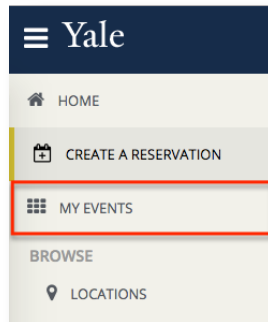


Yale University

Room Reservation System (RRS) Web Application Quick Guide

Modifying a Recurring (Multiple 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.

