

Scheduling and Calendars

UCLA

BTC



UCLA BTC Reservations - Log In x +

uclabtc.bookedscheduler.com/Web/index.php?redirect=

UCLA BTC

Help Log In

UCLA BTC

Username or Email

Password

Log In

Remember Me

First Time User? [Register](#)

Sign in with Google Register

[I Forgot My Password](#) [Change Language](#)

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Booked Scheduler v2.7.7

<https://uclabtc.bookedscheduler.com/Web/register.php>

▶ Sign up for calendar use here:

▶ <http://uclabtc.bookedscheduler.com/>

Register an Account

- ▶ Be sure to include your contact info
- ▶ Indicate your laboratory PI under “organization”

Register a New Account

Username <input type="text"/> <small>User name is required.</small>	Email <input type="text"/>
Password <input type="password"/> <small>Password confirmation must match password.</small>	Confirm Password <input type="password"/>
First Name <input type="text"/>	Last Name <input type="text"/>
Default Homepage Dashboard	Timezone America/Los_Angeles
Phone <input type="text"/>	Organization = LAB PI <input type="text"/>
Position <input type="text"/>	

Register

Homepage Basics

- ▶ The calendar is broken down by room
- ▶ If you are using equipment off-site, schedule in the “off-site use” calendar

The screenshot displays the UCLA BTC homepage. At the top, there is a navigation bar with the UCLA BTC logo on the left, and links for 'Dashboard', 'My Account', and 'Schedule' in the center. On the right side of the navigation bar are links for 'Help' and 'Sign Out'. Below the navigation bar, there are three main sections: 'Announcements', 'Upcoming Reservations', and 'Resource Availability'. The 'Announcements' section shows 'There are no announcements'. The 'Upcoming Reservations' section shows 'You have no upcoming reservations'. The 'Resource Availability' section is divided into 'Available' and 'Unavailable' categories. Under 'Available', there is a list of rooms with their respective reservation status and a 'Reserve' button for each. The 'Unavailable' section is currently empty.

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Dashboard My Account Schedule Help Sign Out

Announcements 0

There are no announcements

Upcoming Reservations 0

You have no upcoming reservations

Resource Availability

Available

BTC Reservations

Room B527 (RAM/YMAZE/PPI)	There are no upcoming reservations in next 30 days	Reserve
Room B533 (Touchscreens, Multipurpose)	There are no upcoming reservations in next 30 days	Reserve
Room B537 (Fear Conditioning, USV, Rotarod)	There are no upcoming reservations in next 30 days	Reserve
Room B552 A & B (Multipurpose)	There are no upcoming reservations in next 30 days	Reserve
Room B552C Water Maze ONLY	There are no upcoming reservations in next 30 days	Reserve
Off-Site Use	There are no upcoming reservations in next 30 days	Reserve

Unavailable

Unavailable All Day

Homepage Basics



Pay attention to which equipment is in each room. Some rooms have equipment that cannot be moved

The main equipment is listed next to each room number

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BTC  Dashboard My Account Schedule Sign Out

Announcements 0

Upcoming Reservations 0

Resource Availability

Available
BTC Reservations

- Room B527 (RAM/YMAZE/PPI)
- Room B533 (Touchscreens, Multipurpose)
- Room B537 (Fear Conditioning, USV, Rotarod)
- Room B552 A & B (Multipurpose)
- Room B552C Water Maze ONLY
- Off-Site Use

Unavailable
Unavailable All Day

There are no upcoming reservations in next 30 days

There are no upcoming reservations in next 30 days

There are no upcoming reservations in next 30 days

There are no upcoming reservations in next 30 days

There are no upcoming reservations in next 30 days

Reserve

Reserve

Reserve

Reserve

Reserve

Homepage Basics

- ▶ For more detailed information on each room, hover your cursor over the room number

The screenshot displays a reservation system interface. At the top, there is a header for "Upcoming Reservations" with a notification icon. Below this, a list of rooms is shown, each with a colored header and a "Reserve" button. A tooltip is open over the "Room B533 (Touchscreens, Multipurpose)" entry, providing detailed information about the room's features, reservation rules, and contact details.

Upcoming Reservations 1

Room B533 (Touchscreens, Multipurpose)

Description Non-movable:
-4 Rat touchscreen boxes
-4 Mouse touchscreen boxes
Main open space for movable mazes
Reserve laptop AND AnyMaze dongle for real time AnyMaze tracking
Reserve dongle for real time TopScan tracking

Notes (no notes)
Contact uclabtc@gmail.com
Location Pritzker B533
Resource Type Room

There is no minimum reservation duration
There is no maximum reservation duration
Reservations do not require approval
Reservations can be made up until the current time
Reservations can end at any point in the future
Reservations can be made across days
This resource has unlimited capacity
Requires 0.00 credits per slot (off peak)
Requires 0.00 credits per slot (peak)

Room B533 (Touchscreens, Multipurpose) There are no upcoming reservations in next 30 days

Room B537 (Fear Conditioning, USV, Rotarod) There are no upcoming reservations in next 30 days

Room B552 A & B (Multipurpose) Available Until Tue, 3/17 9:00 AM

Room B552C Water Maze ONLY There are no upcoming reservations in next 30 days

Off-Site Use There are no upcoming reservations in next 30 days

Reserve Reserve Reserve Reserve Reserve Reserve

Unavailable

Unavailable All Day

https://uclabtc.bookedscheduler.com/Web/reservation.php?rid=2

Booking Basics

Resource Availability

Available

BTC Reservations

- Room B527 (RAM/YMAZE/PPI) *There are no upcoming reservations in next 30 days* [Reserve](#)
- Room B533 (Touchscreens, Multipurpose) *There are no upcoming reservations in next 30 days* [Reserve](#)
- There are no upcoming reservations in next 30 days* [Reserve](#)
- There are no upcoming reservations in next 30 days* [Reserve](#)
- There are no upcoming reservations in next 30 days* [Reserve](#)
- There are no upcoming reservations in next 30 days* [Reserve](#)
- There are no upcoming reservations in next 30 days* [Reserve](#)

Create a booking from the homepage, or navigate to "Bookings" under the "Schedule" Menu

UCLA BTC

Dashboard My Account Schedule

Help Sign Out

Atom | iCalendar

Resource Filter

- All
- Minimum Capacity
- Resource Type: - All -
- Filter
- Clear Filter

Bookings

My Calendar

Resource Calendar

Find A Time

Search Reservations

BTC Reservations

03/08/2020 - 03/14/2020

	Monday, 3/9/20	Tuesday, 3/10/20	Wednesday, 3/11/20	Thursday, 3/12/20	Friday, 3/13/20	Saturday, 3/14/20
Room B527 (RAM/YMAZE/PPI)	Create Reservation	Create Reservation 8:30 AM - 1:45 PM UCLA BTC, Test Test, Unsupervised Research	Create Reservation 10:30 AM - 3:45 PM UCLA BTC, RAM, Unsupervised Research	Create Reservation	Create Reservation	Create Reservation
Room B533 (Touchscreens, Multipurpose)	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation
Room B537 (Fear Conditioning, USV, Rotarod)	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation
Room B552 A & B (Multipurpose)	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation
Room B552C Water Maze ONLY	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation
Off-Site Use	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation

03/08/2020 - 03/14/2020

Reservation Details

This is our new reservation page!

UCLA **BTC**  Dashboard My Account Schedule Help Sign Out

New Reservation

Lindsay Lueptow (llueptow1@gmail.com)
Available Credits 0.00 | Credits Required 0

Begin 03/17/2020 9:00 AM **End** 03/17/2020 1:00 PM
0 days 4 hours 0 minutes
Repeat Does Not Repeat

Resources [Change](#) **Room B552 A & B (Multipurpose)**

Accessories [Add](#)
2 3 Chamber Box (clear; mouse)
1 AnyMaze Dongle

Title of reservation
3 Chamber Social Interaction *

Description of reservation

User Rate
Unsupervised Research *

Send Reminder
 15 minutes before the start time 15 minutes before the end time

[View Availability](#)

Participant List 0

Add [Users](#) [Groups](#)

Invitees 0

Add [Users](#) [Groups](#)

Allow Participants To Join

Reservation Details

UCLA
BTC  Dashboard My Account Schedule Help Sign Out

New Reservation

Lindsay Lueptow (llueptow1@gmail.com)
Available Credits 0.00 | Credits Required 0

1. **Begin** 03/17/2020 9:00 AM **End** 03/17/2020 1:00 PM
0 days 4 hours 0 minutes

Repeat Does Not Repeat

2. **Resources** Change +
Room B552 A & B (Multipurpose)

3. **Accessories** Add +
2 3 Chamber Box (clear; mouse)
1 AnyMaze Dongle

4. **Title of reservation**
3 Chamber Social Interaction *

Description of reservation

5. **User Rate**
Unsupervised Research *

Send Reminder

15 minutes before the start time 15 minutes before the end time

When creating your reservation:

1. Confirm the dates and times
2. Confirm the room
3. Add the equipment to be used
Add software if necessary

4. Title your reservation with the name of the assay
5. Choose the rate:
Unsupervised = self-performed
Supervised = training by BTC staff
Staff-performed = Testing done by BTC staff
Data analysis only (no charge)

Reservation Details

UCLA
BTC  Dashboard My Account Schedule Help Sign Out

New Reservation

Lindsay Lueptow (llueptow1@gmail.com)
Available Credits 0.00 | Credits Required 0

[View Availability](#)

Participant List 0

Add | [Users](#) [Groups](#)

Begin 03/17/2020 9:00 AM **End** 03/17/2020 1:00 PM

0 days 4 hours 0 minutes

Repeat Does Not Repeat

Resources [Change](#) +
Room B552 A & B (Multipurpose)

Title of reservation
3 Chamber Social Interaction

Description of reservation

5 **User Rate**
Unsupervised Research

Send Reminder

15 minutes before the start time 15 minutes before the end time



WARNING

If you are scheduling SUPERVISED or STAFF-PERFORMED time, you must confirm with BTC staff PRIOR to scheduling.

Reservation Details

If you record your behavior videos in the BTC, you can use any software to analyze them at a later time, free of charge

To reserve a room and computer, use the rate "Data Analysis Only"

While you can reserve analysis time whenever the room is available, users wanting to perform experiments will take priority

UCLA BTC Dashboard My Account Schedule

New Reservation

UCLA BTC (UCLABTC@gmail.com) Change

Available Credits **125.00** | Credits Required **0**

Begin End

0 days 0 hours 15 minutes

Repeat

Resources [Change](#)

Room B533 (Touchscreens, Multipurpose)

Title of reservation

Description of reservation

User Rate

- ✓ --
- Unsupervised Research
- Supervised Research (Training rate)
- Staff-Performed Research
- Data Analysis Only (No charge)

minutes before the end time

Settings Help Sign Out

[View Availability](#)

[Users](#) [Groups](#)

[Users](#) [Groups](#)

Reservation Details

UCLA
BTC  Dashboard My Account ▾ Schedule ▾ Help ▾ Sign Out

New Reservation

Lindsay Lueptow (llueptow1@gmail.com)
Available Credits 0.00 | Credits Required 0

[View Availability](#)

Participant List 0

Add | [Users](#) [Groups](#)

Invitees 0

Add | [Users](#) [Groups](#)

Allow Participants To Join

3 Chamber Social Interaction *

Description of reservation

User Rate

Unsupervised Research *

Send Reminder

15 minutes ▾ before the start time 15 minutes ▾ before the end time

You can add other users to your reservation here.

Only users that have gone through BTC training will be allowed to participate.

Reservation Details

UCLA BTC Dashboard My Account Schedule Help Sign Out

New Reservation

Lindsay Lueptow (llueptow1@gmail.com)
Available Credits 0.00 | Credits Required 0

Begin 03/17/2020 9:00 AM **End**

0 days 4 hours 0 minutes

Repeat Does Not Repeat

Resources [Change](#)
Room B552 A & B (Multipurpose)

Title of reservation

Description of reservation

User Rate --

Send Reminder
 15 minutes before the start time

Add Accessories

Accessory	Quantity Requested	Quantity Available
3 Chamber Box (clear; mouse)	2	2
AnyMaze AND PPI/STARTLE Laptop	<input type="checkbox"/>	1
AnyMaze Dongle	<input checked="" type="checkbox"/>	1
Balance Beam	<input type="checkbox"/>	1
Barnes Maze (mouse)	<input type="checkbox"/>	1
CatWalk	<input type="checkbox"/>	1
Elevated Plus Maze (mouse)	<input type="checkbox"/>	1
Elevated Plus Maze (rat)	<input type="checkbox"/>	1
Fear Conditioning Boxes (4, mouse & rat)	<input type="checkbox"/>	1
Forced Swim Cylinder (Mouse)	0	4
Forced Swim Cylinder (rat)	0	4
Grip Strength	<input type="checkbox"/>	1
Light Dark Box (mouse)	0	2
Marbles	<input type="checkbox"/>	1
NOR/OIP Objects: 5ml Glass tubes	<input type="checkbox"/>	1
NOR/OIP Objects: Bears	<input type="checkbox"/>	1

Cancel Done

[View Availability](#) Cancel [Create](#)

[Users](#) [Groups](#)

Cancel [Create](#)

When Choosing your Accessories, make sure to choose the correct equipment

Be sure to reserve software dongles if using real-time tracking!!!

Reservation Details

- ▶ After creating the reservation, be sure the details are correct!

The screenshot displays the UCLA BTC reservation system interface. At the top, there is a navigation bar with 'UCLA BTC' logo, 'Dashboard', 'My Account', and 'Schedule' menus. On the right, there are 'Help' and 'Sign Out' options. Below the navigation bar, there are utility icons for 'Atom | iCalendar' and a search box for 'BTC Reservati...'. The main content area is a calendar grid for the period '03/15/2020 - 03/21/2020'. The grid has columns for each day of the week and rows for different rooms. A 'Resource Filter' sidebar is open on the left, showing options for 'All', 'Minimum Capacity', and 'Resource Type' (set to '- All -').

	Sunday, 3/15/20	Monday, 3/16/20	Tuesday, 3/17/20	Wednesday, 3/18/20	Thursday, 3/19/20	Friday, 3/20/20	Saturday, 3/21/20
Room B527 (RAM/YMAZE/PPi)	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation
Room B533 (Touchscreens, Multipurpose)	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation
Room B537 (Fear Conditioning, USV, Rotarod)	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation
Room B552 A & B (Multipurpose)	+ Create Reservation	+ Create Reservation	9:00 AM - 1:00 PM Lindsay Lueptow, 3 Chamber Social Interaction, Unsupervised Research	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation
Room B552C Water Maze ONLY	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation
Off-Site Use	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation	+ Create Reservation

At the bottom right of the interface, there is a home icon, a date range '03/15/2020 - 03/21/2020', and a right arrow icon.

Reservation Details

- ▶ How much time should you reserve?



Animal acclimation time and equipment setup

(likely 30 min to 1 hr)



Assay duration

(i.e., 5 min for elevated plus maze)



Changeover between animals

(i.e., 2 min for cleaning and resetting the camera)



Cleanup and equipment takedown

(likely 15-30 min)

- ▶ Example for EPM with 20 mice: $30 \text{ min} + (5 + 2 \text{ min}) * 20 \text{ mice} + 30 \text{ min} = 200 \text{ min} =$ book 3.5 hrs (round up to the nearest 15 min increment)
- ▶ If you are unsure, please OVER estimate to avoid running late and into another user's time slot
- ▶ When you finish, edit the reservation details to reflect ACTUAL usage time, for billing purposes

Reservation Details



Our billing is based on self-reported use in the calendars.

We are operating on the Honor System and expect our users to accurately record their usage times in the calendars.

If we find repeated instances of intentional under-reporting, you will lose all privileges and access to BTC facilities.

Cancellation Policy

Please try to cancel at least 24 h prior to the start of your reservation!

We have limited space and equipment, and other users may be waiting for equipment or space to open up.

If you fail to cancel at least 1 h prior to your reservation, you will be charged for your scheduled time.



Calendar & Scheduling Summary

- ▶ Make all reservations here: <http://uclabtc.bookedscheduler.com/>
- ▶ Reserve your time in the correct room
 - ▶ Some equipment cannot be moved, and must be done in a specific room
 - ▶ Moveable equipment can be used in any multi-purpose room
- ▶ Use the title of the assay to name the reservation
 - ▶ Add all equipment to be used as “accessories” (carts are also available to reserve, as needed)
 - ▶ Be sure to add a software dongle in “accessories”, if doing live tracking
 - ▶ Select the correct billing code (i.e., “self-performed”)

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