Hello everyone!

This document is concerning anyone who will use Hercules and Medusa. Only one person can sign into these computers from remote so I have created a sign in system synced to a shared google calendar so you can see who is going to use Hercules or Medusa in the following days. This is a tutorial on how to use the sign up sheet.

**How to access the sign-in sheet!**

**THE SIGN IN SHEET INSTRUCTIONS:**

Attached to this email I will send a link to a google sheet file. It will look like this.

<https://docs.google.com/spreadsheets/d/1Tv-sE1tQ8qYmKawhEDt9S7VXE8ODdBsyKuZpgGZm53I/edit?usp=sharing>. Upon entering this sheet you will see an excel sheet that looks like the one below. You can access google sheets without having a gmail account. **Let me know if you face any errors.**

A screenshot of a computer

Description automatically generated

**Instructions on what information needed for sign in:**

* **Name**
* **Email**
* **Are you signing out Hercules or Medusa?**
* **What time are you signing out (using the computer)the specific computer in this format (​M/D/YEAR 24 HOUR TIME FORMAT​)**
* **What time are you signing back(done using the computer) in the specific computer in this format (​M/D/YEAR 24 HOUR TIME FORMAT​)**

**How to access the calendar!**

**FOR NON-GMAIL USERS!**

Upon completion of your entry you should access the shared calendar. The link to the calendar is given below:

<https://calendar.google.com/calendar/embed?src=48b4bm4ng4aeskv3hfrpc5vt0c%40group.calendar.google.com&ctz=America%2FToronto>

This is in a format that doesn't require a gmail account to see the calendar. You can hover to the event created (based on your entry) and you will see details on what is signed out at what time and by who. The screenshot of that

A picture containing sitting, water, side, standing

Description automatically generated

**FOR GMAIL USERS!**

Upon completion of your entry you should access the google calendar. The link to the calendar is given below:

<https://calendar.google.com/calendar?cid=NDhiNGJtNG5nNGFlc2t2M2hmcnBjNXZ0MGNAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ>

This link is for anyone who wants to sync this calendar to their gmail accounts. If anyone wants any notification updates or anything this is a way to go. Upon entering this link you will be prompted to sign into your gmail and then you will see the calendar in google calendar format like the picture below. You will see the event information upon clicking on the event.

A screenshot of a cell phone

Description automatically generated

**FOR APPLE DEVICE USERS!**

Upon completion of your entry you should access the shared calendar. The link to the calendar is given below:

<https://calendar.google.com/calendar/ical/48b4bm4ng4aeskv3hfrpc5vt0c%40group.calendar.google.com/public/basic.ics>

This link is for anyone who uses apple devices and would like to see this calendar synced to their devices so it is easier to access and use. upon clicking the link you will be prompted to download the iCal sync and then your apple device will automatically sync all events to you apple devices. Upon completion of the sync you will see a calendar like the one below. You can click the event to see the event details to see contact information and type of computer signed out.

A screenshot of a cell phone

Description automatically generated

I hope this documentation helps everyone! Please let me know if there are improvements you want to see or any errors you noticed. I will work on those changes! It is my first time scripting on google appscript to connect the excel sheet and calendar so I hope this works!