1. To register for a shift please follow this link:
   https://bookwhen.com/ovcmmis-dvmsfaculty

2. On the website click on the day and time that works for you and press “Select”
   You will notice the time that you selected has a little shopping cart symbol next to it.
3. Now you can select another day an time if needed. Once day an time is selected, press “Select” again. Repeat this step until you selected all of the time slots you want.

4. Once you selected all of the time slots you wanted, click “Proceed”
5. You will see a confirmation window with all of the time slots you have selected. If you need to change any of your selections, click on the “SCHEDULE” link.

6. If what you don’t need to change any of your selections, click “Book now”.

7. Please enter a password “mmisregister” and press “Continue”. This protects the page from random public registrations.

8. Fill in your email address and press “Continue”. This is the email address that will be used to send you confirmation of your booking and also here is where you will receive a calendar attachment that you can download to create entry in your personal calendar to get reminders about your events.
9. Fill in your First name, Last name and click “Continue”. ***DO NOT ADD ANOTHER ATTENDEE even if you booked multiple time slots, you are allowed to register only for yourself!!!***

10. On this page you see a summary of your bookings.
11. At this point you should receive an email with confirmation of the booking. Part of this confirmation email is a calendar event attachment. You can add a reminder about your registration to your calendar by clicking the downwards pointing arrow and selecting “Add to calendar”.
12. Once it's added the attachment will show “Added”

13. You can view the event by going into your calendar

14. Double click on the event. In the “Reminder” drop down you can select how long before the event you want to be notified.
If you have any questions or concerns, please contact Elizabeth Lowenger at ovcmmis@uoguelph.ca