

Accessing the CHOP Pathology Core Online Calendars

To address the issue of scheduling time to use our instruments we have created online Google calendars for our users. We have these calendars displayed on our website so that users can see what times are available for booking. Also, users with a Google account can request access to these calendars so that they can sign up, or book time on an instrument online. The easiest way to view the calendars and request access is thru our website:

<http://stokes.chop.edu/cores/pathcore>

There are currently three calendars to view:

CHOP Pathology Core Leica Imaging Scope Signup

CHOP Pathology Core PALM Signup

Leica SP-2 Confocal time

To request access to these calendars click on the “+Google Calendar” icon on the bottom of the calendar. This will redirect you to a Google website where you can either log in with your Google account or you can create one. Once you are logged in you should see a prompt asking you if you want to add the calendar to your list of calendars.

To Schedule Time on a scope:

Once you are logged into the Google calendar click on “Create Event” on the upper left hand corner of the screen. In the “What” field type in the name of the PI, User, Contact Phone, and Scope that you are using. Make sure the date and time that you are reserving are set correctly. Finally make sure that the Calendar drop down menu is set for the right scope that you are trying to reserve time on (other wise you will get added to the wrong calendar. Finally click save at the bottom of the screen and your time slot will be reserved.