

**Subject** - How To: Book the MobileCart, Chromebook Cart, or Clubhouse

Hello,

As of the start of the 2015-2016 school year, we will be using a new system to reserve certain equipment or rooms. This new system will help streamline our I.T. equipment booking process by making it easier to see when and if a resource is available. At first this will only be used for some resources, however we do plan to expand this over time.

The resources affected include the **MobileCart**, the **Clubhouse** (PC Lab), as well as the **Chromebook Cart**. Please note that the Chromebook cart may not be available at the start of the school year, however the calendar has been setup and the cart will be included in this policy once it's deployed. When the Chromebooks are fully deployed then the MobileCart will be available to Grades 1 and 2, while the Chromebook cart will be reserved for Grades 3 and 4.

### **Adding the Calendars**

To start, please click on [this link](#) where you will find initial setup instructions for these new calendars. This setup will only need to be done once for each calendar you want to add.

### **Booking Policy**

Once the initial setup is done, you can view the calendars at any time under the "Calendar" tab in Outlook. Before requesting a resource, simply go to your Calendars and see if the resource you are looking to use is available for the time frame you'd like. If it is, please [e-mail Linda and Robin](#) 24-hours in advance to request the resource.

As always, if you have any questions or need help with the initial setup then please notify me via e-mail. You can reach me at [lombardij@amesburyma.gov](mailto:lombardij@amesburyma.gov), or simply stop by my office during office hours.

Thank you,  
Jon Lombardi

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