**CMB and SCHEDULER- GETTING STARTED**

1. **Go to CMB website** [**www.science.smith.edu/cmbs**](http://www.science.smith.edu/cmbs) **(bookmark this page - lots of great info).**
2. **From Quick Links down the right side, choose CMB Scheduler or go directly to cmb.scheduling.smith.edu (add /public to the end to see who has a particular reservation). We ask that you set up an account with a username and password of your choice. This allows the website to autofill most of the paperwork for easy use.**
3. **Choose equipment from the thumbnails of bookables.**
4. **Click in the time slot you want to start, fill in all info. You will get an email confirmation and reminders. To schedule time with Louie, please just email her (****Lbierwer@smith.edu****) and set up an appointment.**

**\*\*You can also email me if you have any problems with the scheduler or need training on any of the equipment.**

**\*\* If you don’t get trained by me, it is appropriate to be trained by someone in your lab, especially if there is a specific protocol your lab uses. However, PLEASE READ THE GUIDELINES AT EACH INSTRUMENT. These highlight best practices and have helpful tips that often get lost in translation☺.**