Requesting a Room
Audience: Room Managers
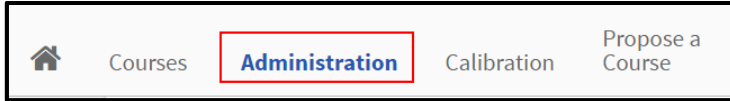
This document provides a step-by-step walkthrough for requesting a room separate from a course request.
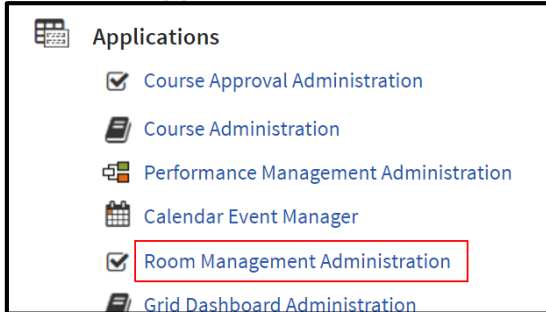
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Accessing Room Reservations

- Click on the **Administration** tab.

- Under the **Applications** menu, select **Room Management Adminstration**.
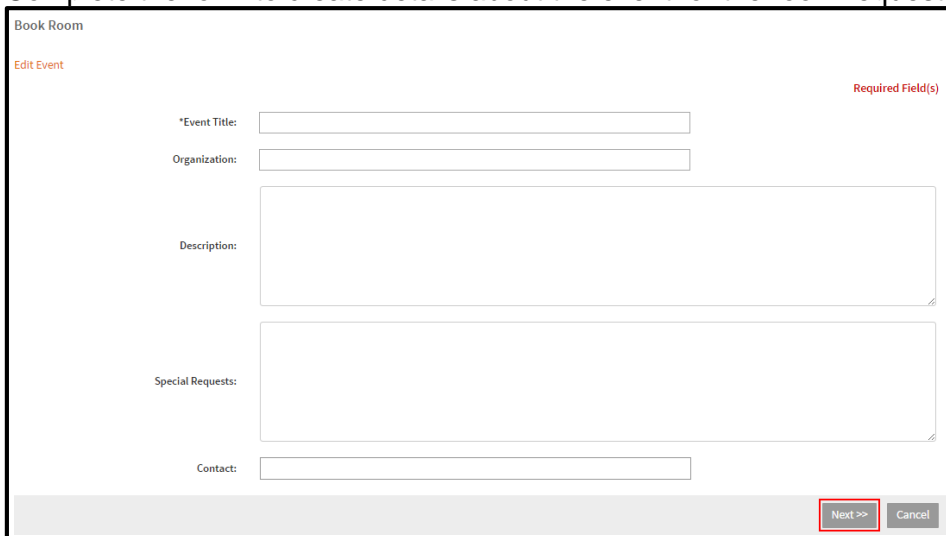

Booking a Room

- Within the menu bar, located at the left side of the screen, click **Book Room.**

- Complete the form to create details about the event for the room request. Click **Next**.

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- To add a co-booker, click **Add Co-Booker**.

Co-Booker(s)

⊕ Add Co-Booker

- Input part of the last and first name into the search boxes and click **Search**. Place a check next to the desired co-booker and click **Add Selected**. Click **Done** when finished.

Co-Bookers

Search for co-bookers

First Name: test

Last Name: courserequestertr01

Search

Search Results

Name

☐ Test CourseRequesterTR01

Add Selected   Done

- Click **Request a Room**.

Room(s)

⊕ Request a Room

Status	Room	Date	Time	# of Participants	Setup - Takedown	Equipment

- Complete the form with details about your room request.

Building: Training Room ▼   View Schedule

Room: Training Room A ▼ 🖩

Setup: Classroom Style ▼

Equipment: ☐ Laptop ☐ Podium ☐ Projector
☐ Whiteboard

Number of Participants: [   ] (0 seats)

Make this request private: ☐

Minutes Needed for Setup: [   ]

Minutes Needed for Take-Down: [   ]

Date: 🖩 12/02/2015

Event Start Time: - ▼ : - ▼ - ▼
Note: When participants arrive

Event End Time: - ▼ : - ▼ - ▼

Recurring: None ▼

Recurrence Pattern: N/A

Range of Recurrence: N/A

- At the bottom of the screen is a calendar showing the selected dates and availability of the selected room. Click **Add Room** to finish your request.

- The request will be sent to the room manager for review. A notification will be emailed to you when your request has been approved or denied.