

# Digital Office Calendar Job Aid

CRG Training Rooms  
June 2021

Mon Tue Wed Thu Fri Sat Sun

31 June 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18

21 22 23 24 25 26 27

28 29 30 31

One Passion. One Hunger. One CRG.

Show All  Training Room A  Training Room A and B  Training Room A, B, and C  Training Room B

Training Room C

Online Calendar powered by localendar.com

Example: Training Room A and B are booked

Color Coded Room Legendary

To book a room click "Add Event"

On the "Add Event" Pop Up...

Required Fields to fill out:

1. Email Address
2. Title (what's the room for)
3. Date
4. Specific Time or All Day Event?
5. Category (which rooms)

**Add Event**

Your email address:  (In case the calendar owner needs to contact you)

Title:

Description:

**Text Color:**  **Background Color:**

Enter HTML hex color code #  Enter HTML hex color code #

Location: (optional)  
Information:  ?  
Street Address:  ?

Date: June 28 2021

Time:  Start 9:00 AM (GMT-5:00) Eastern Time - New York  
Duration 1 hour(s) 00 minutes  
 All Day Event

Category: Training Room A