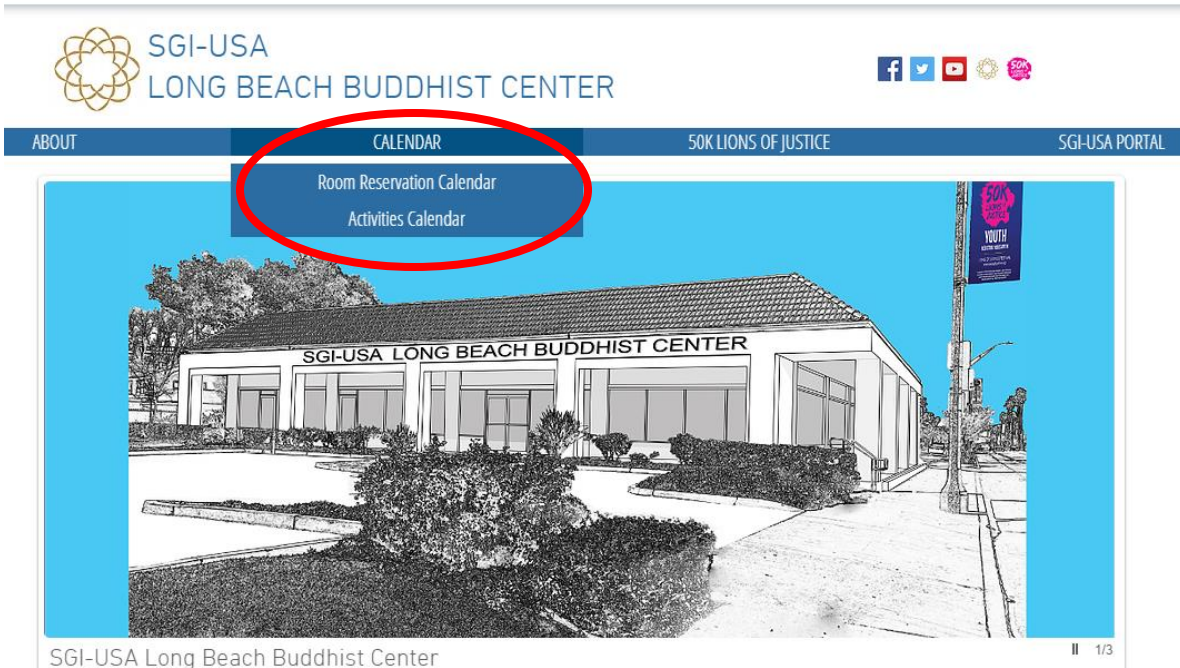
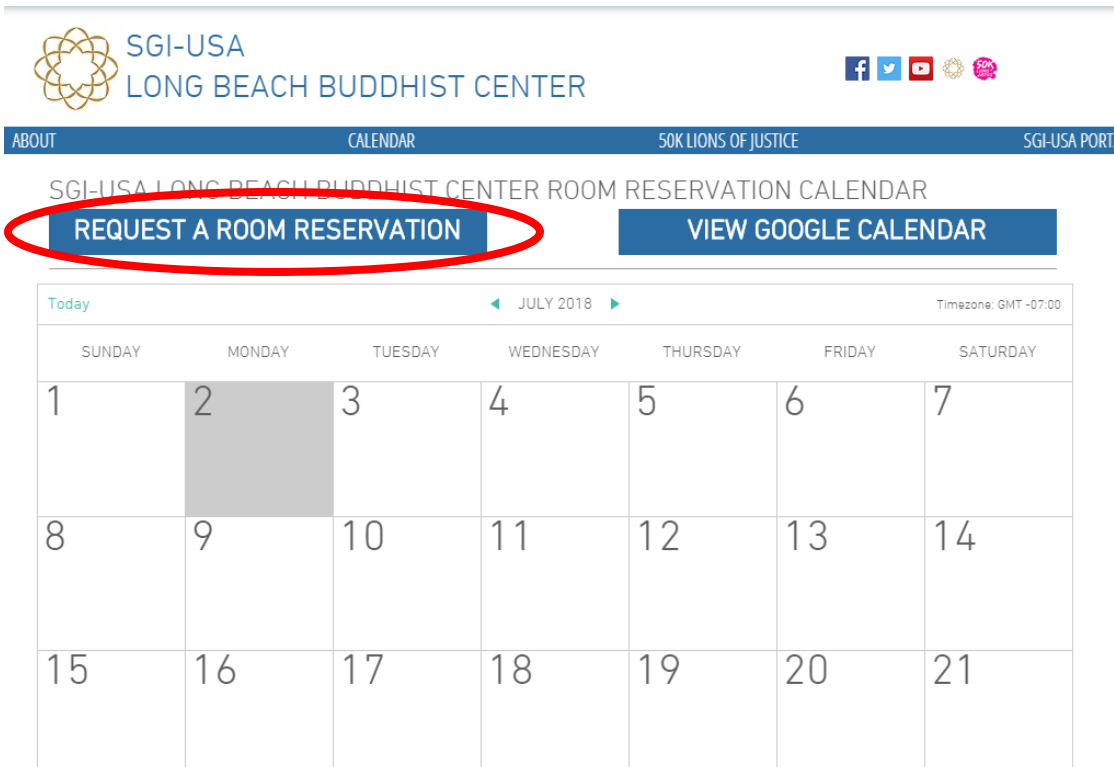


SGI-USA Long Beach Region Buddhist Center Calendar Reservation Instructions

Step 1: Go to www.sgilongbeach.com – From the menu, select **CALENDAR** or **LBBC Room Reservation Calendar** (both links will go to the same page)



Step 2: Check to see if the room is available during your preferred date and time. Room reservations will be honored on a first come, first serve basis. When you're ready to reserve your room, click **Request a Room Reservation**



Step 3: The link will open to a new window. Fill out the SGI-USA Long Beach Room Reservation Calendar google form with the event details.

Notes:

- 1) **Event Title** – The format should be “**Name of Meeting (Room)**”. For example, LB Region Intro to Buddhism Meeting (Main)
 - a. Please follow the format. The Event Title is what shows on the calendar. The event title should include the name of the meeting and room in parentheses.
 - b. Name of the meeting should include the name of organization distinguish which district or chapter is hosting the meeting. For example, “Atlantic District Meeting (A) instead of just District Meeting”
- 2) **Event Description** – This is optional. This description will show on the calendar if a viewer clicks the event.
- 3) **Event Start Date and Time:** Enter the exact day and time of your room request
 - a. **Note** – If this is a recurring request, then only enter the date and time of the FIRST meeting date and enter the recurrence request in the notes. We will manually edit the dates based on your requested dates. It’s important to follow this step in order for the
- 4) **Event End Date and Time:** Enter the exact day and time of your room request. If your event is on the same day, you will need to enter the date again. This enables the request to be automatically entered in the calendar
- 5) **Room:** Select the room from the dropdown menu.

SGI-USA Long Beach Room Reservation Calendar

To make a room reservation, please fill out the form below OR send an email to sgiusalongbeach@gmail.com. If you send an email, please include the meeting name, date, time and your contact information.

Event Title

Format: Name of Meeting (Room) Ex. LB Region Intro to Buddhism (Main)

LB Region Intro to Buddhism (Main)

Required:

Please note the format is
Name of Meeting (Room)

Event Description (Optional)

Weekly Intro to Buddhism meeting open to all members and guests.

Event Start Date

Date

07/03/2018

Time

07 : 00 PM

Event End Date

Date

07/03/2018

Time

08 : 30 PM

Required:

- Be sure to correctly enter the Start Date and End Date
- Time format is based on the 12-hour format.

Room

Main Auditorium

- 6) Name, Phone Number, Email, Level of Activity – If we have any questions regarding the room reservation, we will contact you
 - a. If there is a schedule conflict, you will be contacted by e-mail. Your reservation will not be honored until a response is received back from you.
- 7) If this meeting is a recurring meeting request, please email sgiusalongbeach@gmail.com or indicate it in the notes.

Name

Jolie Tea-Taniguchi

Phone Number

123-456-789

E-mail

jolie.tea@gmail.com

Organization Level of Activity (District, Chapter, Region, etc)

LB Region

If you have any specific details or requests, please indicate here:

Weekly recurring meeting through end of December 2018

SUBMIT

Never submit passwords through Google Forms.

8) After clicking "Submit", you should see the following confirmation message:

SJI-USA Long Beach Room Reservation Calendar

Your Room Reservation Request has been received. If inputted correctly, it will immediately show on the calendar on the website (refresh to view). If there was an error, then please email sgjusalongbeach@gmail.com and we will follow up within 2 days. Thank you!

[Submit another response](#)

Step 4: Go back to the Room Reservation Calendar page and hit refresh on your browser. If you entered the event details correctly, the event should automatically show up on the calendar. If your event is not on the calendar, please email sgiusalongbeach@gmail.com



SGI-USA
LONG BEACH BUDDHIST CENTER



ABOUT

CALENDAR

50K LIONS OF JUSTICE

SGI-USA PORT

SGI-USA LONG BEACH BUDDHIST CENTER ROOM RESERVATION CALENDAR

[REQUEST A ROOM RESERVATION](#)

[VIEW GOOGLE CALENDAR](#)

Today Timezone: GMT -07:00

◀ JULY 2018 ▶

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 7:00pm LB Region I...	4	5	6	7
8	9	<div style="background-color: #333; color: white; padding: 5px; border: 1px solid #ccc;"><p>LB Region Intro to Buddhism (Main)</p><p>When: Tue, July 3, 7:00pm - 8:30pm</p><p>Where: Main Auditorium</p><p>Copy to my Google Calendar</p></div>	12	13	14	
15	16	17	18	19	20	21

If you would like to submit multiple or recurring meeting dates, it's preferred that you send an email with the following info:

Name of Meeting:

Dates:

Times:

Meeting Room:

Frequency: