Creating a Single Booking Reservation

1. Login to the Room Reservation System and select the book now button for the template with which you will reserve space.

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

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

4. 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 in a grid-view with the Schedule tab or by floorplan (if available).

6. 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 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 a space requiring approval, a space administrator will follow-up with a confirmation or rejection and any additional details.