

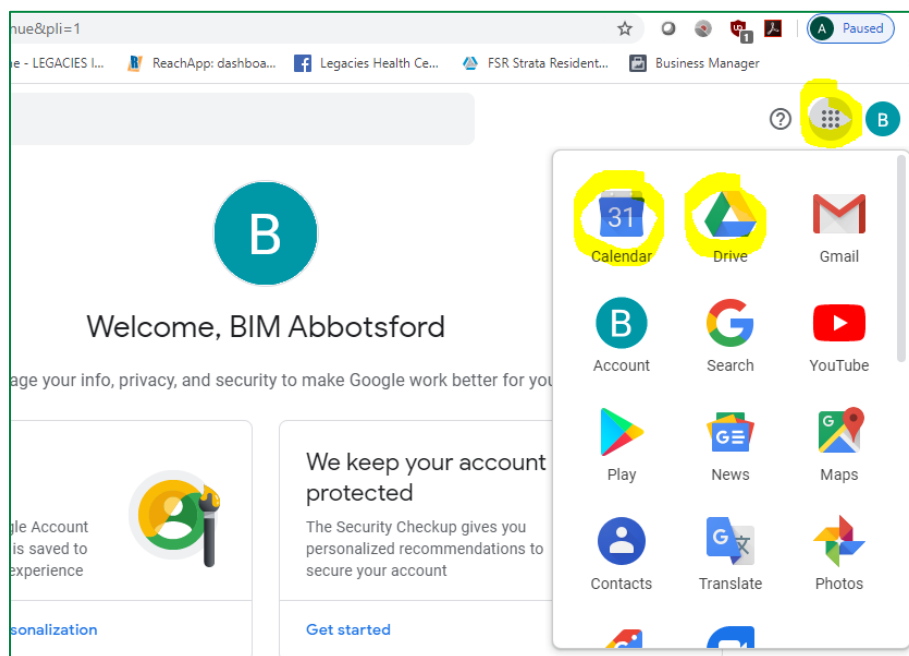
How to Use the Google Calendar - Rehab Staff

The Rehab Central Admin Team is responsible for managing the Calendars for all locations. Each Location Calendar has been shared with the Location Google Account (e.g. Abbotsford account has access to the Abbotsford Schedule only, while Coquitlam Google Account has only access to the Coquitlam Schedule).

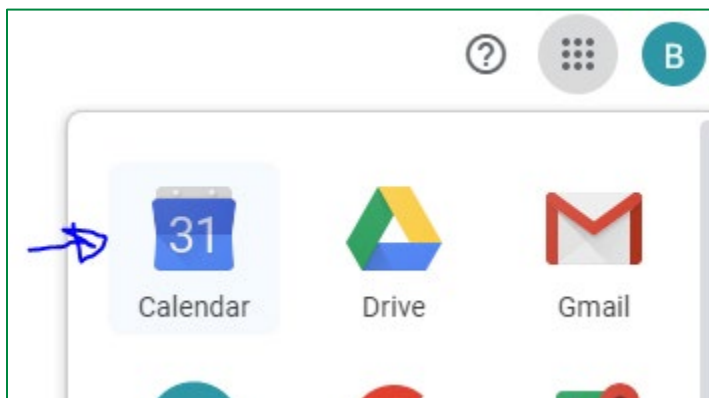
If you need to make changes to anything on the schedule, please contact the scheduling admin of your program (Shannon, Rachel or Chelsea). Don't make any changes to existing bookings, and don't create new appointments from your end, because they will not be visible to the Admin team.

How to Access and View your Location Schedule

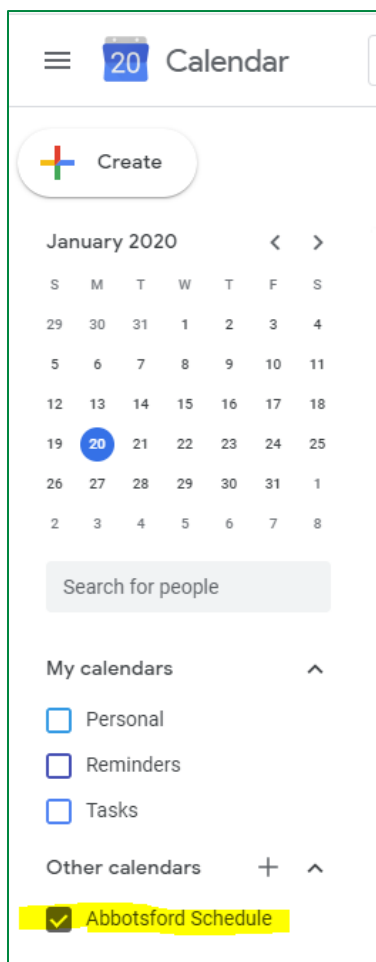
1. If you have a Google personal account, make sure you log-out before following the steps below.
2. Go to [Google Account](#) sign-in page
3. Log-in with your location account (note: passwords have changed on January 20, 9pm; speak with your manager if you have not received the instructions to new log-in info).
4. After the login, you may choose what you would like to access (Google Drive or Calendar). Simply click on the “dots” button (also called **Google apps**) at the top-right corner of your screen:



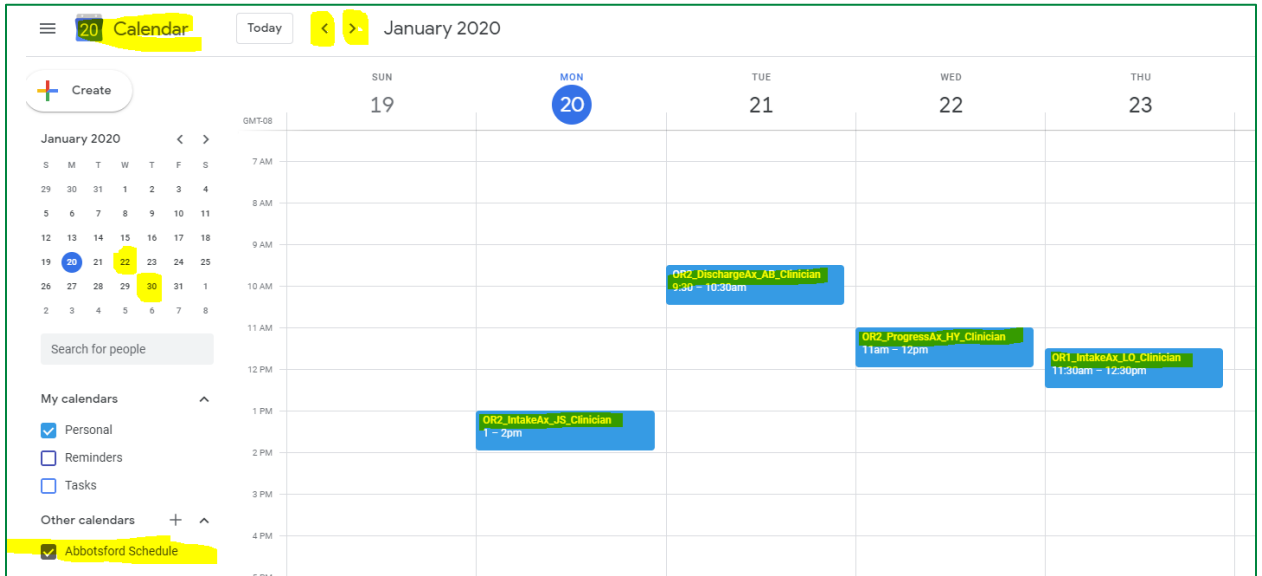
5. To access the schedule of your location, select Calendar



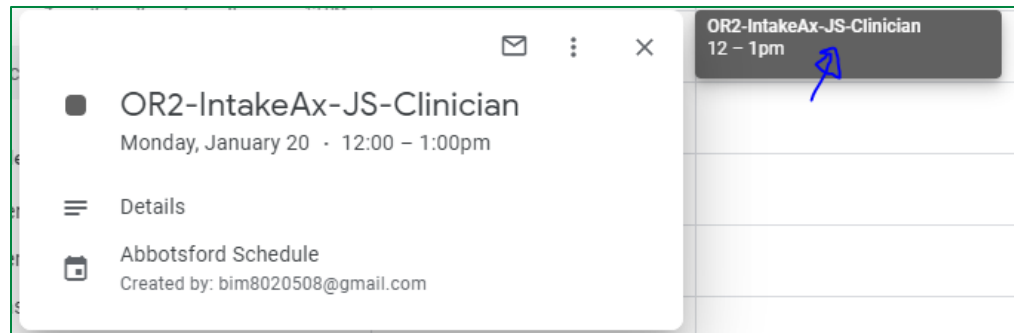
6. When in the Calendar app, under “Other Calendars” make sure your **Location Schedule** checkbox is selected (“Abbotsford Schedule”)



7. When you **Location Schedule** is selected, you can see the assessments scheduled so far (you may need to refresh your browser to see recently scheduled assessments).
8. Tips:
 - a. You can use the arrows to see previous or next week
 - b. Click on the calendar date to see the schedule



- c. Click on an appointment to see details



Questions? Reach out to your manager, and he/she can post a question on the BIM Support WhatsApp group.