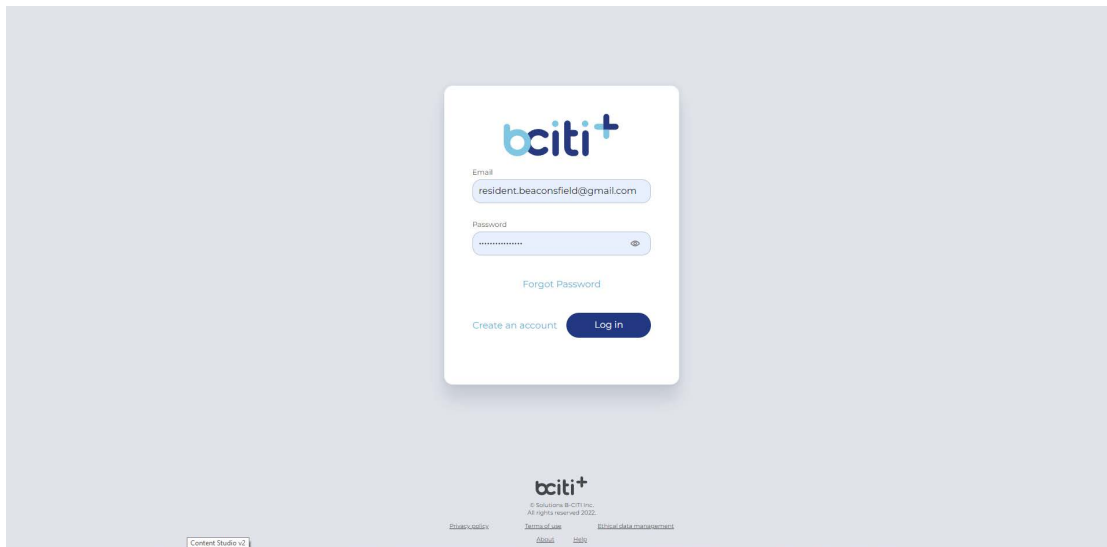


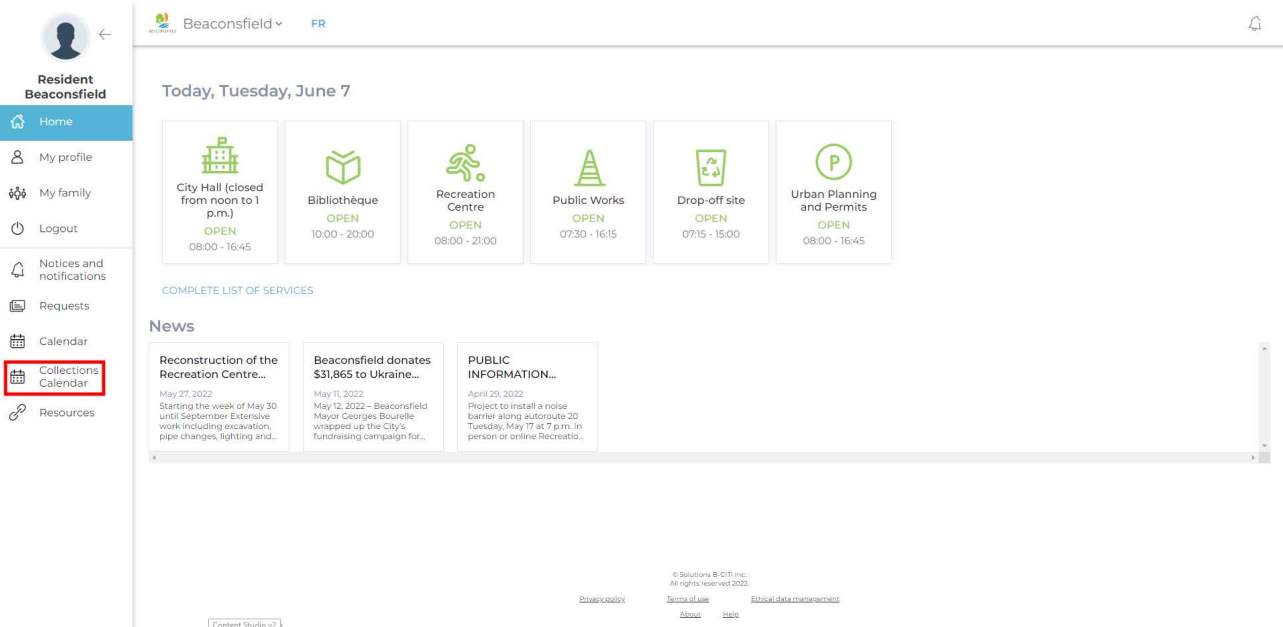
Register to the collections calendar

To add the collection calendar to your personal calendar

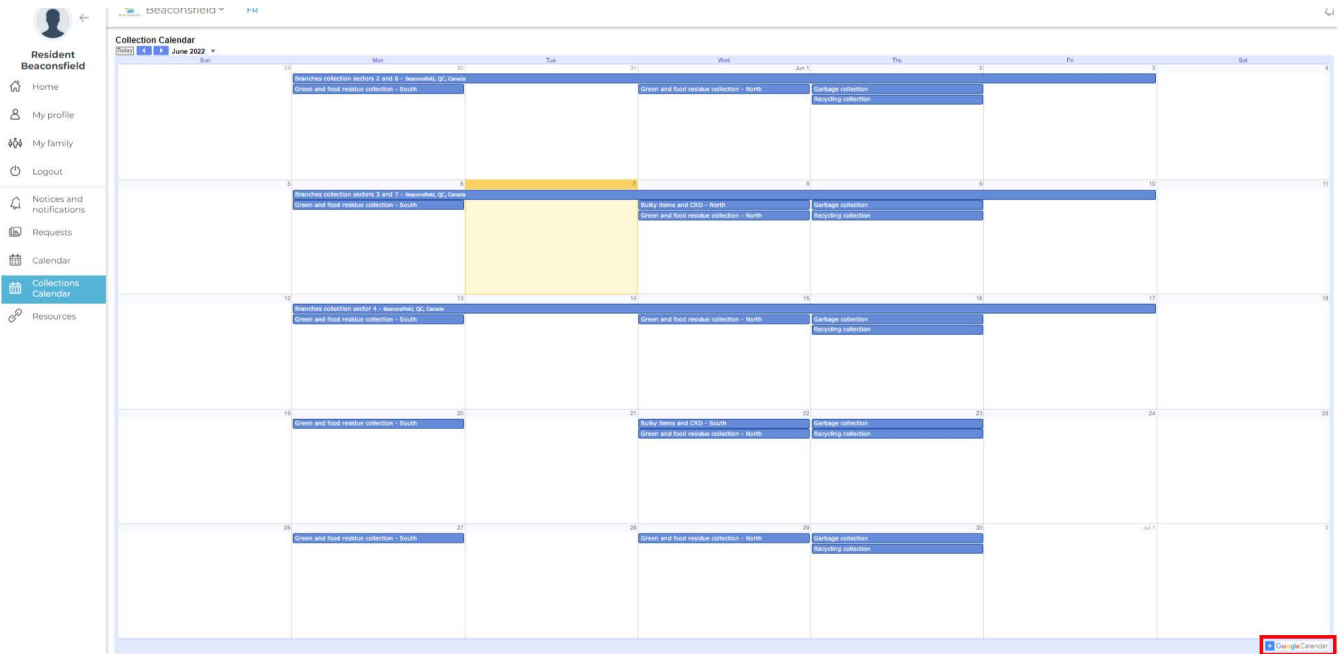
1. Open a browser window on Chrome, Safari, Explorer, etc.
2. Log on to beaconsfield.bciti.com
3. Enter your email address and password as previously chosen during registration and click on "Log in"



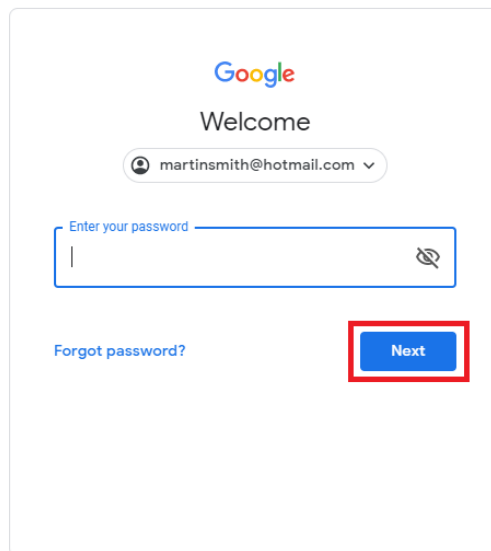
4. Choose the "Collections Calendar" tab



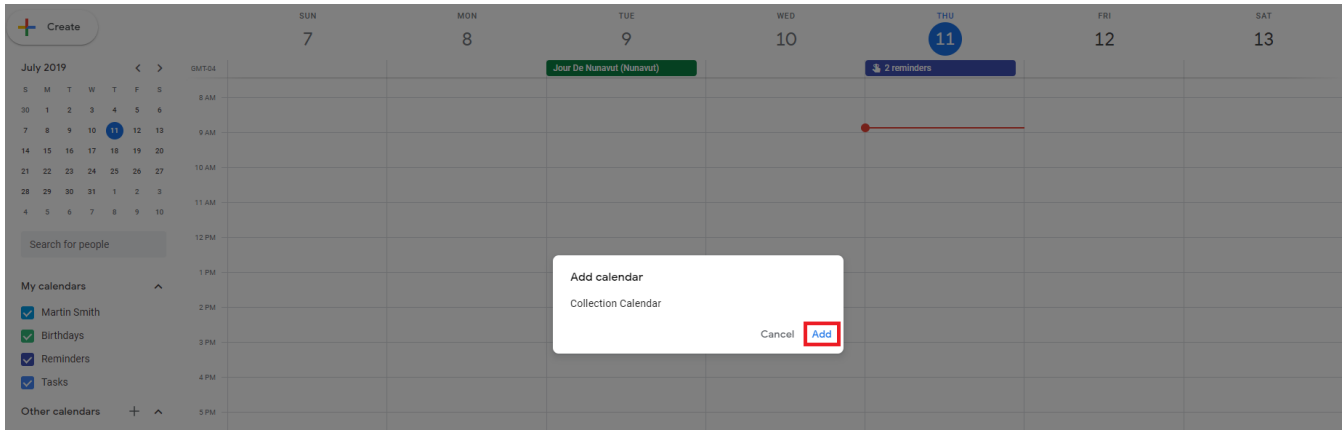
5. Click on the "+" icon at the bottom right of the screen



6. Log into your Google account. If you are already logged in, continue to the next step.



7. Press "add" in the window that will appear



The calendar is now added to your Google Account. Make sure Google Calendar is properly set up and syncing with your Google Account.