Instructions for using the online “Calcium” microscope booking system

1. You can access the FMIAF calcium booking system via the link on the FMIAF website:

2. Login using your name and password. Your name needs to be entered in the format Firstname_Surname.
   Note: on your first visit, go to “Home” under “System Options”, then go to User Options to change your password and check your email address.

   If you are a new FMIAF user or are unable to login please contact Kiley MacDonald: Kiley.Macdonald@flinders.edu.au, 82045271 (electron microscopy)
   or Jennifer Clarke: Jennifer.Clarke@flinders.edu.au, 82046454 (optical microscopy: brightfield, fluorescence and confocal)

3. Select the microscope you wish to book.

4. To make a booking, tick the box next to the microscope name, and click on “Add Event” on the desired day. To select another week, click on the date the week commences along the top panel.
   You will only be able to make bookings for equipment which you have been trained to use. Calendars for equipment that you have not been trained to use will not display the white box.

![Image of a calendar with instructions for booking a microscope.]

   1. Select week
   2. Tick box to choose calendar
   3. Click on “Add Event”
5. Create your booking (see example below).

A. Type in your contact phone number, and any special requirements for your booking that other users or FMIAF staff may need to know about.
B. Select the appropriate user Category
C. Select your Start and End Time
D. Click Create Event.

Your booking details should now appear on the calendar, for example;

6. If you need to alter or delete a booking, double click on the booking as displayed on the calendar. You will then be able to alter the details of your booking or delete it altogether. You will not be able to delete a booking within 24 hours of the start time. To cancel bookings within 24 hours of the start time, please contact Kiley MacDonald (EM bookings) or Jen Clarke (optical microscopy bookings). Failure to cancel bookings may mean that you are charged for the unused booking.

7. Logout