# Using the new SJBCC availability/self-booking calendar:
A simple guide

To view the new availability calendar:

- Go to the website member's page as usual, and **click on the 'Car availability/booking' button**.
- **Log in** using your username (your email address) and your password.

You will then see the calendar. As with the Google calendar, the cars are colour coded (key at top right). You can scroll to the date you require using the arrows at the top left of the calendar.
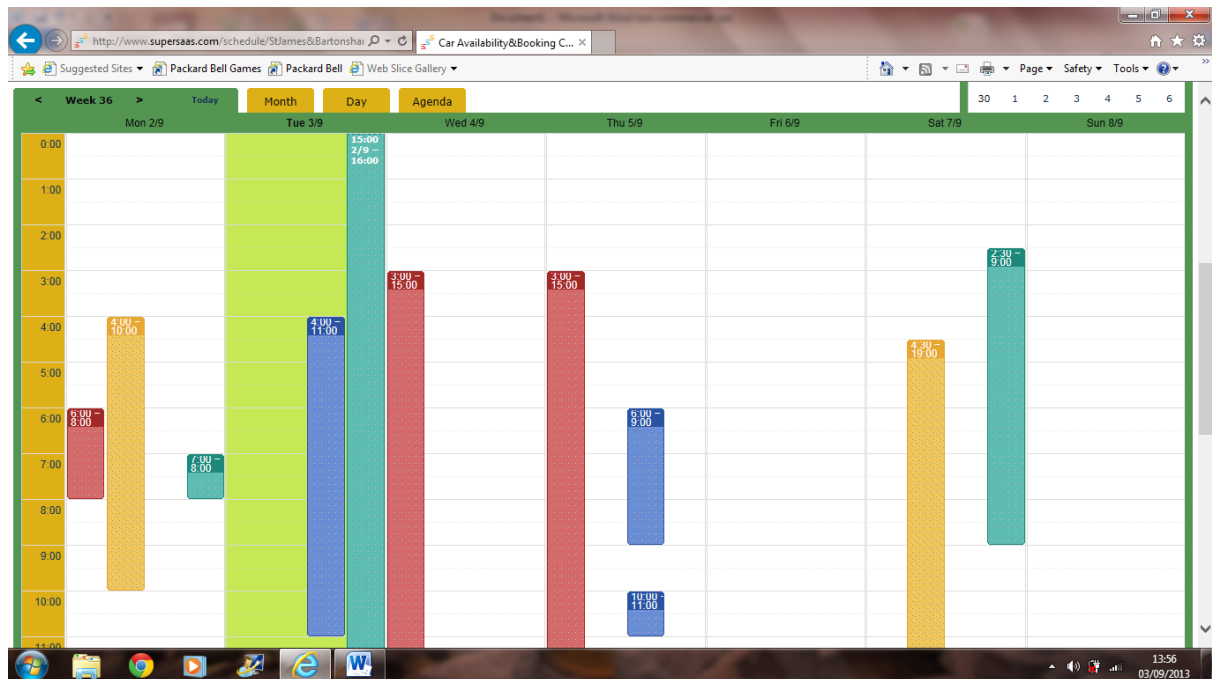

Extra features:

To view which member has made a particular booking, hover over/click on this booking and the name will appear.

To view the availability of just one particular car, click on this car's coloured button in the key above the calendar.

To view just one particular day's bookings, or a month overview, click on the appropriate tab at the top left of the calendar.

- Don't forget to **Sign Out** (top righthand corner of screen)

To make a booking:
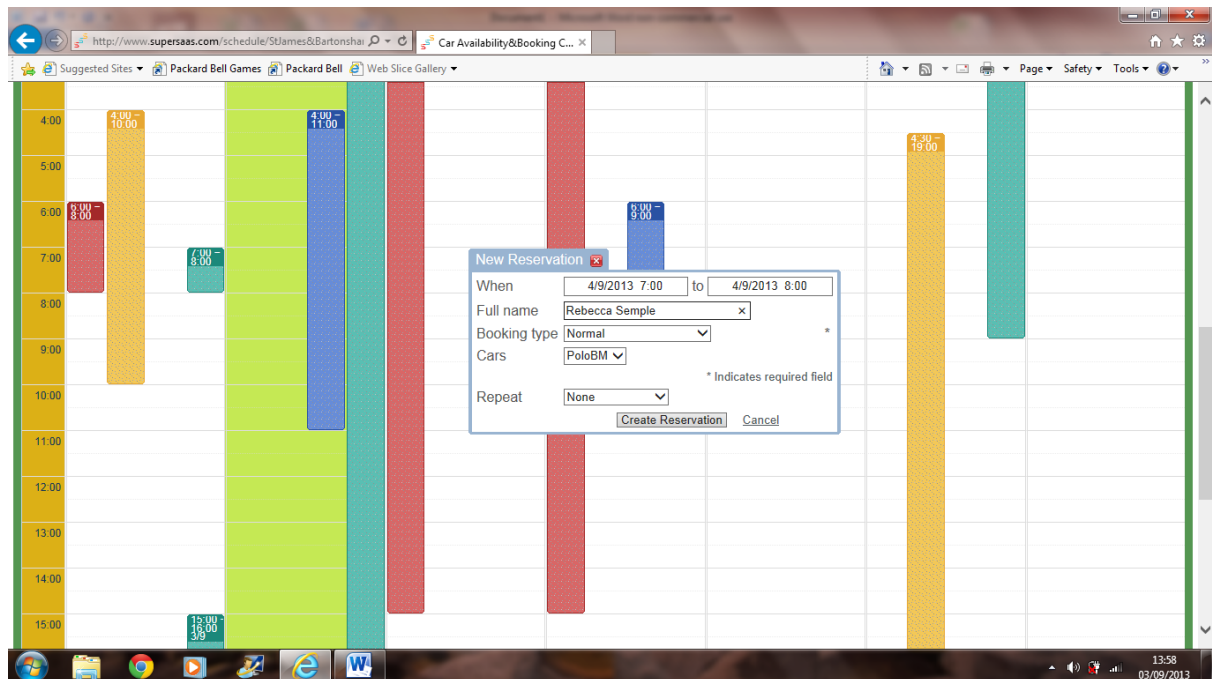
- **Simply click on the calendar**, and adjust the times, dates and car needed in the New Reservation table that pops out (see above). If you are making an overnight/multiple day booking, just change the date of return as well as the time (ie. no need to make a separate booking for each day).

  Please *do not* change the way your name is entered (except to change to the full name of another SJBCC driver in your household)
  There is no need to alter the 'Booking Type' unless you are booking the car for cleaning or maintenance purposes.

- **Click on 'Create Reservation'** at the bottom of this table and it is done!

- Don't forget to **Sign Out** (top righthand corner of screen)

To amend/cancel your original booking:

- Click on the original booking and amend booking details/click on cancel.
NB. If you wish to swap/coordinate with another member's booking, click on the booking and you will see who has made it – contact them directly using the car club contact list and come to a mutually-agreeable arrangement. (You will both then need to amend your own bookings accordingly – you cannot alter someone else's booking!)
- Don't forget to **Sign Out** (top righthand corner of screen)