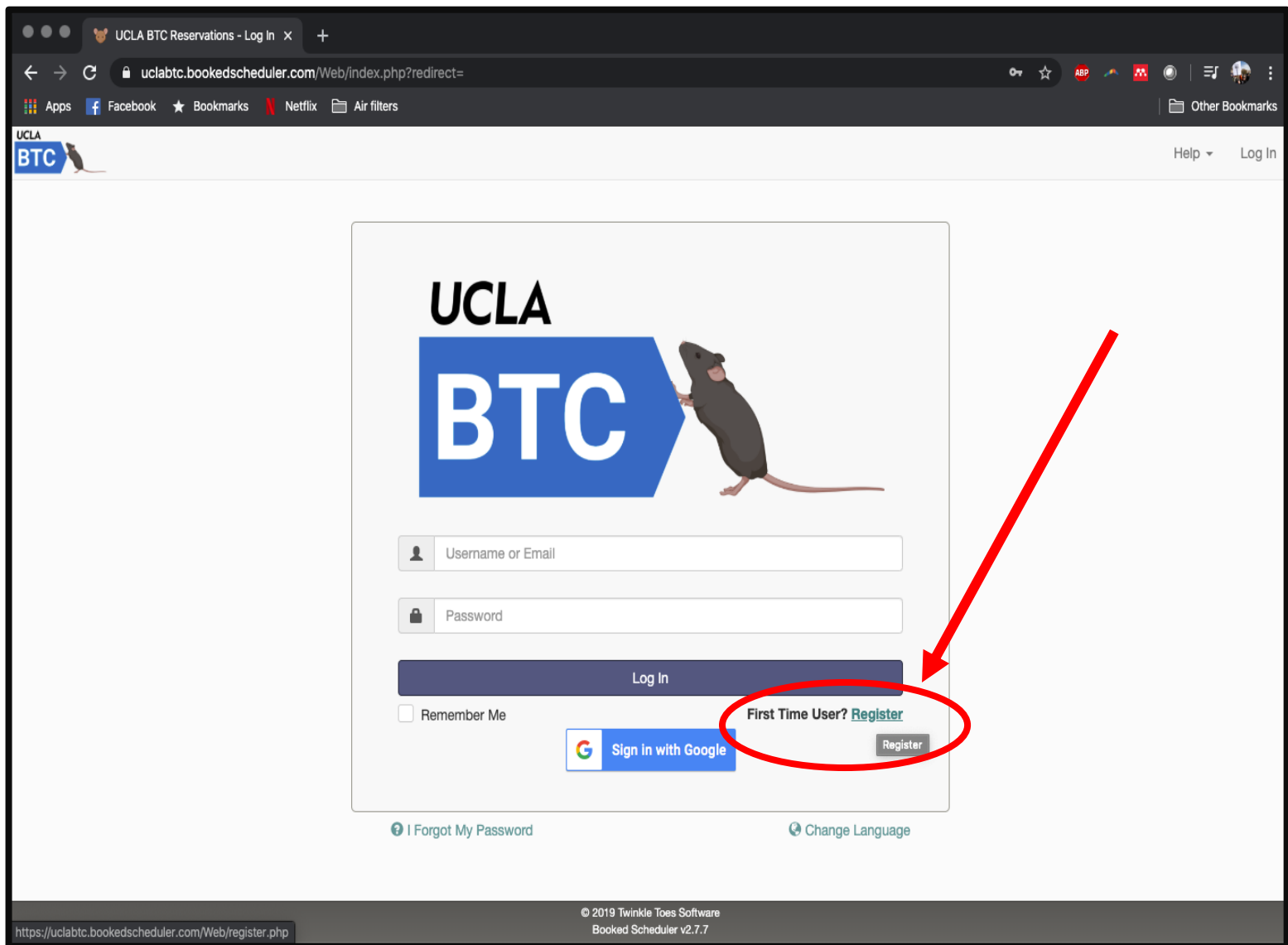


# Scheduling and Calendars

**UCLA**

**BTC**





- ▶ 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**  
  
User name is required.

**Email**

**Password**  
  
Password confirmation must match password.

**Confirm Password**

**First Name**

**Last Name**

**Default Homepage**  

Dashboard

**Timezone**  

America/Los\_Angeles

**Phone**

**Organization** = LAB PI

**Position**

Register

# Homepage Basics

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

UCLA

BTC

[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

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

Unavailable

Unavailable All Day

© 2019 Twinkle Toes Software

Booked Scheduler v2.7.7

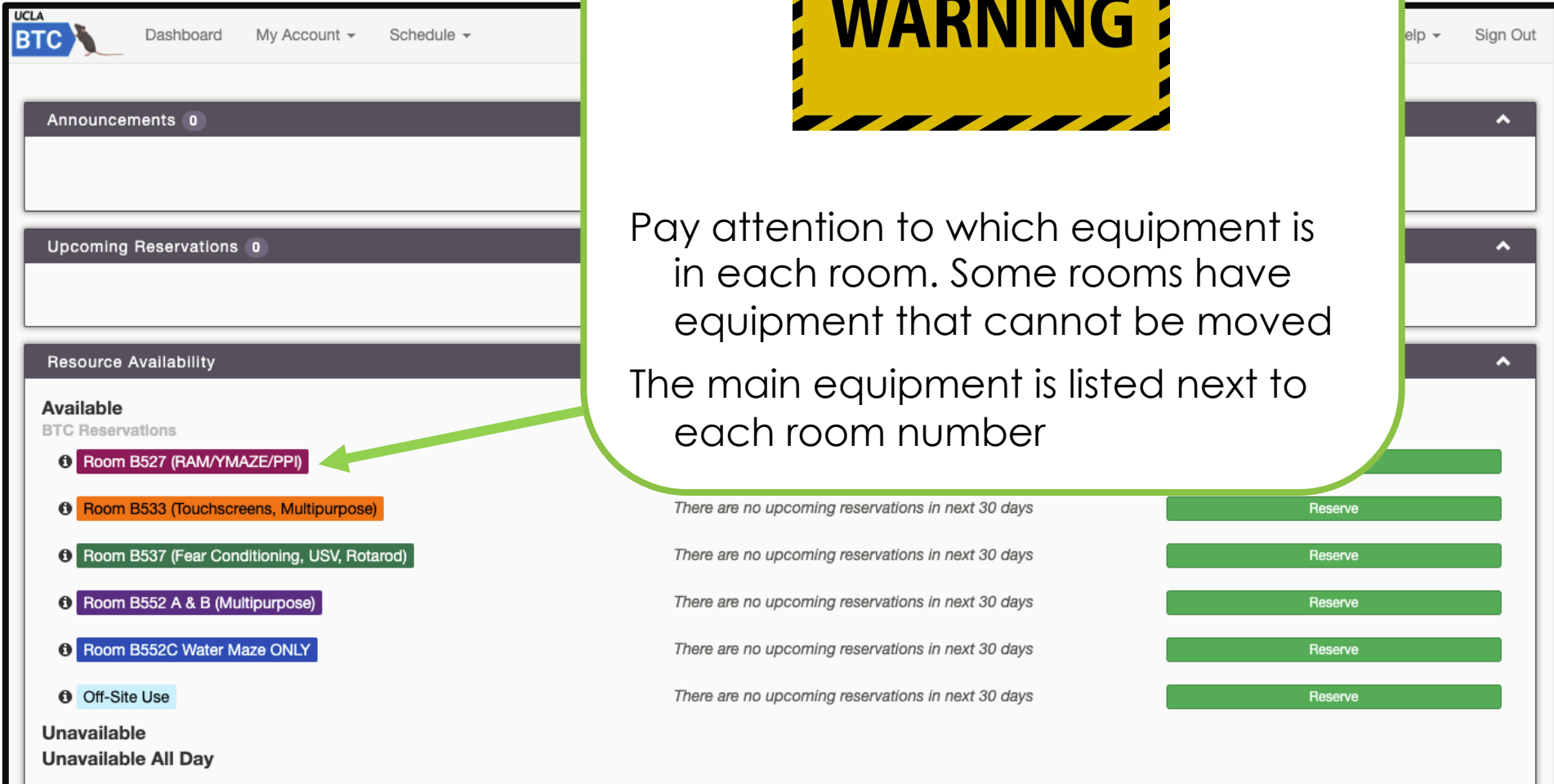
# Homepage Basics



**WARNING**

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



The screenshot shows the UCLA BTC Reservations system homepage. The top navigation bar includes 'UCLA BTC', 'Dashboard', 'My Account', and 'Schedule'. The main content area is divided into sections: 'Announcements', 'Upcoming Reservations', and 'Resource Availability'. Under 'Resource Availability', there is a list of 'Available BTC Reservations' and a section for 'Unavailable All Day'.

**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 All Day**

Below the available rooms, there are five rows, each with the text 'There are no upcoming reservations in next 30 days' and a green 'Reserve' button.

# Homepage Basics

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

Upcoming Reservations 1

Tod

Tom

Late

Next

3

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

Reserve

Room B537 (Fear Conditioning, USV, Rotarod)

There are no upcoming reservations in next 30 days

Reserve

Room B552 A & B (Multipurpose)

Available Until Tue, 3/17 9:00 AM

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

Room B552 A & B (Multipurpose)

17 1:00 PM

Room B552 A & B (Multipurpose)

Next 30 days

Reserve

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

# Booking Basics

Resource Availability

Available

BTC Reservations

Room B527 (RAM/YMAZE/PPI)

Room B533 (Touchscreens, Multipurpose)

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

There are no upcoming reservations in next 30 days

Reserve

Reserve

Reserve

Reserve

Reserve

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 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	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

# Booking Basics

Navigate to the correct week on the upper right

Click on “create reservation” square that matches the date and room you wish to book

UCLA  
BTC

Help Sign Out

BTC Reservati...

03/15/2020 - 03/21/2020

Resource Filter

All

Minimum Capacity

Resource Type

- All -

Filter

Clear Filter

	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	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	Create Reservation
Off-Site Use	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation

03/15/2020 - 03/21/2020



# Reservation Details

This is our new reservation page!

UCLA  
BTC

DashboardMy AccountSchedule

HelpSign Out

## New Reservation

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

Begin03/17/20209:00 AM

End03/17/20201:00 PM

0 days 4 hours 0 minutes

RepeatDoes Not Repeat

ResourcesChange

Room B552 A & B (Multipurpose)

AccessoriesAdd

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

Cancel

Create

Participant List 0

Addname or emailUsersGroups

Invitees 0

Addname or emailUsersGroups

☐ Allow Participants To Join

Cancel

Create

# Reservation Details

UCLA  
BTC

DashboardMy AccountSchedule

HelpSign Out

## New Reservation

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

1.

Begin

03/17/20209:00 AM

End

03/17/20201:00 PM

0 days 4 hours 0 minutes

2.

Repeat

Does Not Repeat

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)

Create

CancelCreate

# Reservation Details

UCLA  
BTC

DashboardMy AccountSchedule

HelpSign Out

## New Reservation

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

Begin03/17/20209:00 AM

End03/17/20201:00 PM

0 days 4 hours 0 minutes

RepeatDoes 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

Participant List 0

Add  | Users Groups

Users Groups

**WARNING**

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

View Availability

Cancel

Create

Cancel

Create

# 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\*\*\*

The screenshot shows the UCLA BTC reservation system interface. The top navigation bar includes the UCLA BTC logo, a mouse icon, and links for Dashboard, My Account, and Schedule. The main heading is "New Reservation". Below this, it shows the user's email (UCLA BTC (UCLABTC@gmail.com)) and available credits (125.00). The reservation details section includes a "Begin" date and time (04/27/2020, 12:00 AM) and an "End" time. A "Repeat" dropdown is set to "Does Not Repeat". The "Resources" section shows "Room B533 (Touchscreens, Multipurpose)". The "Title of reservation" and "Description of reservation" fields are empty. The "User Rate" dropdown menu is open, showing options: Unsupervised Research, Supervised Research (Training rate), Staff-Performed Research, and Data Analysis Only (No charge). A green arrow points from the callout box to the "Data Analysis Only (No charge)" option. The bottom right corner has "Cancel" and "Create" buttons.

UCLA BTC

Dashboard My Account Schedule

## New Reservation

UCLA BTC (UCLABTC@gmail.com) Change

Available Credits 125.00 | Credits Required 0

Begin 04/27/2020 12:00 AM End

0 days 0 hours 15 minutes

Repeat Does Not 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)

Cancel Create

# Reservation Details

UCLA  
BTC

DashboardMy AccountSchedule

HelpSign Out

## New Reservation

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

You can add other users to your reservation here.

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

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

CancelCreate

CancelCreate

# Reservation Details

UCLA

BTC

Dashboard

My Account

Schedule

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

☐

Help

Sign Out

View Availability

Cancel

Create

Users

Groups

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

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

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

Cancel

Create

# Reservation Details

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

UCLA  
BTC

Dashboard

My Account ▾

Schedule ▾

Help ▾

Sign Out

Atom | iCalendar

BTC Reservati...

03/15/2020 - 03/21/2020

Resource Filter

▶ All

Minimum Capacity

Resource Type

- All -

Filter

Clear Filter

	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)			9:00 AM - 1:00 PM Lindsay Lueptow, 3 Chamber Social Interaction, Unsupervised Research				
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

03/15/2020 - 03/21/2020

# 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:  $\underline{30 \text{ min} + (5 + 2 \text{ min}) * 20 \text{ mice} + 30 \text{ min} = 200 \text{ min}}$  = 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”)

**UCLA**

**BTC**

