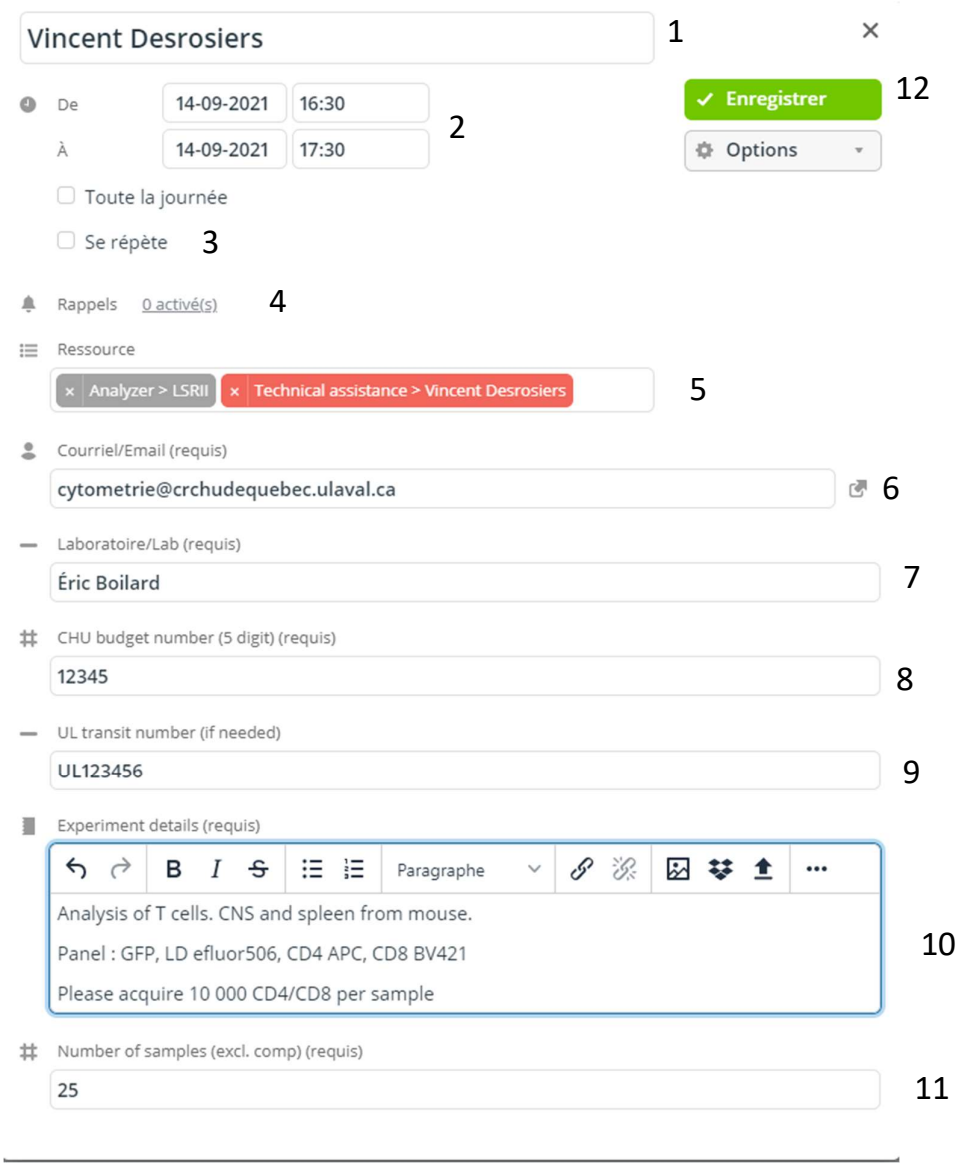
For booking an appointment at the CRCHU de Quebec flow cytometry core facility, you need to use the web-based calendar TeamUp. Each team has a specific password-protected link that allows you to make appointments and do modifications on them. If your team has not received a link yet, please contact us at cytometrie@crchudequebec.ulaval.ca.

You can access the calendar in view only mode by going to the flow cytometry core facility website : http://www.crchudequebec.ulaval.ca/services/cytometrie/reservation/

Make a new appointment

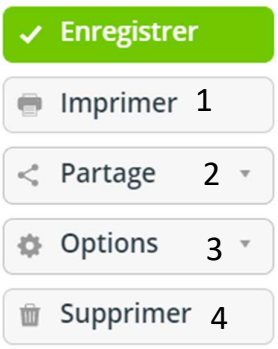
Enter in the calendar by clicking on your team-specific link and enter your password.

Select the day and time you need by double clicking at the time you want to start the appointment. **Book your experiment time accordingly, because you will be billed for the time you book on that calendar.**



1. Enter your full name.
2. Adjust the time of your appointment. You generally need to schedule 2-3 minutes per tubes. Booking too long take the time for other users that may want to use cytometers. Booking too short disturb the schedule for the other users and technical assistance.
3. Select if you want to repeat the appointment multiple times.
4. To schedule a reminder, see section: **Set a reminder for your appointment**.
5. Select the resource(s) you want to book by clicking in the field. **You can select multiple one during the same appointment request.**
    a. If you need technical assistance, you need to book it at the same time of the cytometer. **If you don't book technical assistance, core facility will consider you don't need it and won't offer you any help.**
    b. If the resources you want is already booked, a message will show. In that case, you need to take another time slot. **This is also applicable for technical assistance.**
    c. You will receive an email if there is a problem with your reservation. Else, consider your appointment confirmed.
6. Enter your email so we can contact you if needed.
7. Write the name of the principal investigator (PI) of your team.
8. Write your project CHU budget number. **This section is mandatory to book an appointment.** If you don't know your budget number, ask your team PI or research assistant. The CHU budget number is a 5-digit number.
9. If your CHU budget number is linked to a Université Laval project, you can write it here. It's not mandatory, but it helps. Example of Université Laval project number: UL123456.
10. Enter your experiment details: fluorochromes used, tube labeling, special requests etc. The more you fill, the more it will be easy for the core facility to manage your appointment.
11. Write the number you have (excluding the compensation controls).
12. Click on save (top right corner)

Appointment options



1. Print your appointment details
2. Share your experiment on another calendar (Outlook, iCal) or with someone else. You can see the section "Set a reminder for your appointment" for more information on this feature.
3. If you have any commentary you want to address us, you can write it there. You can also write them in the experiment details section.
4. Delete your appointment.

Set a reminder for your appointment

If you want to set a reminder for your appointment, you need to book the appointment first. **You are not obligated to set a reminder but remember this is your responsibility to be on time at your appointment. If you are planning to be late or cancel, please tell us as soon as you can.**

1. Click on the appointment you want to be reminded.
2. Click on Share (top right corner)
3. Select where you want the appointment to be exported. You can send you an email (select email) or add the event to a calendar like Outlook or Apple iCal

Modify an appointment.

You can modify your appointment at any time to add some details or to change the date/time. To do so, you need to use the same password-protected link that you used to make a new appointment.

1. Click on the appointment you want to modify and enter your modifications. If this is not possible to modify the appointment, you will receive a notification.
2. Click on save (top right corner)

Cancel an appointment

To cancel an appointment, you need to use the same password-protected link that you used to make a new appointment. Remember that you need to cancel your appointment in the appropriate time to avoid late cancellation fees. See the core facility website for all the details.

1. Click on the appointment you want to delete.
2. Click on the delete button (top right corner) and confirm your cancellation.
3. **If you are autonomous and the last user of the day, it is your responsibility to close the cytometer. Fees may be charged if cytometer left opened during the night.**

Please note that the core facility will be notified of the cancellation.

If you finish your appointment early :

If you finish your appointment within 1 hour of the booked time, you will not be charged for the unused time. To facilitate the billing process, we ask you to go modify the time of your booking on the calendar if you finish early.

1. Use the password-protected link you used to book your appointment.
2. Click on your appointment
3. Change the finishing time

Please note that the core facility will double check booking calendar each week

If you finish your appointment late :

If you are running late, it is your responsibility to tell the next user (if there is one). **The user who booked the cytometer and is here on time has the priority.** You will also be charged for the time you took in excess.

1. If there is no one after you, adjust the time of your appointment relative to the time you used.
2. If there is someone after you and can't change the booking, write how much time in excess you used in the commentary section (or experiment details) of your appointment.

Please note that the core facility will double check booking calendar each week

Important notices

1. All links are created specifically for each lab. The information you fill in with your link will be hidden from anyone who consults the calendar. Only the flow cytometry core facility will have access to your appointment details. All the information you fill will be only used for administrative purposes and to help with the good progress of your experiments.
2. For all the details concerning booking policies, please visit the flow cytometry core facility website : http://www.crchudequebec.ulaval.ca/services/cytometrie/reservation/
3. All booking is given on the base of "First come, first serve."
4. Booking taken more than 15 days in advance are subject to change at any time if technical assistance is not available.
5. If you need any help for the booking or if you need to book at the last minute, contact us at cytometrie@crchudequebec.ulaval.ca