

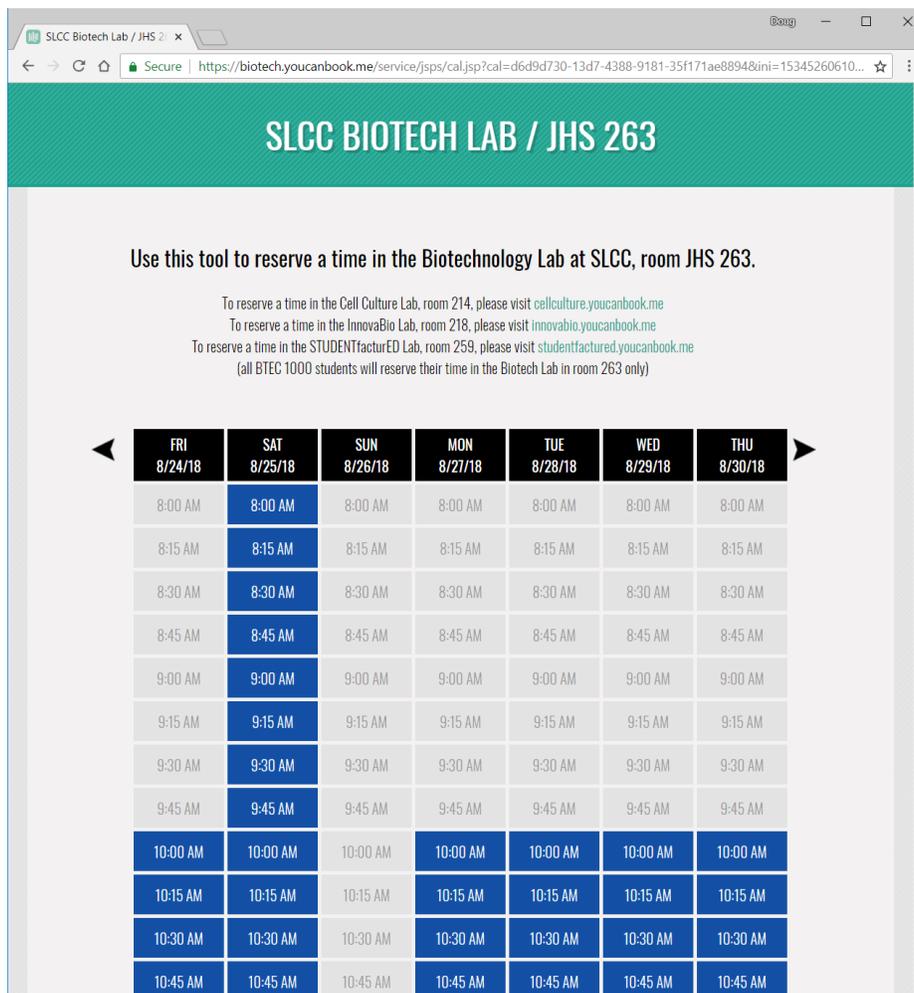
# How to input your schedule using biotech.youcanbook.me

Scheduling your time in the lab is an important part of achieving success in your Biotechnology course at Salt Lake Community College. To schedule time in the lab, follow the steps below.

Open the tool using any web browser by opening the following link:

[biotech.youcanbook.me](https://biotech.youcanbook.me)

You will see a calendar screen for the current week.



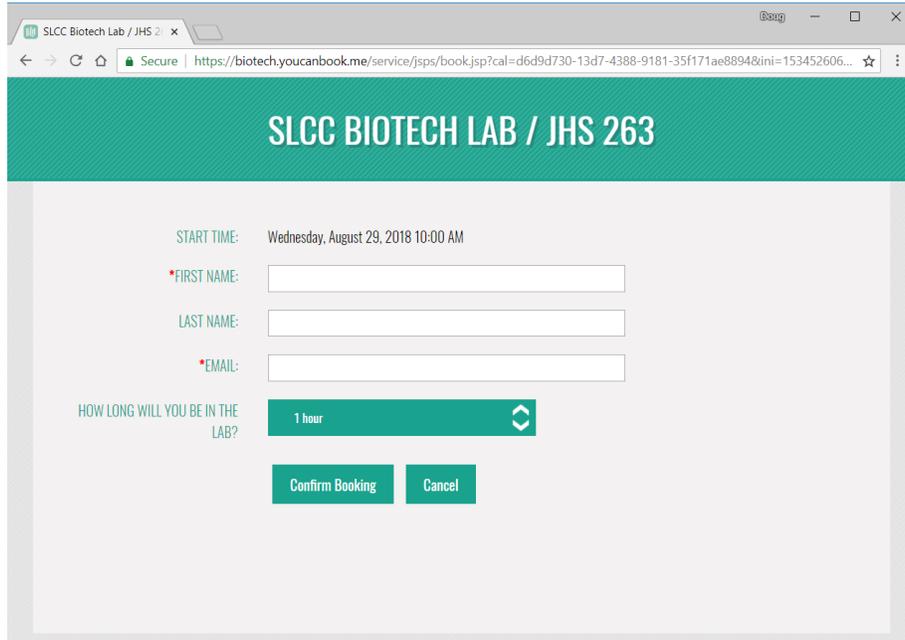
To schedule a place in the lab, simply click on the time you will start on a particular day. To advance ahead one week, click on the black arrow at the end of the date row.

BTEC 1000 students will book only in JHS 263. In later classes, you will choose another lab as appropriate from the links at the top of the page.

In the example that follows, I will schedule myself in the Biotech lab (JHS 263) from 10AM to 12PM on Wednesday, August 29<sup>th</sup>.

- I start by clicking on “10:00 AM” in the “Wed 8/29/18” column.

NOTE: When you click on a time, it automatically selects a one-hour time block. You will be able to adjust this in the next screen.

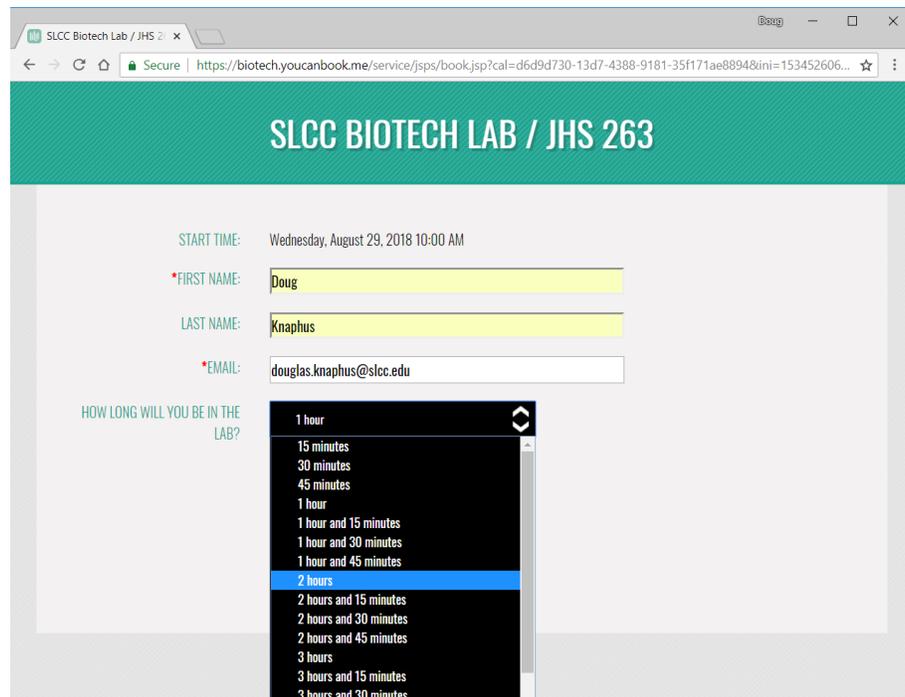


The screenshot shows a web browser window with the URL <https://biotech.youcanbook.me/service/jsps/book.jsp?cal=d6d9d730-13d7-4388-9181-35f171ae8894&ini=153452606...>. The page title is "SLCC BIOTECH LAB / JHS 263". The form includes the following fields:

- START TIME: Wednesday, August 29, 2018 10:00 AM
- \*FIRST NAME:
- LAST NAME:
- \*EMAIL:
- HOW LONG WILL YOU BE IN THE LAB?: A dropdown menu currently showing "1 hour".

At the bottom of the form are two buttons: "Confirm Booking" and "Cancel".

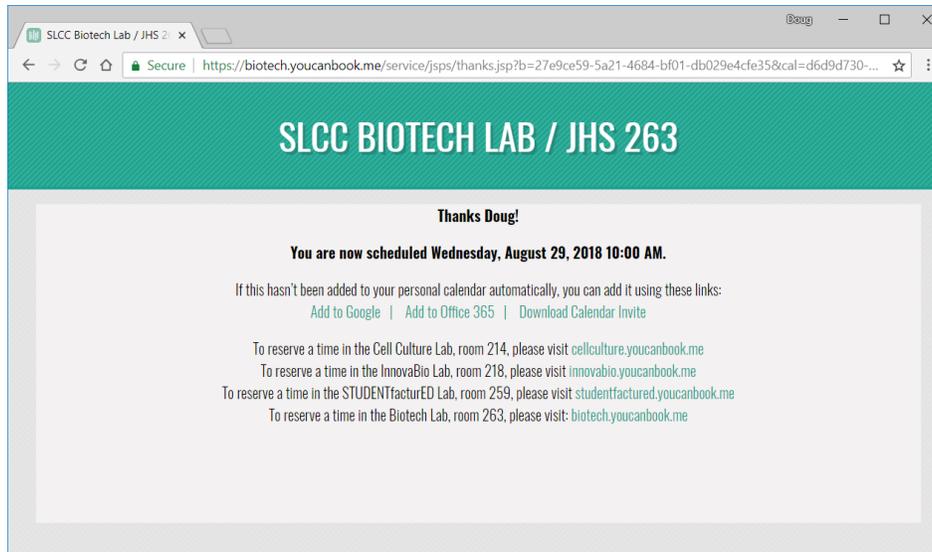
- Fill in the required information. Click the pull-down menu to specify the length of time you will be here. In my example, I change this to “2 hours”.



The screenshot shows the same web browser window as the previous one, but with the form fields filled out and the dropdown menu open. The form fields are:

- START TIME: Wednesday, August 29, 2018 10:00 AM
- \*FIRST NAME:
- LAST NAME:
- \*EMAIL:
- HOW LONG WILL YOU BE IN THE LAB?: A dropdown menu with the following options: 1 hour, 15 minutes, 30 minutes, 45 minutes, 1 hour, 1 hour and 15 minutes, 1 hour and 30 minutes, 1 hour and 45 minutes, 2 hours (highlighted in blue), 2 hours and 15 minutes, 2 hours and 30 minutes, 2 hours and 45 minutes, 3 hours, 3 hours and 15 minutes, 3 hours and 30 minutes.

- Hit the “Confirm Booking” button once you have entered the information.
- You will receive a confirmation page, and you will also get an email with your confirmation number and details. **Save the confirmation email**, in case you need to make changes later.



- Your hours will be placed directly on our master calendar, so we know when to expect you in the lab.
- Depending on the software you use, your lab reservation will be placed on your personal calendar automatically, or you can add this to your calendar by clicking one of the links in the confirmation page. You can also do this from the confirmation email you receive.

## Questions:

### How do I make changes to times I've already scheduled?

To modify, adjust, or cancel your time reservation, just click on the link in the confirmation email you received for that date. If you are unable to access this through the confirmation email, contact Doug Knaphus, or Jean Bower, they can manually change the calendar.

### Why does a spot on a certain time or date not show up on the reservations page?

We have limited spaces available in the lab on any given day, so the spot you'd like to book is probably taken, or the lab is closed that day. If this seems like a technical issue, or you'd like to double-check, please contact Doug Knaphus at [douglas.knaphus@slcc.edu](mailto:douglas.knaphus@slcc.edu).

### Who do I ask for help?

For help, questions, or feedback email [douglas.knaphus@slcc.edu](mailto:douglas.knaphus@slcc.edu). If Doug is not available, contact [jean.bower@slcc.edu](mailto:jean.bower@slcc.edu).