How to Make a Reservation through Wizard

1. Click the “Wizard” button on the Main Menu bar

2. An information box should appear. All of the fields that have red dots next to them are required to make the reservation.
3. Pick the date on the calendar you wish to make your reservation by clicking the day. You can also select more than one day or make a reoccurring reservation. When you click the desired date, it should highlight in blue.

a. Selecting one day

b. Selecting multiple days
c. If you know your reservation will be on a certain day at the same time you can make a reoccurring reservation. For this example, assume we will need to reserve space every Wednesday.
4. Enter the start and end time you wish to reserve space for in the “Time” field. For this example, we will browse for space to reserve on June 25 from 1:00 P.M. – 3:00 P.M.

5. If you are looking for all available spaces on VCU/MCV campus keep the “Building” option as (all). If you are looking for spaces in a specific building, you can click the drop down menu to pick the building you desire.
6. For this example, we will continue to browse for space on June 25th from 1:00 P.M – 3:00 P.M in the Academic Learning Commons.

7. For “Status”, select “Confirmed – FINAL” from the drop-down menu then click Next.
8. The next information box shows all of the available rooms along with the minimum and maximum capacities. Select which room you would like to reserve then click the top arrow button ( > ). You can also select more than one room if need be. Click next when you are finished.
9. In the next information box, enter the name of your reservation into the “Event Name” field. For our example, we will call our event “EMS Training Class.”

10. For the “Client” field, select the department which you are making the reservation under. The contact for that department should automatically populate. If it does not or you wish to be a contact for the department you can enter a temporary contact. You can also enter the “Setup Type” and “Setup Count” of your reservation if you wish.
11. Click “Finish” and an information box will pop-up that shows your reservation summary.