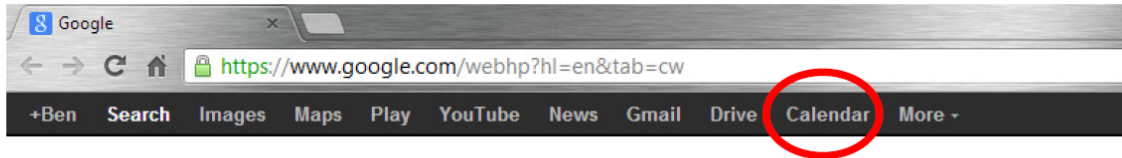


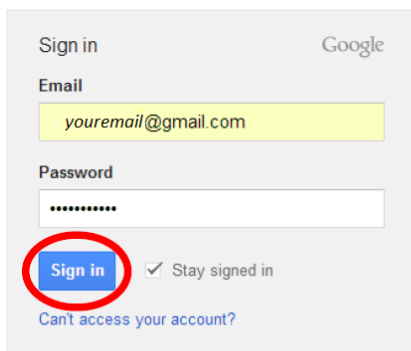
Instructions for using Hawera Aero Club Online Booking

To make a booking:

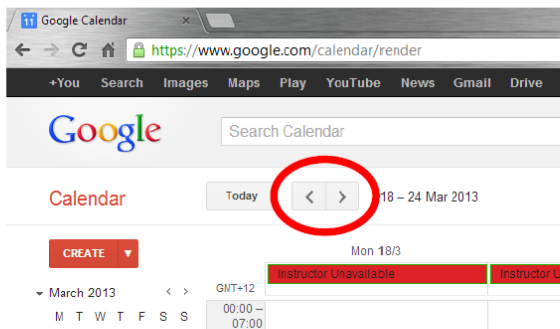
1. Launch your web browser (Explorer, Safari, Firefox etc.)
2. Go to www.google.com
3. Click on Calendar



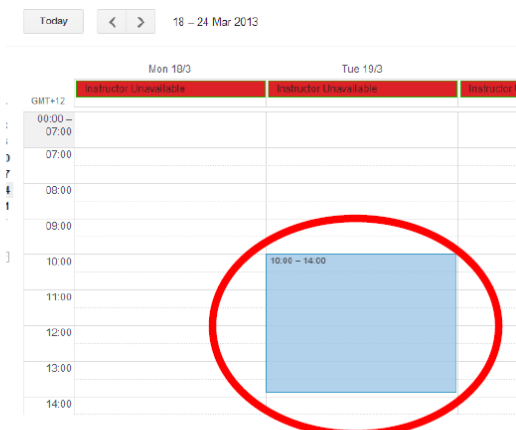
4. Enter your username: *youremail@gmail.com*
5. Enter your password: *xxxxxxx*
6. Click on the sign in button



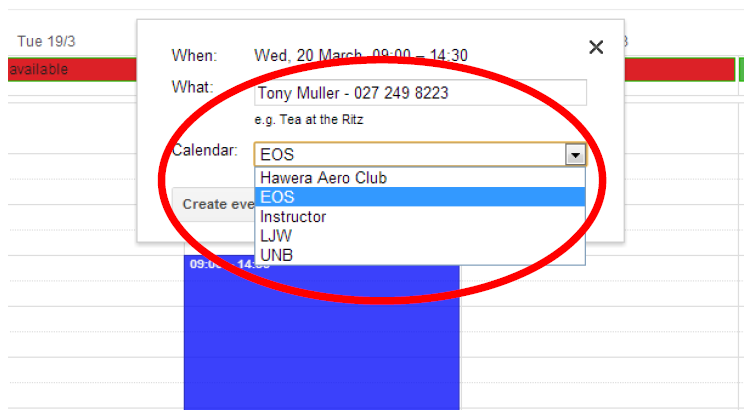
7. Navigate to the week you wish to make your booking by clicking on the arrows



8. Click and hold at your desired start time and drag down to your finish time



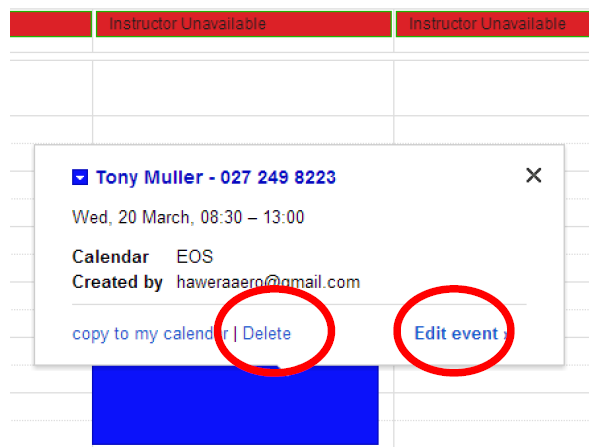
9. Enter your name and phone number in the *What* box. Select the plane you wish to book from the *Calendar* dropdown box. Click on *Create event* to finish.



10. If you wish to book the instructor at the same time then repeat *Step 8* and *Step 9* but this time select *Instructor* from the dropdown box.

To Edit or Delete a booking:

1. Click on the booking, then click on *Delete* to discard the booking or *Edit event* to make changes



2. Make changes to the time, date or plane then click the red *Save* button

