Modifying a Single Booking Reservation

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 (≡).

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

3. Details about the selected reservation will be displayed. From the *Bookings* list, select the pencil icon to edit the reservation booking.
4. As needed, modify the event details:

- Modify the Event Name and Event Type

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

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

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

- If searching for a new room, the available spaces will appear in the Rooms You Can Reserve list (below the space currently associated with the reservation). Click the appropriate plus symbol (+) to change the space for the reservation.
5. Click the *Update Booking* button to submit your changes.

6. You will be returned to the *Reservation Details* screen and an alert confirming the booking has been modified will be displayed. If the room was changed and the new space requires approval, a space administrator will follow-up with a confirmation or rejection and any additional details.