Creating a Recurring (Multiple Booking) Reservation

1. Login to the Room Reservation System and select the book now button for the template with which you will reserve space. Note that not all templates allow for booking recurring reservations.

2. At the Room Request screen, in the Date & Time area, select the Recurrence button.

3. Select from the available recurrence options and click the Apply Recurrence button.
4. You will be returned to the Room Request page where you can search for available space:

- The recurrence pattern will be displayed and, if needed, can be modified using the Recurrence button.
- The Location can also be modified (note only locations associated with the selected template are available).
- 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.

5. Add an available room to the reservation by clicking on the appropriate plus symbol (+). Note you can also view available rooms by floorplan, if available. Note the availability of the rooms: \(x/y\) indicates the space is available for \(x\) bookings of the \(y\) requested.

6. An alert confirming the room has been added to the reservation will be displayed and the room will appear in the Selected Rooms list. Click Next Step to continue.
7. On the Reservation Details screen, provide answers to all required fields and select the Create Reservation button to submit your reservation. If also required, follow the link provided to read the terms and conditions you are responsible for and select the checkbox to agree prior to submitting.

8. Upon successfully submitting your reservation, the Reservation Created page will display. If the submission was for spaces requiring approval, a space administrator will follow-up with a confirmation or rejection and any additional details.