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)

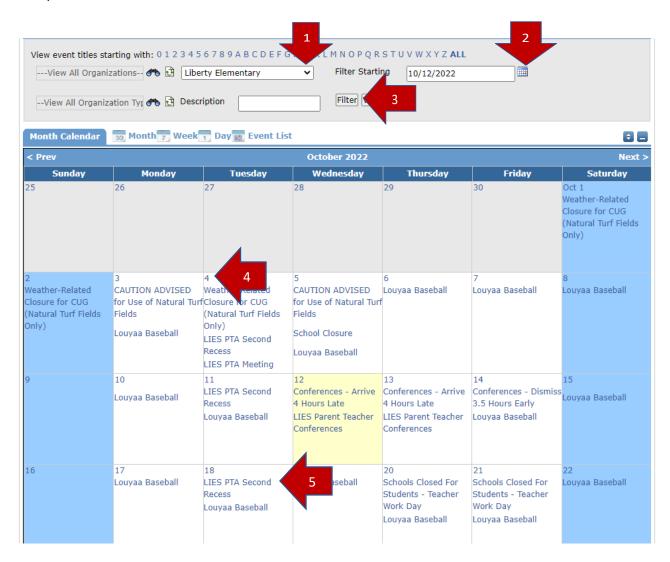


EXHIBIT 1 – Details of All Events Scheduled on a Specific Day

<<	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

