

## How do I schedule my beamtime?

If your proposal has been officially allocated beamtime by the ALS User Services Office, you may submit your beamtime scheduling requests. First check the current schedule for the beamline you want to use by clicking the [Beamtime Calendars](#) link and selecting the appropriate beamline. This calendar is live, so you will always see the latest schedule. When you find available time you would like to request (available time is when nothing else is scheduled; if an entire day is open the calendar will say 'no meetings'), simply fill in and submit the beamtime request form at the right, or e-mail your request to

[Mike](#)

,

[Hans](#)

, and/or

[Zhao](#)

. We will reply to you via e-mail to confirm that your beamtime has been scheduled, or to discuss any issues with scheduling your requested time.