

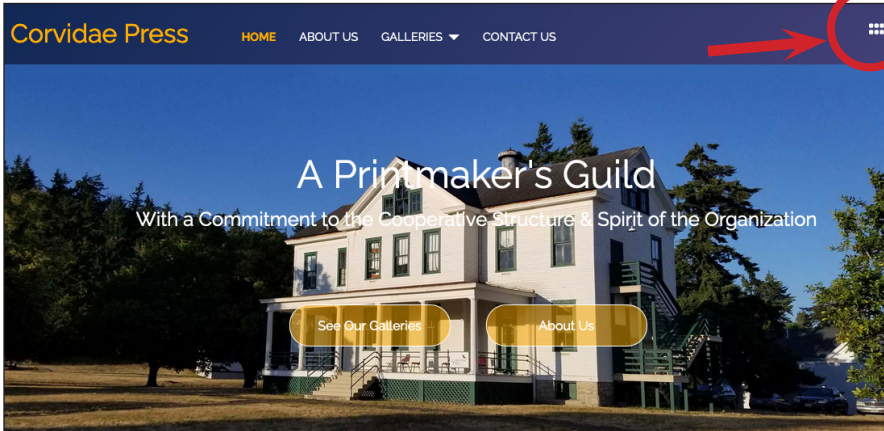


CORVIDAE PRESS

A PRINTMAKERS' GUILD

These instructions are available online, too. Look for the link to Studio Calendar: Instructions at the bottom of the page:
www.corvidaeypress.com/studio-calendar-instructions

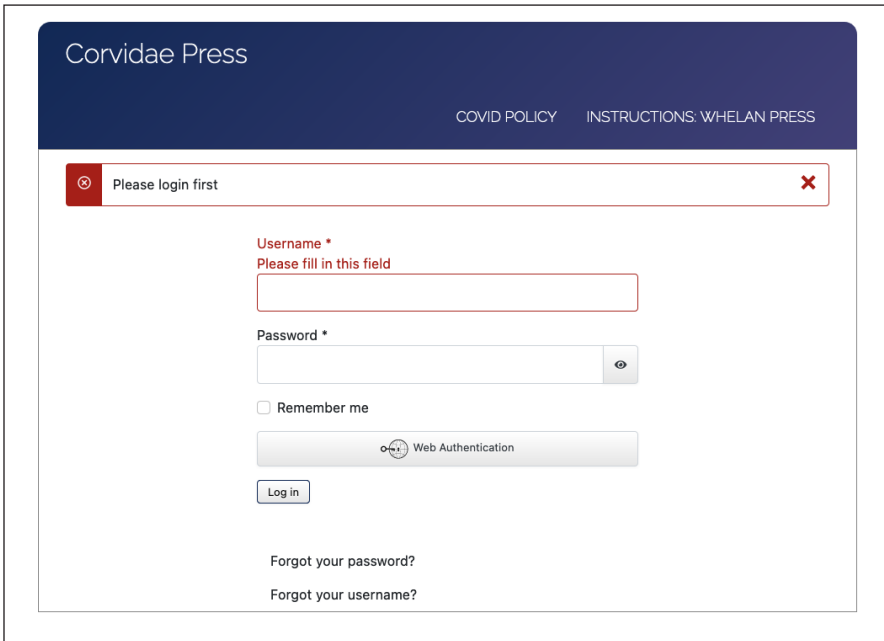
Studio Calendar: Instructions for scheduling time in the studio



Follow the directions below to schedule Studio time at Corvidae Press.

STEP 1:

To schedule time at the studio visit the website at www.corvidaeypress.com, and click on the calendar icon in the upper right corner.

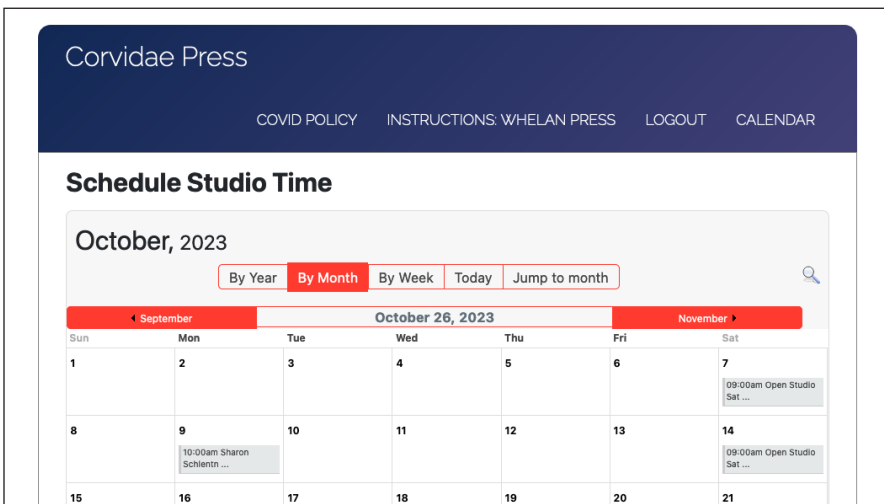


STEP 2:

Using your login ID and password, Log in to the website.

On October 26, 2023 all current members were sent an email with login information (ID and Password). If you did not receive the email, check your spam folder or email Todd Morrison, the website administrator, for a reset at admin@corvidaeypress.com.

CHANGE PASSWORD: If you would like to change or reset your password, click on the "Forgot Your Password?," enter your email address, and submit. You will receive an email with a link to reset it in a few minutes.



STEP 3:

To reserve a date and time in the studio, click on the Schedule Studio Time link near the bottom of the page.

Or, place your cursor over the date you wish to schedule and click on the + symbol that appears.

Corvidae Press

COVID POLICY INSTRUCTIONS: WHELAN PRESS LOGOUT CALENDAR

Save Save & Close Cancel

Select Date & Time for Your Studio Time

Please adjust the start and end times below. Follow Corvidae Press scheduling protocol.
Currently Press time is limited to one person at a time unless users are comfortable working together and have agreed to share the space.

Your Name:
Title
**REQUIRED*

Your Email:
**REQUIRED*

Start, End, Duration

Start date: 10/26/2023 Start Time: 8:00 am pm

End date: 10/26/2023 End Time: 9:00 am pm No specific end time

STEP 1:

- Enter your Full Name.
- Enter your Email so others may contact you if there is a conflict.
- Select the Start Date, Start Time and End Time. Be sure to specify 'am' or 'pm.'
- Click on **Save & Close**.

NOTE: Currently Press time is limited to one person at a time unless users are comfortable working together and have agreed to share the space.

If you find that you may be in the studio longer than planned and someone has scheduled the time, be courteous and contact them.

Corvidae Press

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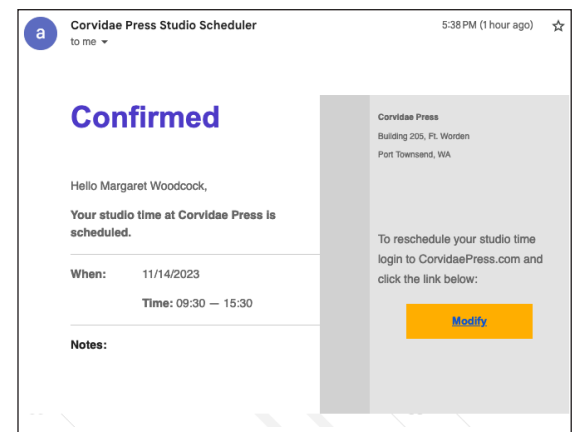
Start date: 10/26/2023 Start Time: 8:00 am pm

End date: 10/26/2023 End Time: 9:00 am pm No specific end time

STEP 5:

Your reservation of the studio is complete. You will receive an email with the details of your studio time. within a few minutes.

When you are done scheduling studio time **Log Out** or close your browser window.



RESCHEDULE OR CHANGES:

To modify or cancel your studio time you may return to the website, login, and click on your scheduled reservation. Click on the Edit button, make the changes, and click on Save & Close again. You'll receive another email with the modified details.