INSTRUCTIONS TO VIEW USE OF FACILITY PUBLIC CALENDAR

- Access: www.fcps.org/uof
- Select CALENDAR AND REQUEST FORM
- (1) Use dropdown to select school location
 - (2) Click on Calendar Icon to select starting date
 - (3) Click on Filter
- (4) Click on the number of a date on the calendar to view details of all events scheduled that day. For example, to see all events scheduled for October 4th, click on the 4 (**See Exhibit 1**).

OR

(5) Click on an event title to get specifics of the single event such as time and room location (See Exhibit
 2)

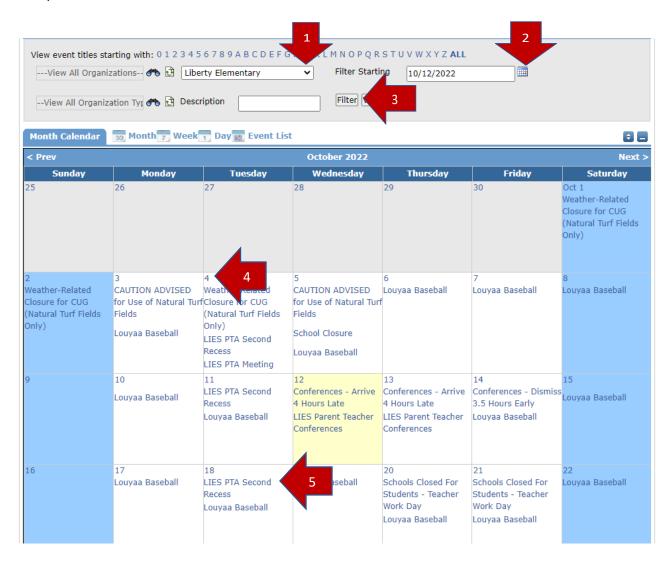


EXHIBIT 1 – Details of All Events Scheduled on a Specific Day

| << | Tuesday, October 4, 2022 |
|----------|--|
| 12:00 AM | Event Time: , Weather-Related Closure for CUG (Natural Turf Fields Only) Setup Time: All Locations |
| 01:00 AM | |
| 02:00 AM | |
| 03:00 AM | |
| 04:00 AM | |
| 05:00 AM | |
| 06:00 AM | |
| 07:00 AM | |
| 08:00 AM | |
| 09:00 AM | |
| 10:00 AM | |
| 11:00 AM | |
| 12:00 PM | |
| 01:00 PM | |
| 02:00 PM | |
| 03:00 PM | Event Time: 3:30PM - 4:30PM , LIES PTA Second Recess Setup Time:3:30PM - 4:30PM Liberty Elementary : Gym (has A/C) |
| 04:00 PM | |
| 05:00 PM | Event Time: 5:00PM - 7:30PM , LIES PTA Meeting Setup Time:5:00PM - 7:30PM Liberty Elementary : Media RM |
| 06:00 PM | |
| 07:00 PM | |
| 08:00 PM | |
| 09:00 PM | |
| 10:00 PM | |
| 11:00 PM | |

EXHIBIT 2 – Details of Specific Event Title

