# Google Calendar – Booking Itinerant Teacher Visits

Itinerant Teachers (ITs) at School of the Air (SOTA) regularly visit families to provide face-to-face learning support.

This help sheet will show you how to book these visits via the **SOTA Itinerant Teacher Visits** shared Google Calendars.

**IMPORTANT**: Please note that SOTA staff can view a detailed history of <mark>all changes</mark> made to this calendar, including the account that made the changes. Please <mark>do not</mark> delete, edit or double-book any bookings made by other stations.

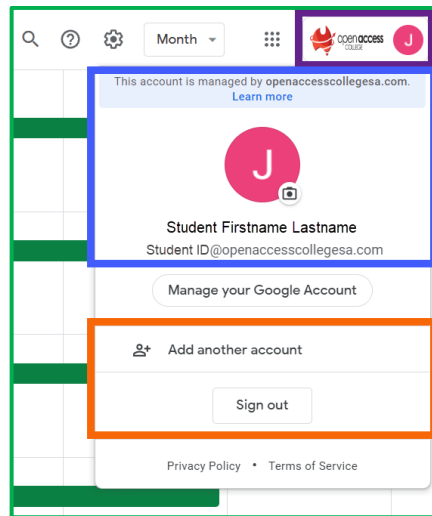If you suspect a booking has been changed or deleted without consent, please contact SOTA immediately.

1. Open your internet browser, go to **https://calendar.google.com/calendar** and log into a **student OAC Google account**

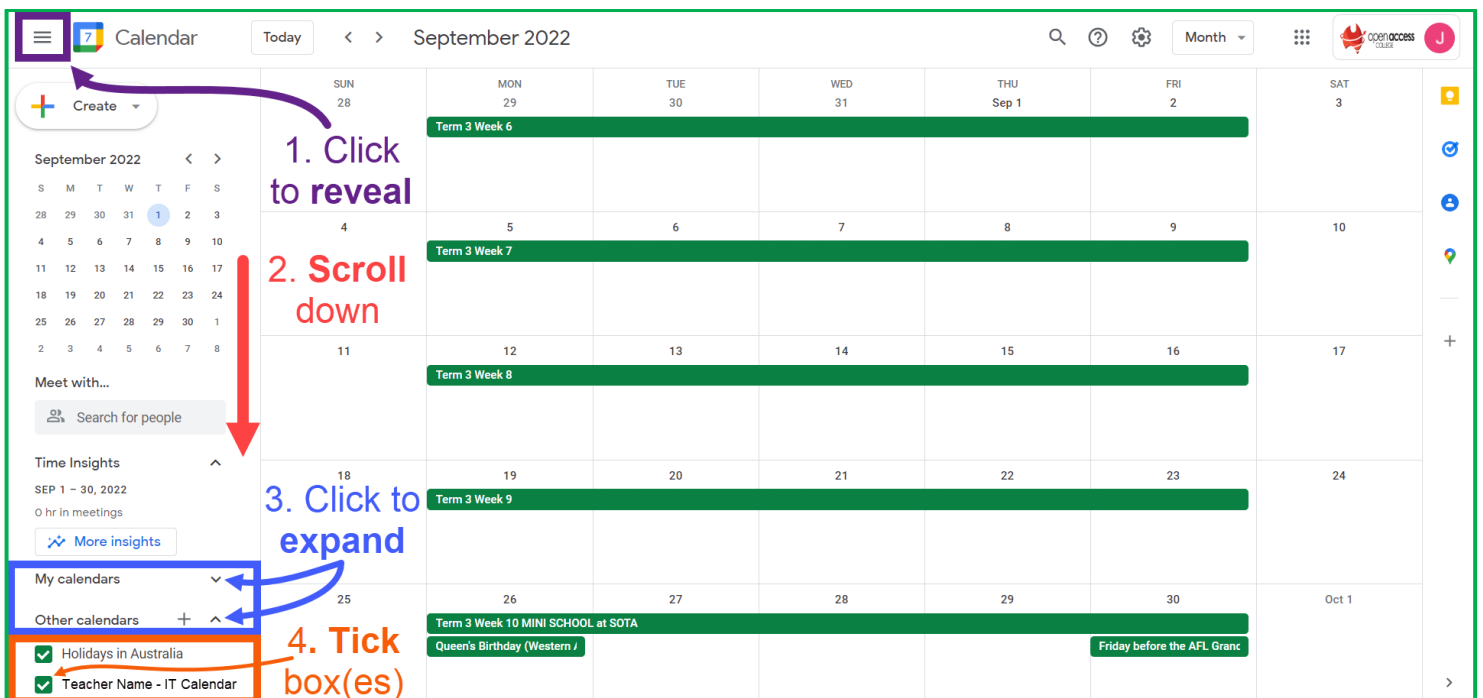   **Username**: **studentID@openaccesscollegesa.com**

   **Password**: Student's date of birth backwards (*e.g. January 27th 2008 will be 20080127*)

2. To check your current Google account, **click the symbol** in the **top right** of any Google website and note the **details**

   Click **Add another account** or **Sign out** to log into a different Google account



3. Click the **three horizontal lines** in the top left to **reveal** the Calendars section, **scroll down** inside this section until you see **the calendars**, click the **small arrows** to the right to **expand them**, then **tick the box** to the left of your **IT Calendar**
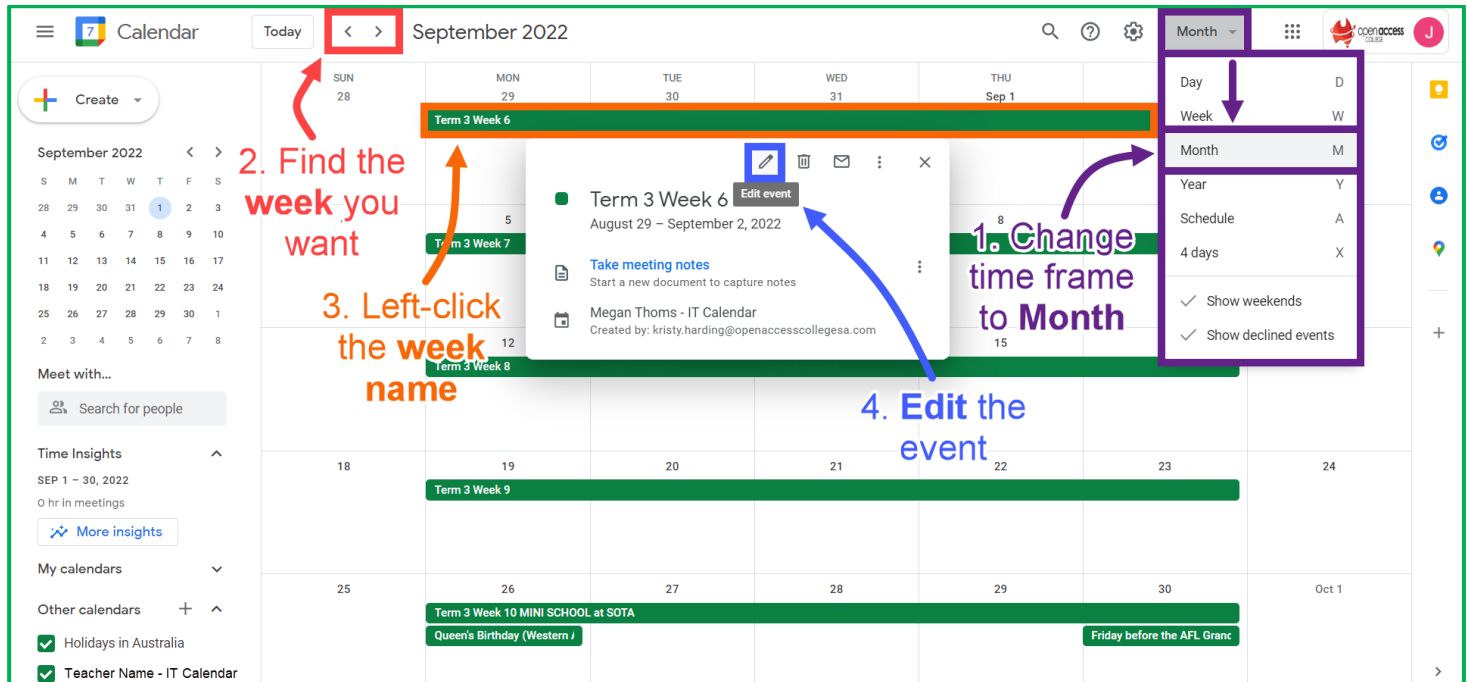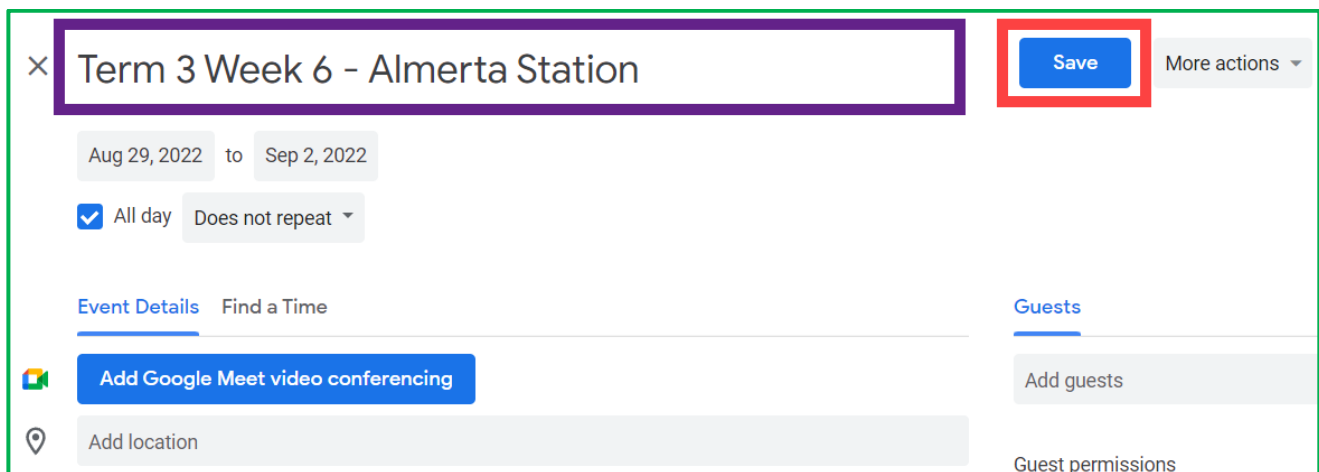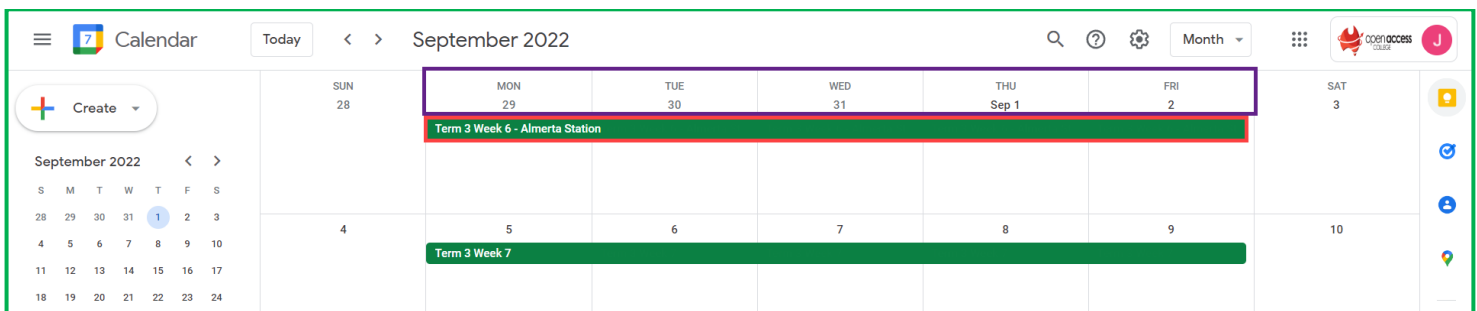
4. Change the **time frame** in the top right to **Month**, use the **navigation arrows** in the top left to locate the week you wish to book, left-click the **week name** (e.g. *Term 3 Week 6*) and select the **Edit button** 🖉 to open the editing window



5. In the booking event editing window, simply **add your station name** **after** the **Term** and **Week** (*as below*) and click **Save**

Please **only** change the **event booking name**; there's no need to change any other settings in this window



6. Your booking should now appear in the calendar as per the example below (*please note the date range and name*)



7. If your booking doesn't look like the above, please follow **steps 4 and 5** again or contact SOTA if you have questions

Google Calendar colours are seemingly assigned at random, so the colours of your calendars may be different

To change calendar settings, including colours, hover your mouse over the **calendar name** under **Other Calendars** in the *bottom left* (*see Step 3 of this guide for more information*) and click the **three vertical dots**