

1. To register for a shift please follow this link:
<https://bookwhen.com/ovcmis-dvmfaculty>



SCHEDULE

Select date				
May, 2018				
14	Mon	8am - 10am	DVMs / Faculty	
		10am - 12pm	DVMs / Faculty	
		12pm - 2pm	DVMs / Faculty	
		2pm - 4pm	DVMs / Faculty	
		4pm - 6pm	DVMs / Faculty	
15	Tue	8am - 10am	DVMs / Faculty	
		10am - 12pm	DVMs / Faculty	
		12pm - 2pm	DVMs / Faculty	
		2pm - 4pm	DVMs / Faculty	
		4pm - 6pm	DVMs / Faculty	
16	Wed	8am - 10am	DVMs / Faculty	
		10am - 12pm	DVMs / Faculty	
		12pm - 2pm	DVMs / Faculty	

DVMs / Faculty View Details

Monday, 14 May, 2018 8am - 10am
 8 spaces available

TICKETS / BOOKING TYPES

8 available Select

Proceed

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.

Select date				
May, 2018				
14	Mon	8am - 10am	DVMs / Faculty	
		10am - 12pm	DVMs / Faculty	
		12pm - 2pm	DVMs / Faculty	
		2pm - 4pm	DVMs / Faculty	
		4pm - 6pm	DVMs / Faculty	

DVMs / Faculty View Details

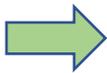
Monday, 14 May, 2018 2pm - 4pm
 7 spaces available

TICKETS / BOOKING TYPES

7 available - 1 +

Proceed

4. Once you selected all of the time slots you wanted, click “Proceed”



[SCHEDULE](#) > [SELECTED ITEMS](#)

SELECTED ITEMS

DVMs / Faculty

Mon, 14 May 2018 8am - 10am	x 1	⊘
Mon, 14 May 2018 2pm - 4pm	x 1	⊘

Book now 

- Your places will be reserved when you start the booking.
- Attendee details and a payment (if any) are required to complete the booking.

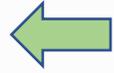
5. You will see a confirmation window with all of the time slots you have selected. If you need to change any of your selections, click on the “SCHEDULE” link
6. If what you don’t need to change any of your selections, click “Book now”

[PASSWORD](#) > [BOOKER](#) > [DETAILS](#) > [COMPLETE](#)

DVMs / Faculty

Event password

Please enter the password for this event.

Continue 

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

Booker details

Your email address

Enter your own email if booking on behalf of others.

Continue 

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

Attendee details

1ST ATTENDEE

* Full name

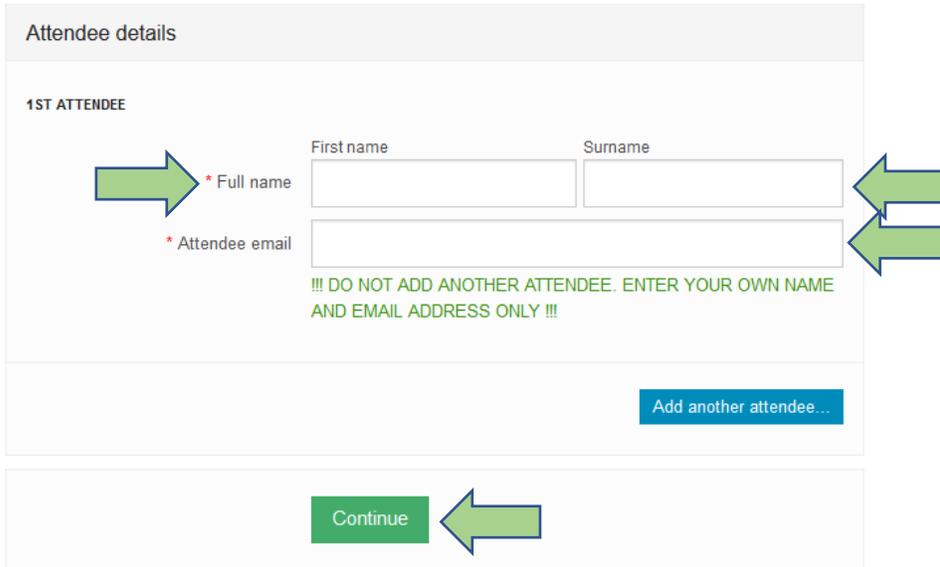
First name Surname

* Attendee email

!!! DO NOT ADD ANOTHER ATTENDEE. ENTER YOUR OWN NAME AND EMAIL ADDRESS ONLY !!!

Add another attendee...

Continue



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!!!**

✓ Booking Complete

Booking ref: **6MYKQ**

You can access your booking using the link in the confirmation email.

Your booking confirmation has been sent to: **vgazo@uoguelph.ca**

[Set a password](#) to make future booking easier and manage your bookings.

BOOKING DETAILS

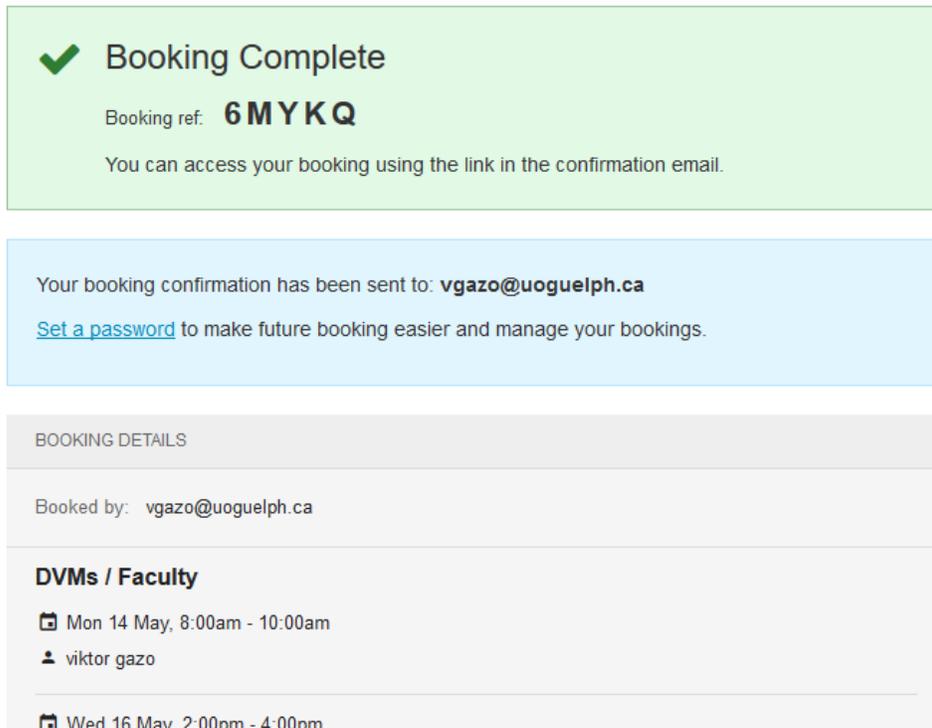
Booked by: **vgazo@uoguelph.ca**

DVMs / Faculty

📅 Mon 14 May, 8:00am - 10:00am

👤 viktor gazo

📅 Wed 16 May, 2:00pm - 4:00pm



10. On this page you see a summary of your bookings.

Booking confirmation. Ref: 6MYKQ

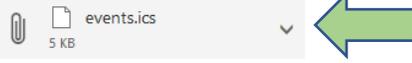


Ovcmmis <mail@bookwhen.com>
Today, 2:10 PM
Viktor Gazo

Reply all

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).



Download Save to OneDrive - University of Guelph

Thank you for your booking.

Your booking reference is: **6MYKQ**

[View booking](#)

You can access your booking using the button above. Please keep this email for future reference.

DVMs / Faculty

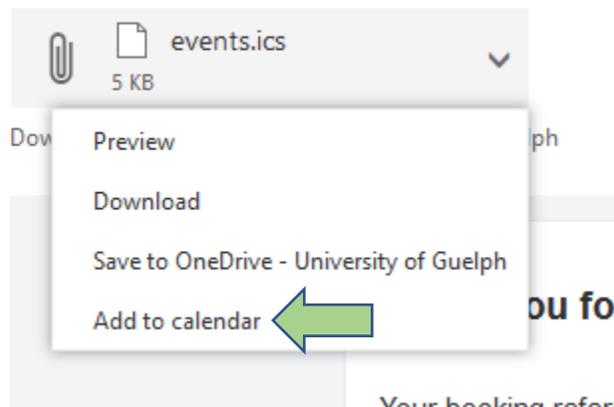
Date 16 Mon 14 May, 8:00am - 10:00am

Ticket 16 Single booking

Person 16 viktor gazo

Date 16 Tue 15 May, 8:00am - 10:00am

11. At this point you should receive an email with confirmation of the booking. Part of this confirmation email is a calendar even 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"



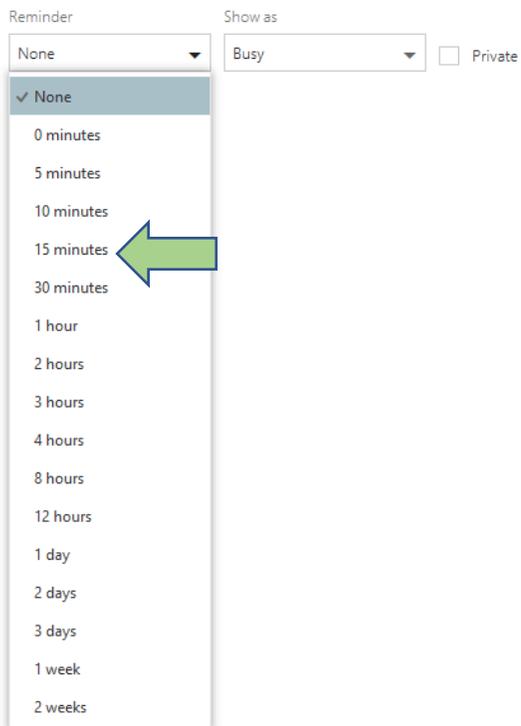
13. You can view the event by going into your calendar

Details

DVMs / Faculty

When: Mon 5/14/2018 12:00p - 2:00p

Where: No location has been added



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