

< CSV UPLOAD DOCUMENTATION />

Do not edit any other cell other than the cells that denote the different periods throughout the day.

To book a room

- 30 Minute Periods
 - Replace the cell with the value “bkd”
- Full Hour Periods
 - Replace the cell with the value “booked”

To unbook a room

- 30 Minute Periods
 - Replace the cell with the value “unb”
- Full Hour Periods
 - Replace the cell with the value “unbooked”

To book a room as a lesson

- 30 Minute Periods
 - Replace the cell with the value “lsn”
- Full Hour Periods
 - Replace the cell with the value “lesson”

To lock a room

- 30 Minute Periods
 - Replace the cell with the value “lck”
- Full Hour Periods
 - Replace the cell with the value “locked”

To swap between editing week 1 and week 2 just edit the correct table. Week 1 is above, Week 2 is below, each table is also labelled as such.