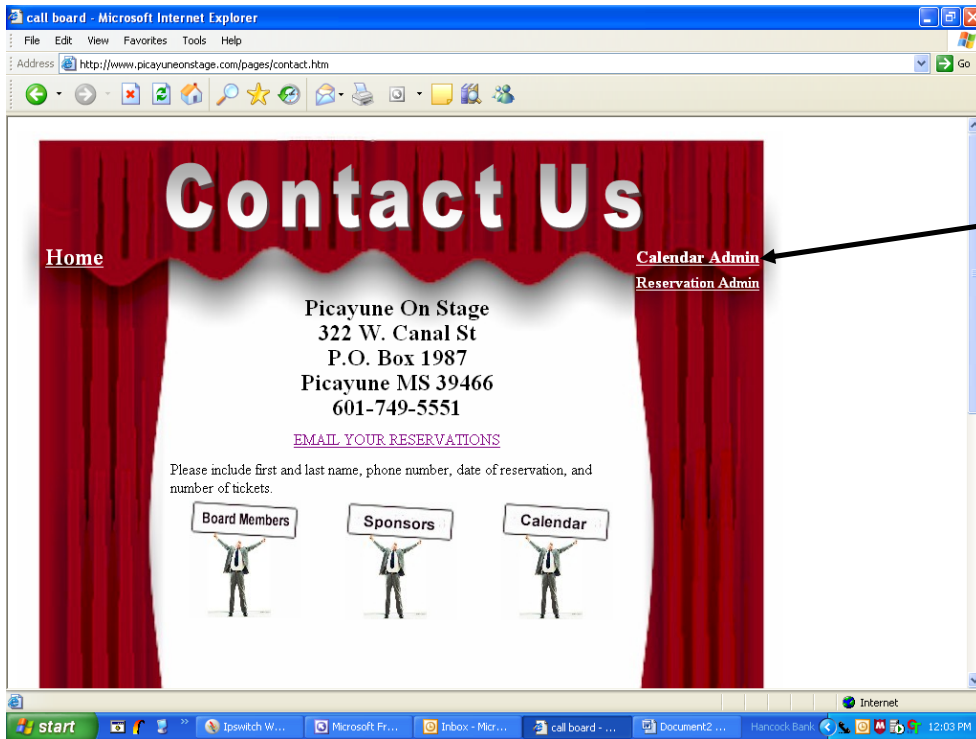
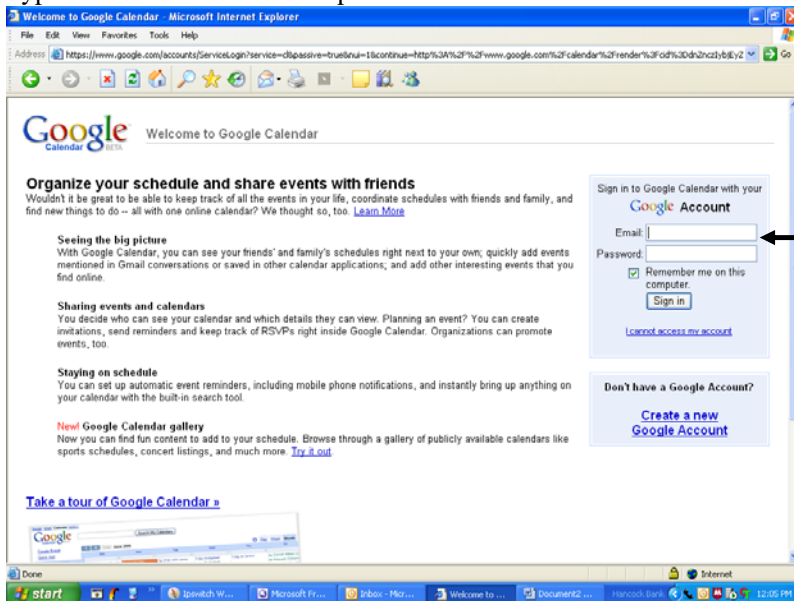


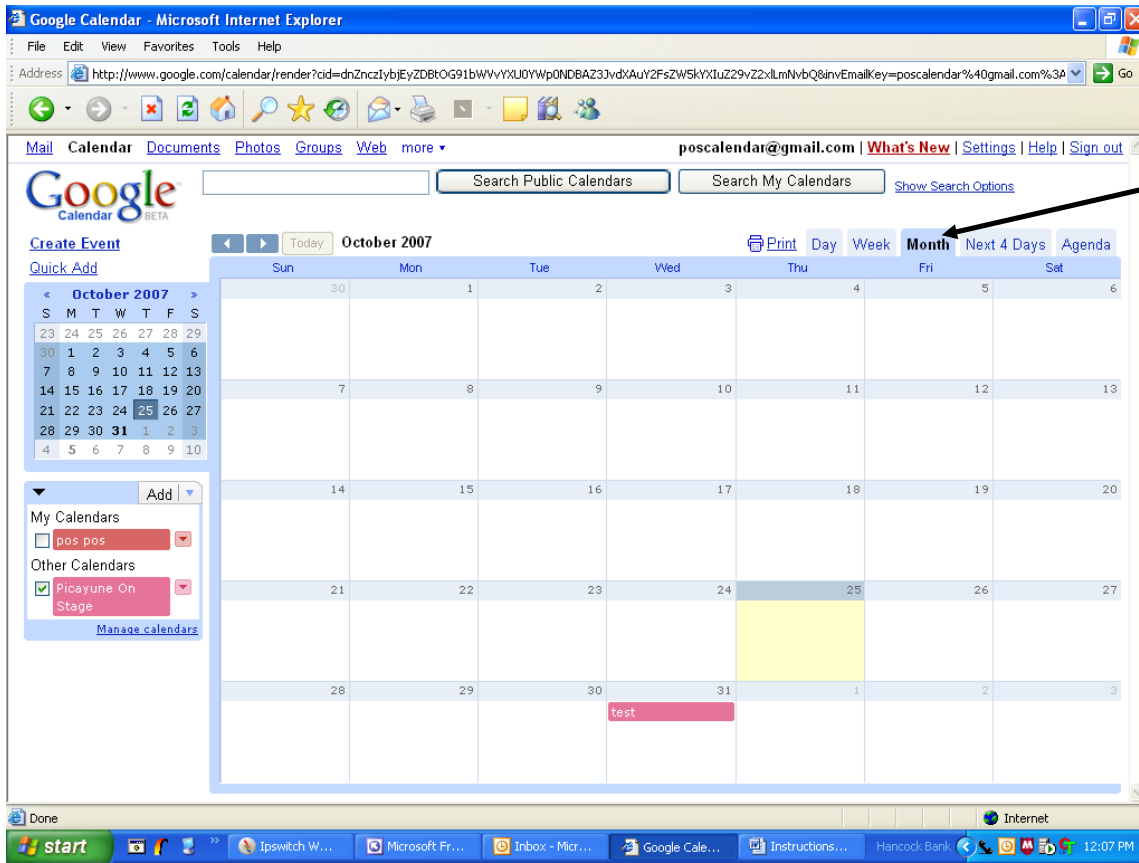
Click on Calendar Admin or Reservation Admin



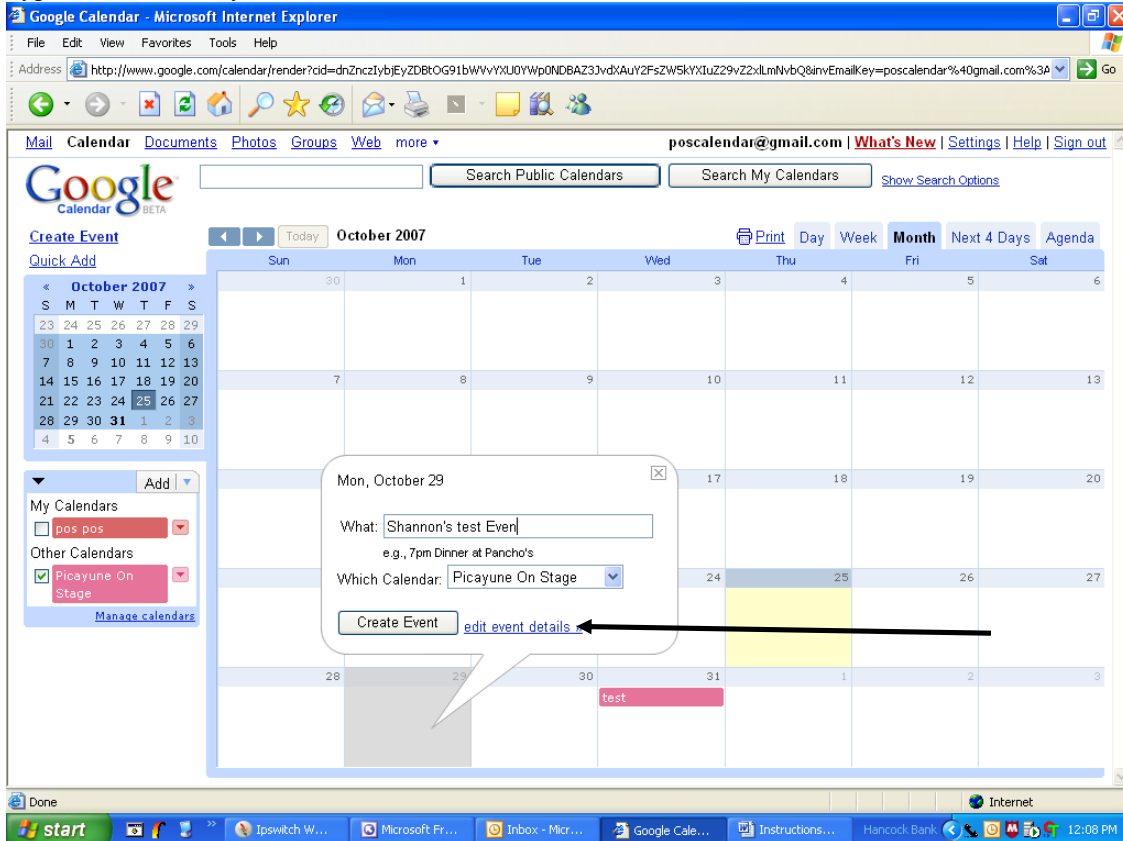
Type in the email address and password



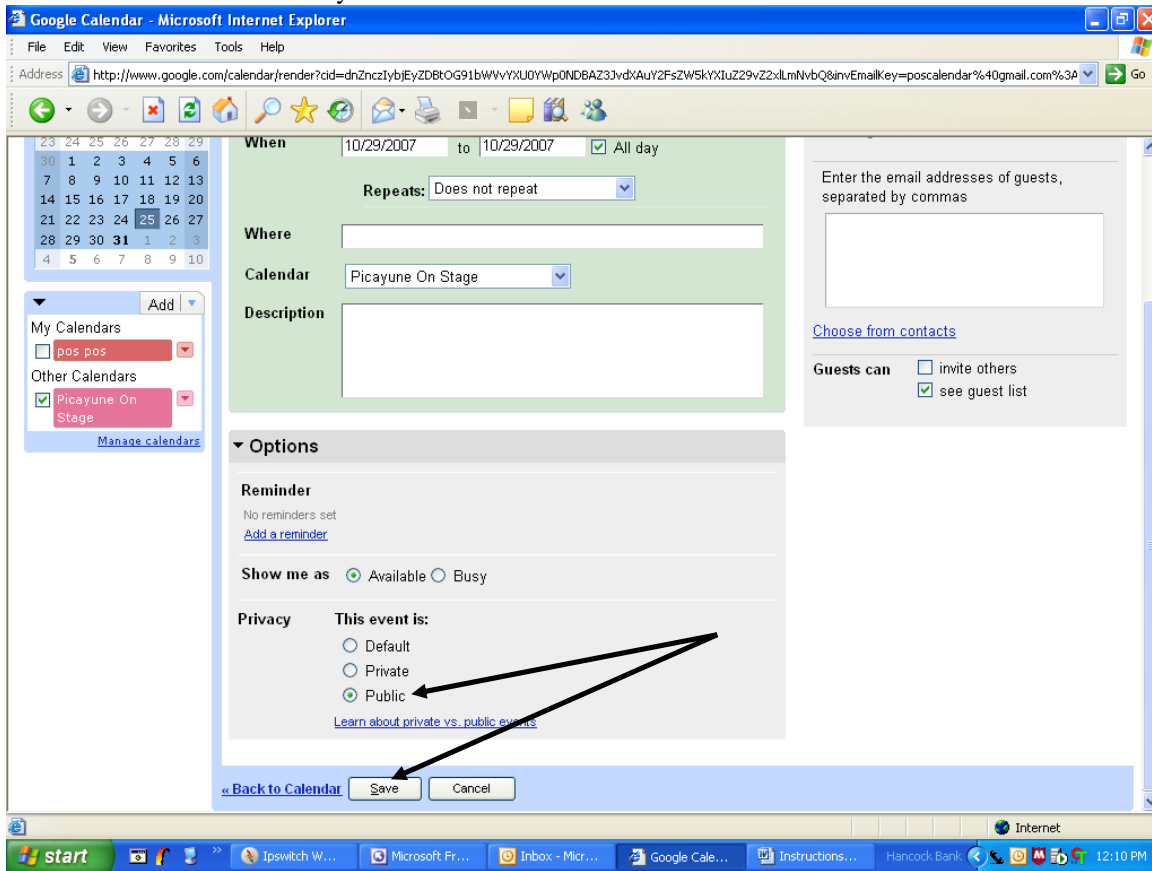
If you want to add an event to the calendar click on the month tab and choose a date



Type in the name of your event and click on edit event details



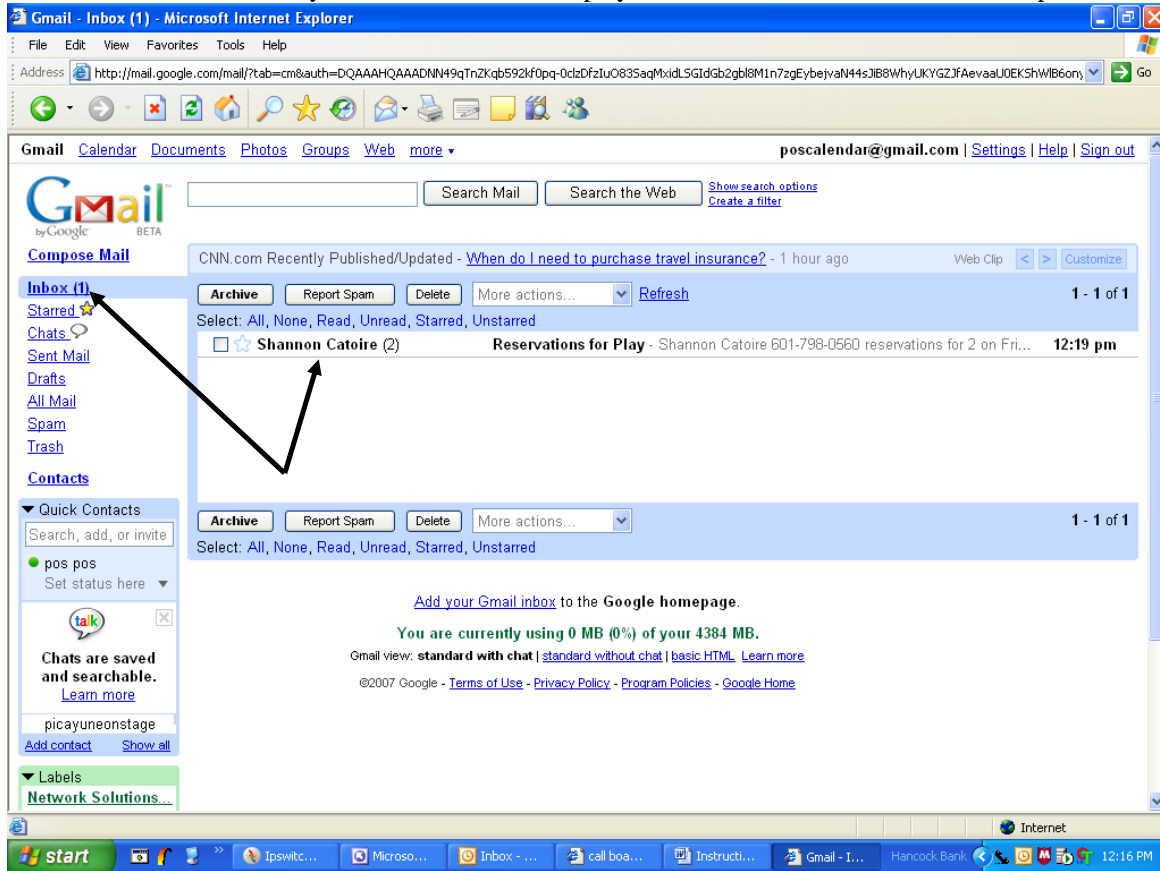
Scroll down and set the Privacy for the event to Public and then click save



Sign out when you are done.



Click on the inbox link and you should see email for play reservations. Click on the email to open it.



Now you can see all the information for the reservations. After you have recorded the reservations you can sign out

