

Room Reservation System – Community Partner Center

1. Click the login tab
 - a. From here you will be prompted to login if you have an existing account, or create one if you are a new user. Note: New user accounts will need to be approved by an administrator and cannot reserve rooms right away.
2. Calendar – This provides a high level, daily, weekly and monthly view of all of the current bookings for each room with a small description. This will allow you to see what dates are available or unavailable when booking your room.
 - a. You can use filters on the left hand side for rooms and events to get more information on approved or pending bookings
3. Reservations – To begin booking your room, click on the reservations tab on the left hand side menu.
 - a. Step 1 – Choose the date of your booking (please note: recurring dates can be selected in the next step)
 - b. Step 2 – Click and hold the center of the time slider to drag it left or right to change the time slot, or click and hold on either the left or right-hand side of the time slider and drag to adjust the length of time
 - c. Step 3 – Below you will see a list of conference rooms and their availability for the date and time you have selected.
 - i. Click the reserve button on the room you wish to book assuming the availability says “Available”

Note: If you have booked any rooms previously that are still pending or upcoming, these reservations will be listed in the panel at the top of Reservations tab. From here you will be able to view the status of your reservation and make edits to the reservation details.

4. Reservation Details – On this page you will provide detailed information regarding your reservation.
 - a. Confirm your reservation date and time.
 - b. Select if the meeting will have any recurrence. Please note: Only available dates will be selectable at this time
 - c. Enter the Host Organization, Primary Contact name, E-mail and Phone number for the meeting host. This information is pre-filled with details from your user account.
 - d. Provide an event description in the text area to help administrators identify your reservation
 - e. The facilities information below is specific to each room and is required when booking. Go through and fill in the details and when complete click the “Submit Request” button in the bottom right.

At this time the request will be sent to an administrator and if approval is required, you will be notified via e-mail when the status of your reservation is updated.