

## Booking School Resources

1. Go to the school website ([www.st-peters-pri.gloucs.sch.uk](http://www.st-peters-pri.gloucs.sch.uk))
2. Click on the “Staff” tab
3. Click on the “Resources Booking” button
4. Login to Google Calendar:  
*If you don't have the sign in details please email Rick using your school email account.*
5. Once you are logged into the resources calendar select a time slot.
6. In the “What” field enter the resource you want followed by your class.
7. Click “Edit Event”.
8. Click on the “Rooms. etc.” link
9. Click on the type of resource you want and select the resource from the dropdown menu by clicking on the “Add” link.
10. Click “Save”.

Your resource will be reserved for you.