

How do I book an event with a different date?

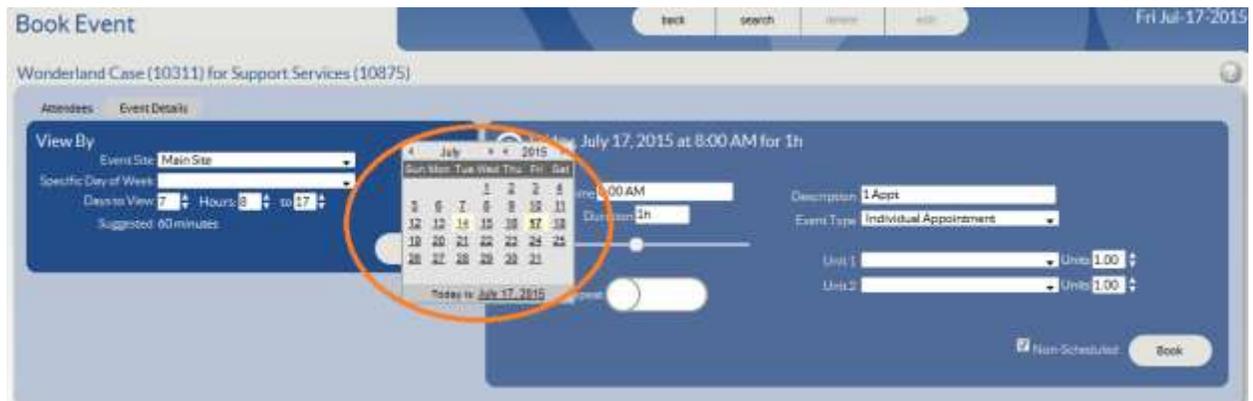
There are many times when you will need to book an event for dates before or after today. There are 5 simple steps that you will need to follow:

1. Click 'Select Date' link



The screenshot shows the 'Book Event' page for 'Wonderland Case (10311) for Support Services (10875)'. The 'View By' section on the left has a 'select date' link circled in orange. A large blue arrow points from this link towards the event details on the right. The event details show 'Friday, July 17, 2015 at 8:00 AM for 1h'. Other fields include 'Start Time: 8:00 AM', 'Duration: 1h', 'Description: 1 Appt', 'Event Type: Individual Appointment', and 'Units: 1.00' for both Unit 1 and Unit 2. A 'Book' button is visible at the bottom right.

2. Choose any date on the calendar



The screenshot shows the 'Book Event' page with a calendar overlay. The calendar is for July 2015, and the date July 17 is circled in orange. The event details on the right are the same as in the previous screenshot, showing 'Friday, July 17, 2015 at 8:00 AM for 1h'. The 'Book' button is visible at the bottom right.

3. Notice that the grid below changes to the selected date:

The screenshot shows the 'Book Event' interface for 'Wonderland Case (10311) for Support Services (10875)'. The top right corner displays 'Fri Jul-17-2015'. The 'Event Details' section shows the event is scheduled for 'Friday, July 17, 2015 at 8:00 AM for 1h'. The 'View By' section includes a 'View' button. The calendar grid at the bottom is circled in orange, showing the selected date and time slot: 'Tue July 14, 2015 Site Hours: 12:00 PM to 11:59 PM'.

4. Click on the start time on the grid and then the date and time of the Event will now change in the top-right rectangle area:

The screenshot shows the 'Book Event' interface for 'Wonderland Case (10311) for Support Services (10875)'. The top right corner displays 'Fri Jul-17-2015'. The 'Event Details' section shows the event is scheduled for 'Friday, July 17, 2015 at 8:00 AM for 1h'. The 'View By' section includes a 'View' button. The calendar grid at the bottom is circled in orange, showing the selected date and time slot: 'Tue July 14, 2015 Site Hours: 12:00 PM to 11:59 PM'. An orange arrow points to the start time '8:00 AM' on the grid.

5. To finish:

- a. Type description
- b. Select at least 1 Cart/Service item, if applicable
- c. Click "Book"

The screenshot shows a 'Book Event' interface for 'Wonderland Case (10311) for Support Services (10875)'. The interface includes a top navigation bar with 'back', 'search', 'cancel', and 'edit' buttons, and a date 'Fri Jul-17-2015'. The main content area is divided into 'Attendees' and 'Event Details' tabs. The 'Event Details' tab is active, showing a calendar view for 'Tuesday, July 14, 2015 at 11:15 AM for 45m'. The 'Start Time' field is set to '11:15 AM' and the 'Duration' is '45m', both of which are circled in orange. The 'Description' is 'Harm Reduction or Volunteer' and the 'Event Type' is 'Individual Appointment'. There are two unit selection fields: 'Unit 1: Vol Peer Trainingunit' with 'Units: 1.00' and 'Unit 2: Pre/Post Test Counsellingunit' with 'Units: 1.00'. A 'Repeat' toggle is set to 'Off'. A 'Book' button is circled in orange, with a blue arrow pointing to it from the right. A green arrow points from the 'Repeat' toggle to the 'Book' button. On the left, the 'View By' section shows 'Event Site: Main Site', 'Specific Day of Week', and 'Days to View: 7' to '17'. At the bottom, a site hours calendar for 'Tue, July 14, 2015' shows the time slot from 11:00 AM to 11:59 PM is highlighted in blue.