How to Make a Reservation through the Book

1. Select the “Book” from the main menu.

2. Once the book opens, select the building you would like to make a reservation in from the “Building” drop-down menu in the top left corner. Then select the date of the reservation.
3. The left side of the book lists all of the classrooms in that building. The right side of the book is a grid view of all of the reservations in the building that day. Pick which room you would like to have your reservation in and select the time on the right side of the book. When you click the time you desire, the pointer will turn into a double-sided arrow allowing you to simply drag your reservation time to the right.

For this example, we will make a reservation from 12:00 P.M – 2:00 P.M. in the Temple Building, Room 1119.
4. The “Reservation Wizard” information box will appear. All of the information needed is already filled in (highlighted in green) from where you made the reservation in the book. The only field you need to select is the “Status” of the reservation. Select “Confirmed – FINAL” then click “Next.”
5. 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.”
6. 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.

7. Click “Finish” and an information box will pop-up that shows your reservation summary.