Adding a Booking to a Reservation (Single or Multiple Booking Reservations)

1. Login to the Room Reservation System and select the *My Events* button from the navigation pane. If needed, the navigation pane may be opened using the menu symbol (≡).

![Image of navigation pane with My Events highlighted]

2. From the *My Events* page, select the *Name* of the reservation you would like to modify.

![Image of My Events page with Status Test reservation selected]

3. Details about the selected reservation will be displayed. From the *Bookings* list, select the *New Booking* button to add a booking to the reservation.

![Image of Bookings page with New Booking button highlighted]
4. Specify the following, as needed:

5. Next, select the Date, Start Time, and End Time for your reservation.

6. If needed, the Time Zone and Location can be modified (note only locations associated with the selected template are available).

7. Select from the available filter options or specify the name of the room you would like to use and click the Search button. Available rooms will appear in the Room Search Results area.

8. Add an available room to the reservation by clicking on the appropriate plus symbol (+). Note you can also view available rooms in a grid-view with the Schedule tab or by floorplan (if available).
9. An alert confirming the room has been added to the reservation will appear and the selected room will appear in the *Selected Rooms* list. Click *Update Reservation* to submit.

![Room search result screen](image)

10. Upon successfully submitting your reservation, the *Reservation Details* page will display. You can confirm the booking has been added to the reservation by checking the *Bookings* list. If the submission was for a space requiring approval, a space administrator will follow-up with a confirmation or rejection and any additional details.