



Hall Mead School

Lettings

User Guide

Getting Started

In order to use The Lettings Calendar, you must first register. If you have already registered, then you must log in before using the system. *At the top of each page (except for the registration and log in pages) you will see a welcome message, today's date, and a few links -- a "Log Out" link and a "My Control Panel" link underneath the welcome message, and a "Help Me" link under the date.*

Please Log In

Email address

Password

Language

Keep me logged in (requires cookies)

First time user? [Click here to register](#)

[View Schedule](#) | [I Forgot My Password](#) | [Help](#)

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Registering

To register, first navigate to the registration page. This can be reached through the Lettings website link on the home page of the Hall Mead School website. You must fill in every field. The email address that you register with will be your login. The information that you enter can be altered at any time by [changing your profile](#).

Selecting the "Keep Me Logged In" option will use cookies to identify you each time you return to the Calendar, bypassing the need to log in each time. *You should only use this option if you are the only person using the scheduler on your computer.* After registering, you will be redirected to [My Control Panel](#).

Logging In

Logging in is as simple as entering your email address and password. You must [register](#) before you can log in. This can be accomplished by following the registration link on the log in page.

If a previous user is displayed in the welcome message, click "Log Out" to clear out any cookies they were using and [log in](#) as yourself. Clicking the "My Control Panel" link will take you to [My Control Panel](#), your "home page" for the scheduler. Clicking the "Help Me" link brings a pop-up help window. Clicking the "Email Admin" link will open a new mail addressed to the system's administrator.

Warning: If you have Norton Personal Firewall running while using Lettings Calendar, you may encounter problems. Please disable Norton Personal Firewall while using Lettings Calendar and enable it after you are done.

Selecting My Language

On the login page, there will be a pull down menu with all of the available language translations that your administrator has included. Please select the language that you prefer and all Lettings Calendar text will be translated. This will not translate any text that is entered by your admin or by other users; it will only translate the application text. You will need to log out to select a different language.

Changing Profile Information or Password

To change your profile information (name, email, etc.) or your password, first log into the system. At [My Control Panel](#), in [My Quick Links](#), click "Change My Profile Information/Password". This will bring you to a form with your information filled in. Edit any information you wish. Any field left blank will not be altered. If you wish you change your password, enter it twice. After editing your information, click "Edit Profile" and your changes will be saved to the database. You will then be returned to My Control Panel.

Resetting Your Forgotten Password

If you have forgotten your password, you can reset it and have a new one emailed to you. To do this, navigate to the login page and click the "I Forgot My Password" link underneath the login form. You will be taken to a new page and asked to enter your email address. After clicking "Submit", a new, randomly generated password will be created. This new password will be set in the database and emailed to you. After receiving this email, please copy and paste your new password, [log in](#) with it, and promptly [change your password](#).

Getting Help

If you do not have permission to use a resource, have questions about a resource, reservation, or your user account, please use the "Email Admin" link located in [My Quick Links](#).

My Control Panel

The Control Panel is your "home page" for the scheduling system. Here you can review, modify or delete your reservations. My Control Panel also includes a link to the [Scheduler](#), a link to [Edit Your Profile](#) and an option to Log Out of the Scheduling System.

Welcome Back, Lyn Wednesday, November 17, 2010
[Log Out](#) | [My Control Panel](#) [Help](#)

> [My Quick Links](#) ?

- » [Bookings](#)
- » [My Calendar](#)
- » [Schedule Calendar](#)
- » [Email Preferences](#)
- » [Email Administrator](#)
- » [Change Profile](#)
- » [Log Out](#)

> [My Announcements](#) ?

Announcements as of 11/17/2010

- There are no announcements.

> [My Reservations](#) ?

Start Date	End Date	Resource	Start Time	End Time	Created	Modify	Delete
You do not have any reservations scheduled.							

> [My Invitations](#) ?

Start Date	End Date	Resource	Start Time	End Time	Owner	Accept	Decline
You do not have any reservations scheduled.							

> [My Reservation Participation](#) ?

Start Date	End Date	Resource	Start Time	End Time	Owner	End Participation
You do not have any reservations scheduled.						

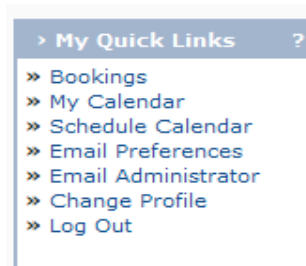
> [My Permissions](#) ?

Resource	Location	Phone	Notes
Main Hall	Main Hall/Foyer		After School Hours Only

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My Quick Links

The **Quick Links table** will provide you with common application links.



The first, "**Bookings**" will take you to the default schedule. Here you can view resource schedules, reserve resources, and edit your current reservations providing you have permission to make changes. Check with your Administrator if you have permission to change your bookings.

Welcome Back, Lyn Wednesday, November 17, 2010 [Help](#)
[Log Out](#) | [My Control Panel](#)

Hall Mead School

11/14/2010 - 11/20/2010

View schedule: Hall Mead School

October 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

My Reservations	My Past Reservations	My Participation	My Past Participation	Other Reservations	Other Past Reservations	Pending Approval	Blacked Out Time
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	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Sunday, 11/14/2010														
Alan Wunderley Centre														
Main Hall														
Outside Training Area														
School Gym														
School Pitches														
School Sports Hall														
School Sports Hall (Shared)														
Monday, 11/15/2010														

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"My Calendar" will bring you to a calendar view of the reservations that you have scheduled or are participating in. This can be viewed by day, week or month. *(Maybe blank if you are not "participating" *, or have not added any bookings, If you wish to view availability of resources check My Schedules).*

Welcome Back, Lyn
Log Out | My Control Panel
Wednesday, November 17, 2010
Help

October 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

< **November 2010** >

[today]

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13

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"Schedule & Resource Calendar" will bring you to a calendar view of the reservations for a selected resource or all resources of a selected schedule. If you have selected the day view of a specific resource, you will also be able to print out a "Sign-up Sheet" view by clicking on the notebook icon next to the resource pull down menu.

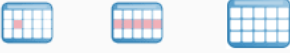
October 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

< Hall Mead School : November 2010 >



[today]

Hall Mead School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	<ul style="list-style-type: none"> • 5:30pm - 9:00pm System Administrator • 7:00pm - 8:00pm System Administrator 	<ul style="list-style-type: none"> • 5:45pm - 7:15pm System Administrator • 7:30pm - 8:30pm System Administrator • 8:30pm - 8:45pm System Administrator • 8:30pm - 9:30pm System Administrator 	<ul style="list-style-type: none"> • 5:45pm - 7:15pm System Administrator • 7:30pm - 9:30pm System Administrator 	<ul style="list-style-type: none"> • 5:45pm - 9:30pm System Administrator • 7:30pm - 9:30pm System Administrator 	<ul style="list-style-type: none"> • 8:00pm - 9:30pm System Administrator 	

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*If someone else, (ie administrator), has made the booking they can invite you to "participate" in the booking, therefore this will then showup on you're "My Calendar". (See "**My Invitations**" below)

"**Email Preferences**" will take you to a page where you can choose how and when you want to be contacted regarding your scheduler usage. By default, you will receive HTML email alerts any time you add, edit or delete a reservation.

Welcome Back, System
[Log Out](#) | [My Control Panel](#)

Email Preferences

Email me when:

Yes No I place a reservation

Yes No My reservation is modified

Yes No My reservation is deleted

Yes No My reservation is approved

I prefer: HTML Plain text

"**Change Profile**" (Information/Password) will navigate to a page allowing you to edit your personal information, such as login email address, name, phone number and password. All of your information will be filled in for you. Blank and unchanged values will not be altered.

Please edit your profile

* Email address (this will be your login)	<input type="text" value="jizalicks@hallmeadschoi"/>
* First Name	<input type="text" value="System"/>
* Last Name	<input type="text" value="Administrator"/>
* Phone	<input type="text"/>
Institution	<input type="text"/>
Position	<input type="text"/>
* Password (6 char min)	<input type="password"/>
* Re-Enter Password	<input type="password"/>
Timezone	<input type="text" value="GMT +0"/> <input type="button" value="v"/>

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The final link, "**Log Out**" will log you out of your current session and return you to the log in screen.

My Announcements

This table will list any announcements that the system administrator feels are important.

My Reservations

The **My Reservations table** shows all of your upcoming reservations starting with today (by default). This table will list each reservation's Date, Resource, Date/Time of its creation, Date/Time of its last modification, Start Time and End Time. From this table you can also modify a reservation or delete it, simply by clicking on the "Modify" or "Delete" link at the end of the respective reservation's row. Both of these options will bring up a pop-up box where you can confirm your reservation changes. Clicking on a reservation's date will bring up a new window where you can view the reservation's details.

To sort your reservations by a specific column, click on the - or + link at the top of the column. The minus sign will sort your reservations in descending order by that column name, the plus sign will sort your reservations in ascending order by that column name.

My Announcements										?
Announcements as of 11/17/2010										
• There are no announcements.										

My Reservations										?
Start Date	End Date	Resource	Start Time	End Time	Created	Modify	Delete			
You do not have any reservations scheduled.										

My Invitations										?
Start Date	End Date	Resource	Start Time	End Time	Owner	Accept	Decline			
You do not have any reservations scheduled.										

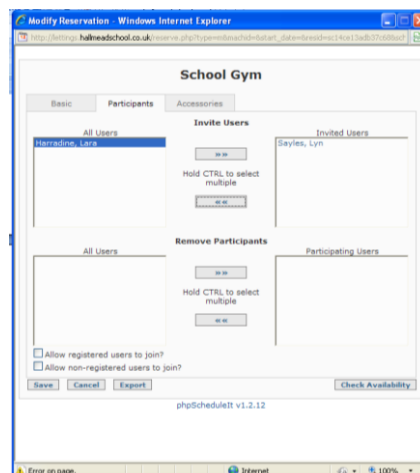
My Reservation Participation										?
Start Date	End Date	Resource	Start Time	End Time	Owner	End Participation				
You do not have any reservations scheduled.										

My Permissions										?
Resource	Location	Phone	Notes							
Main Hall	Main Hall/Foyer		After School Hours Only							

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My Invitations

The **My Invitations table** shows all the reservations that you have been invited to and allows you to either Accept or Decline participating in that reservation. If you accept, you will still have an opportunity to end your participation at a later time. If you decline, you will not be able to accept unless the reservation's creator invites you again.



My Reservation Participation

The **My Reservation Participation table** shows all of the reservations which you are participating in. This will not show the reservations that you have created. From this table, you can choose to end your participation with a selected reservation. If you end participation, you will not be able to participate unless the reservation's creator invites you again.