SKIDMORE'S ONLINE EVENT REQUEST SYSTEM

Skidmore's Online Event Request

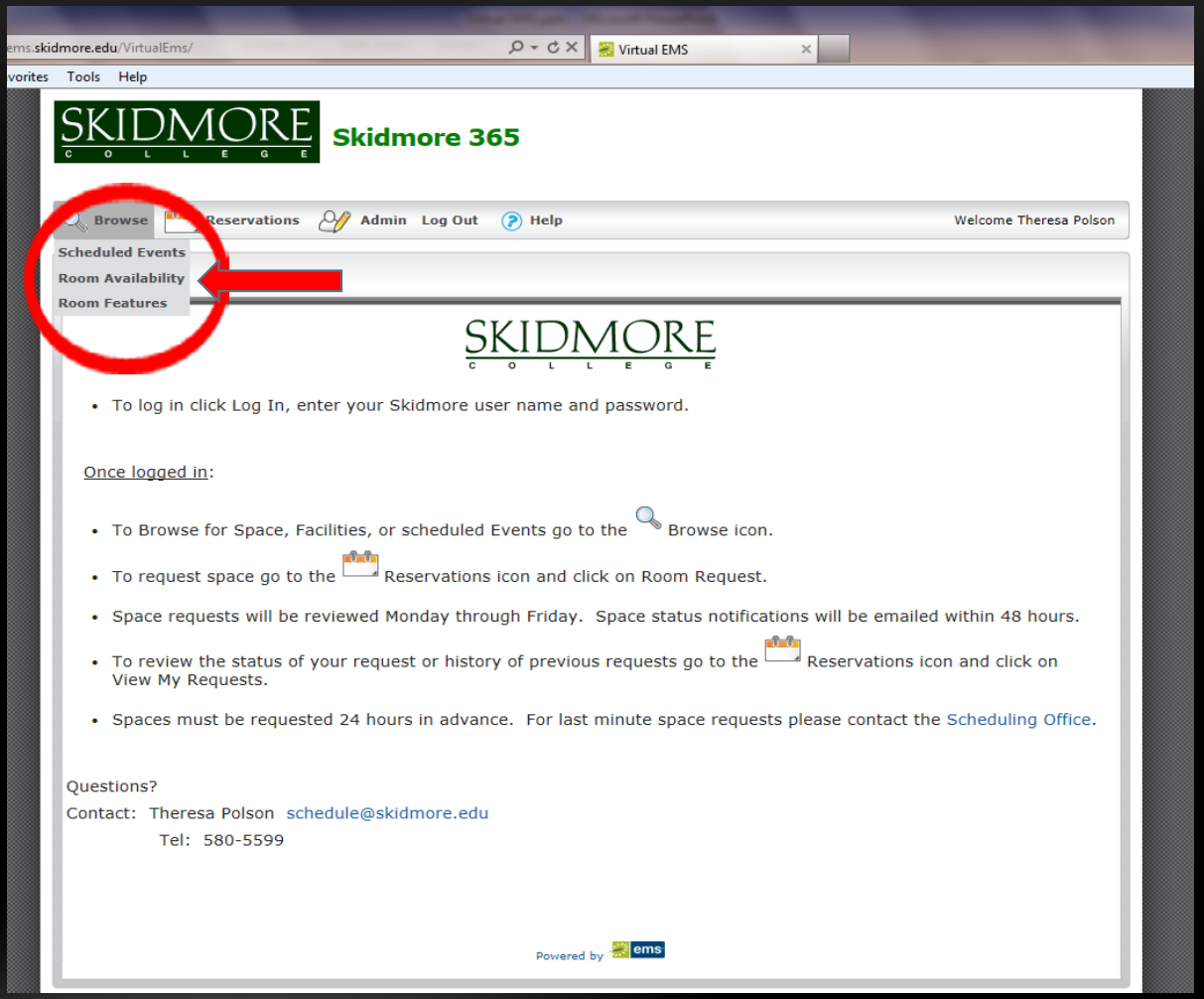
HOW TO BROWSE FOR EVENTS AND ROOM AVAILABILITY ON CAMPUS

Click on the “Browse” icon. You can browse the system in three ways:

1. “Scheduled Events”- shows you all of the reserved events for a given day, week, or month in a list or calendar format.

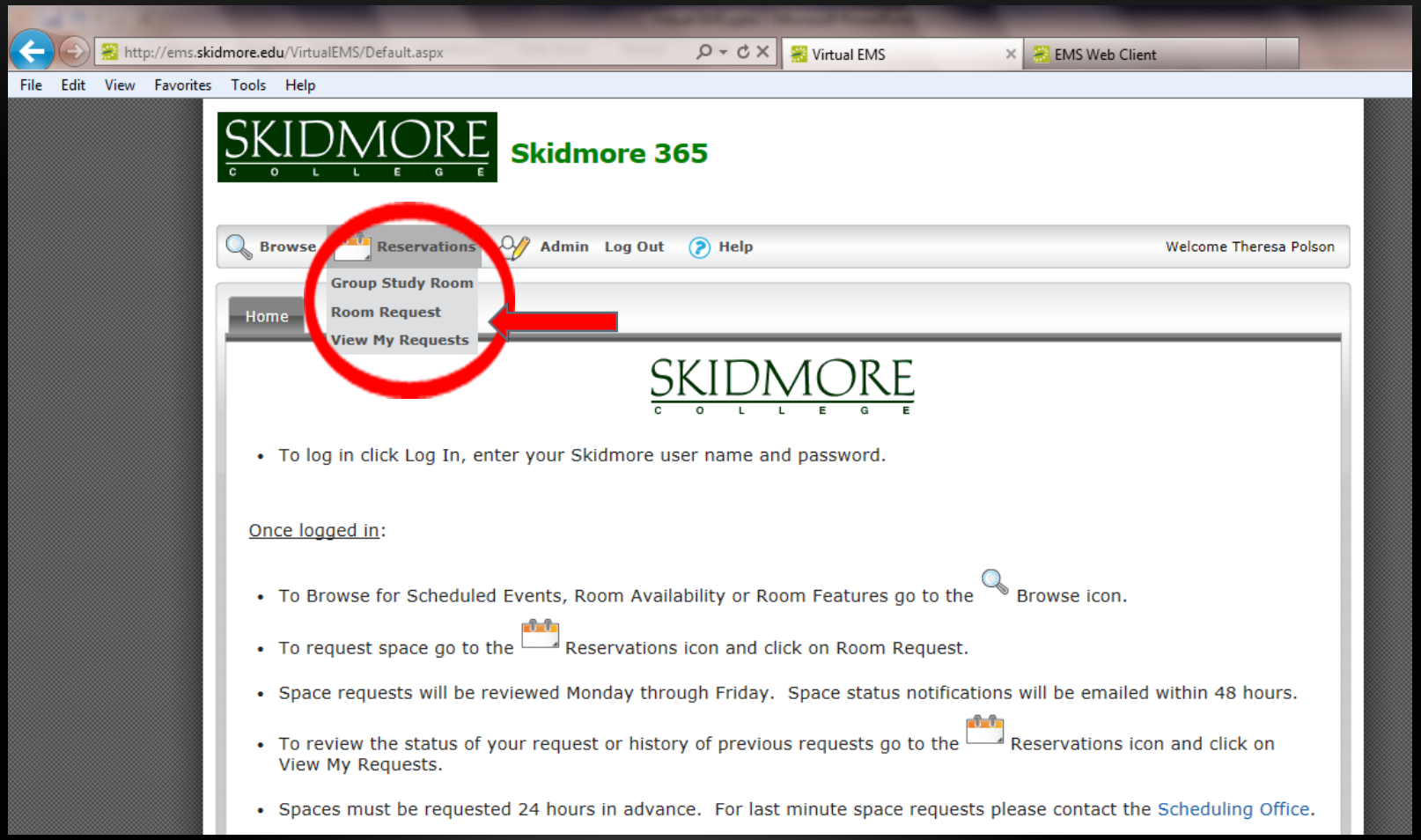
2. “Room Availability”- shows a grid for the day. The spaces that are already reserved will be blocked off.

3. “Room Features”- shows a list of details about each space that you can reserve.



HOW TO SUBMIT A REQUEST

Click on the “Reservations” icon and then click on the “Room Request” button.

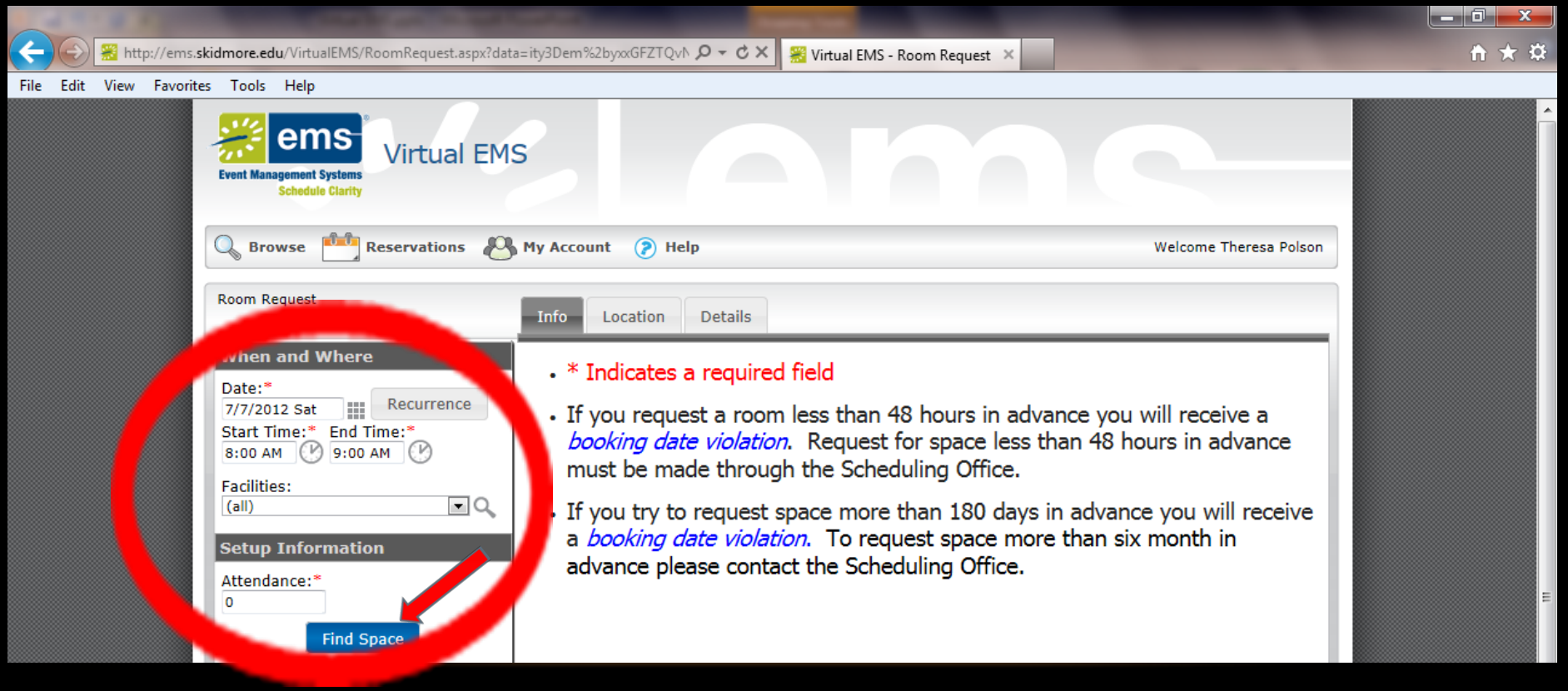


* To Reserve a Group Study Room in the library choose “Group Study Room”. For all other room choose “Room Request”.

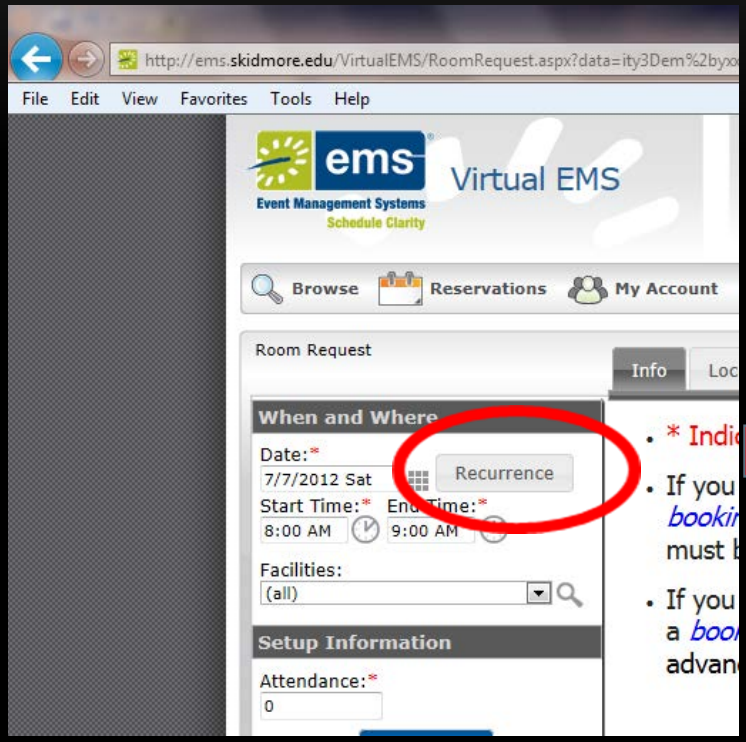
Fill in the REQUIRED fields:

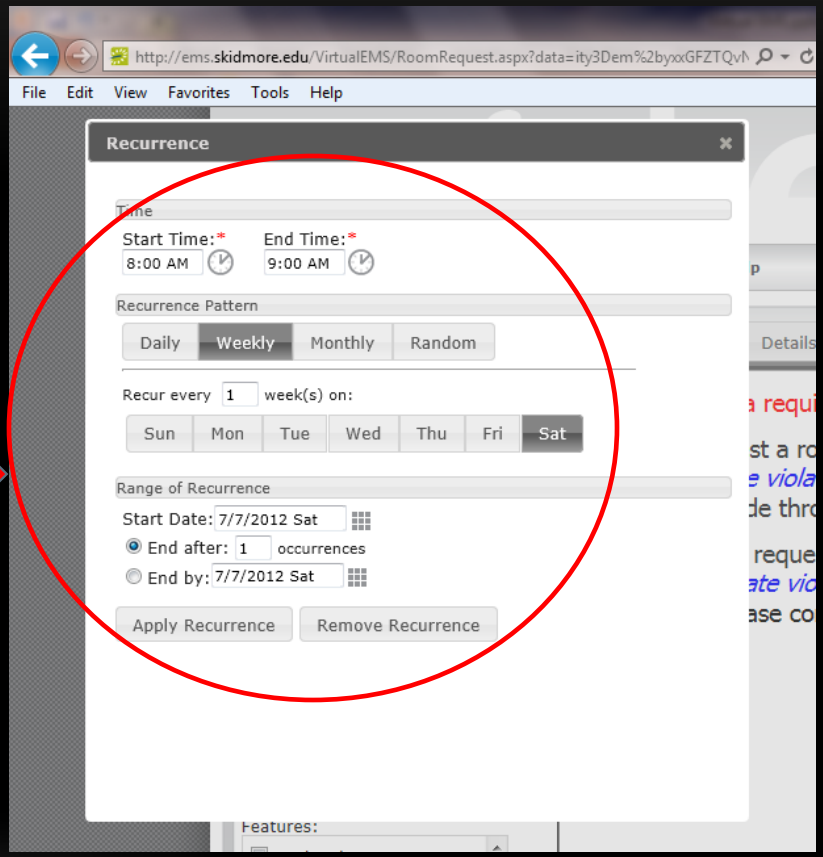
1. Date
2. Time (Start and End time) *Remember to check for AM/PM
3. Attendance: the expected number to attend the event

Then click “Find Space” or add in recurrence.

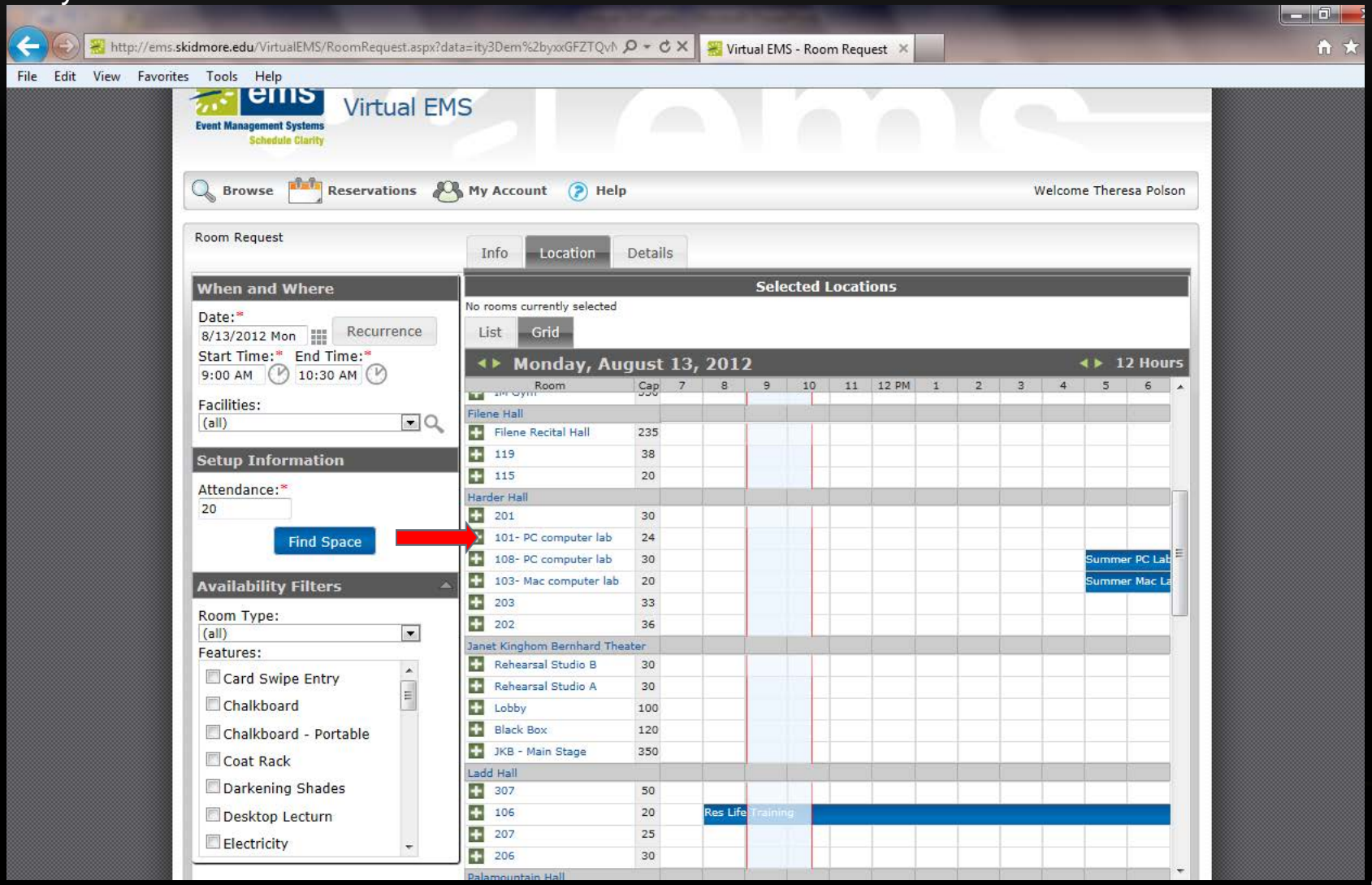


If the event is a recurring event select the “Recurrence” button. The box that pops up will allow you to schedule any recurring event. **If the recurring event will not be at the same exact day/time you cannot use this feature.





The available spaces for your event will appear to the right in the “Location” tab. Click on the desired room to view the room features. Select the room that you want to schedule for your event by clicking on the green + to the left of the space’s name. **If you need multiple spaces for this event you may select more than one by clicking the green + for every space you wish to reserve.

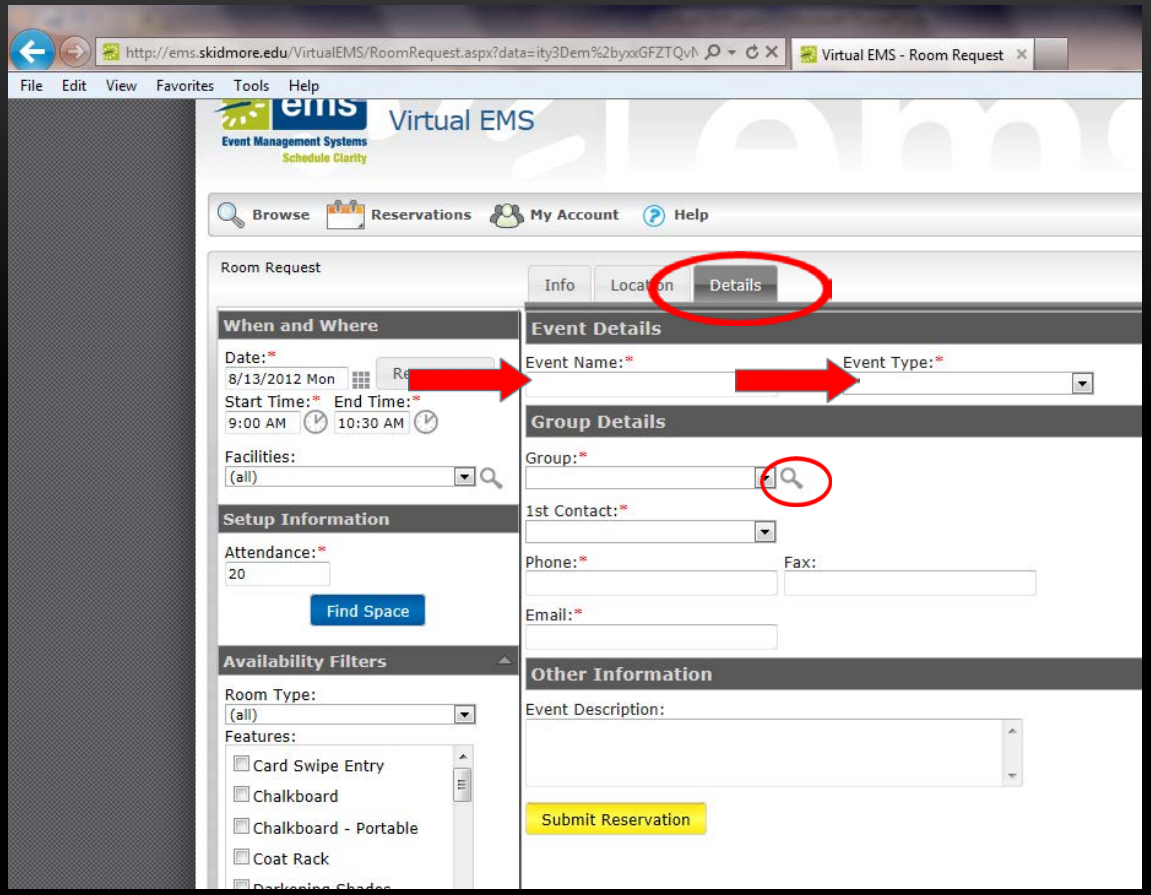


Click on the “Details” tab to submit the contact information and details for the event.

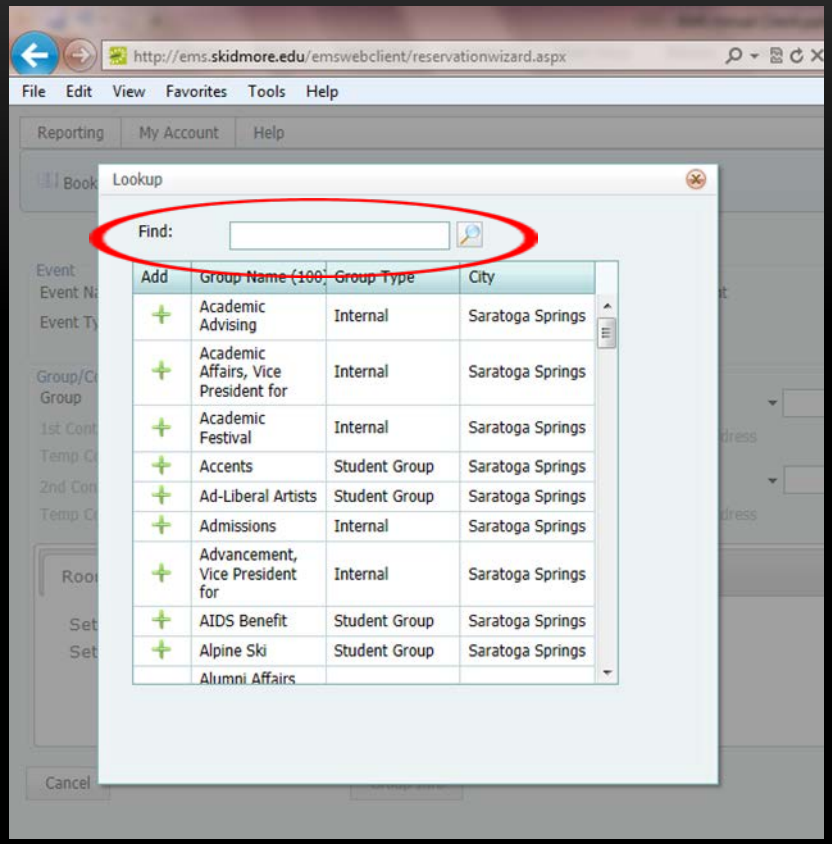
-Event name

-Event type

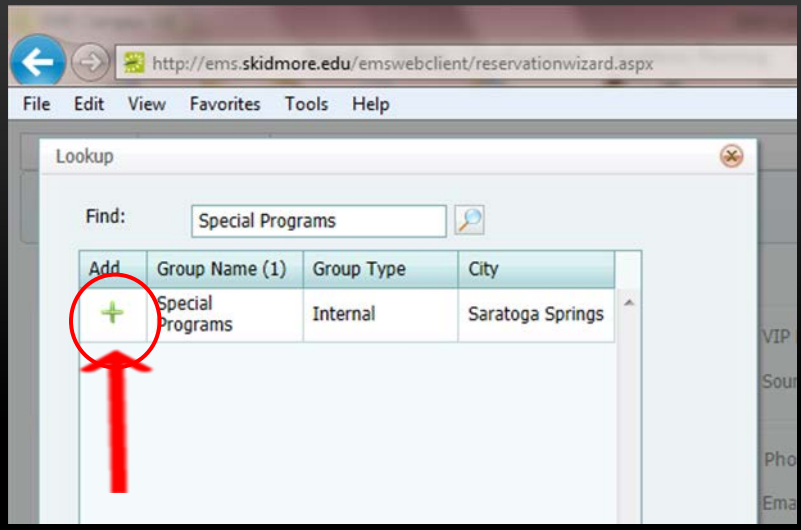
You will need to look up the department/group that will be using the space by clicking on the magnifying glass button next to “Group”.



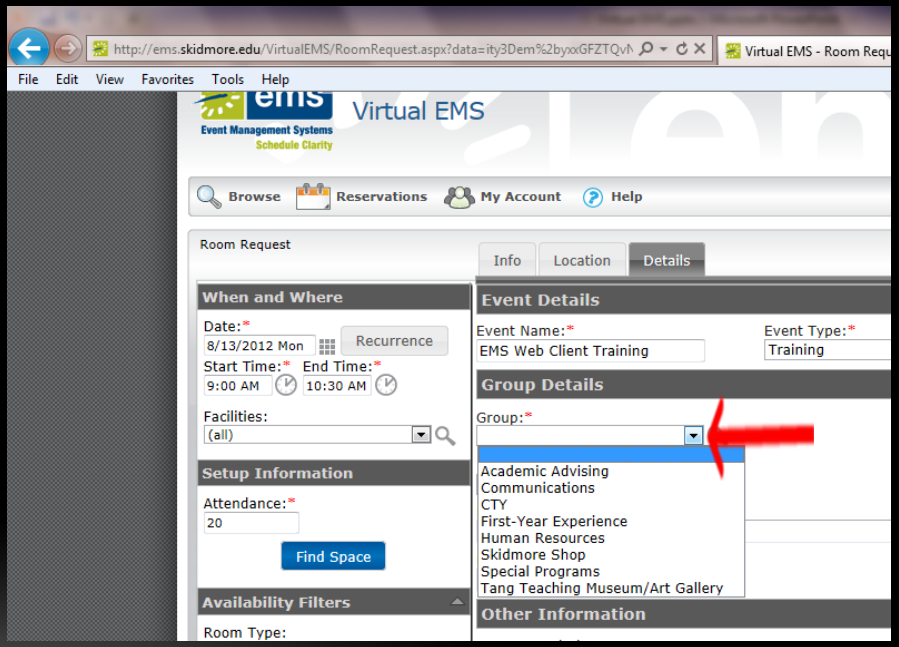
You can either search for the group by typing in the name or by hitting the magnifying glass and scrolling through the list.



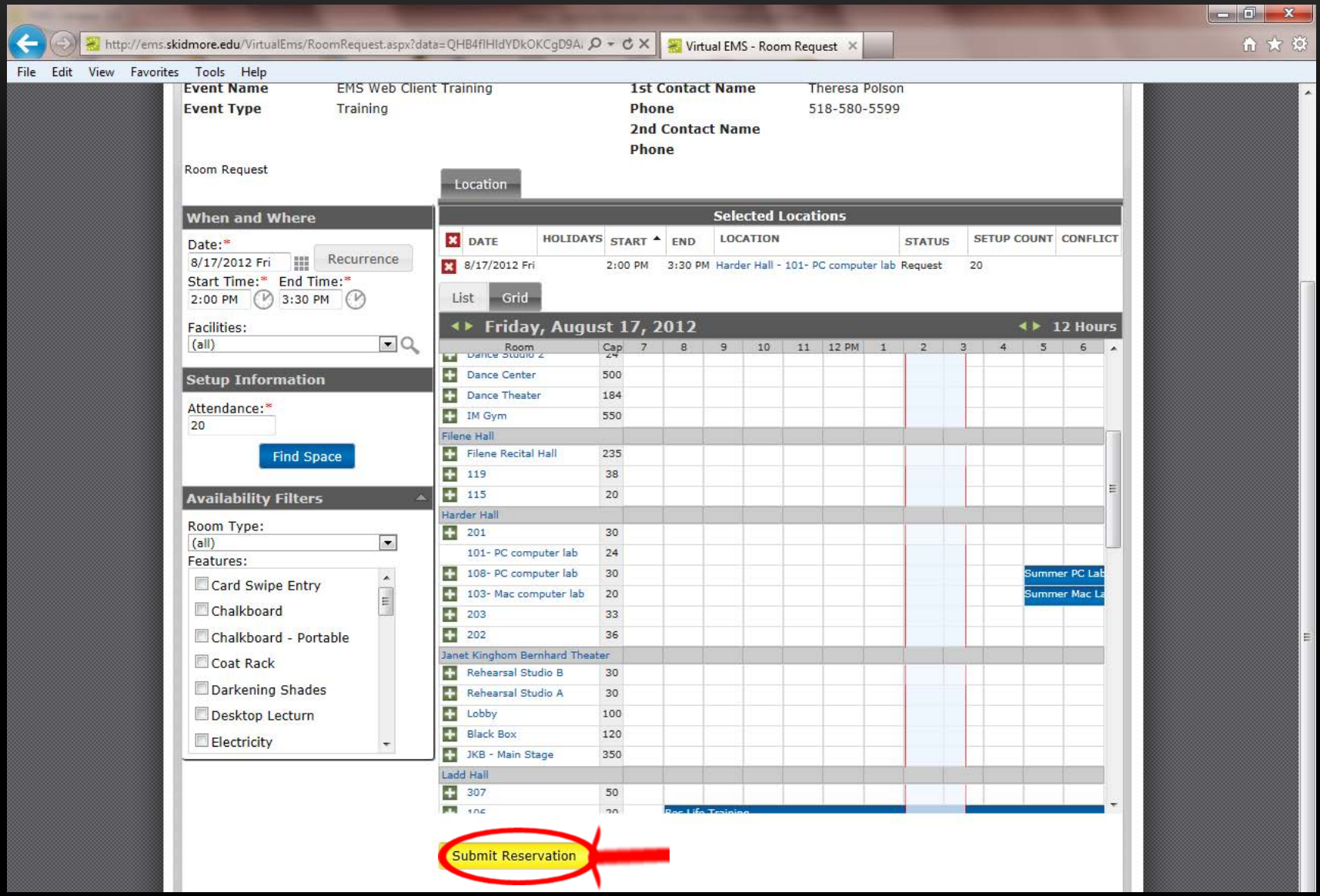
Once you've found the group you can click the ✚ in the add column next to the group. This will bring up the contact information for the person assigned to that group. Once you've added the group click the "Done" button.
*This will only need to be done once.



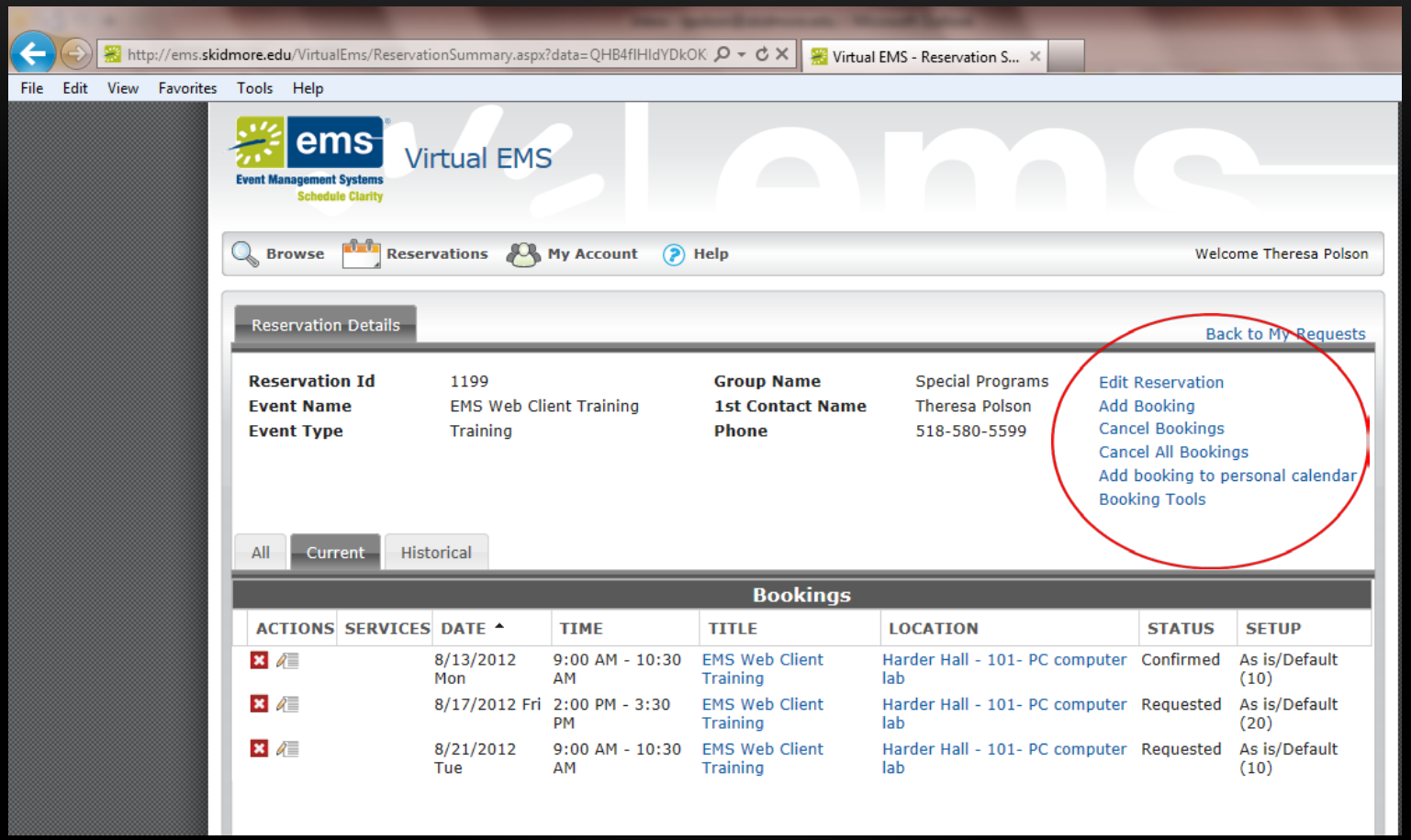
Next you will need to use the drop down button next to "Groups" to select the department/group name that you've added. Next time you go to make a reservation the group should still be there.

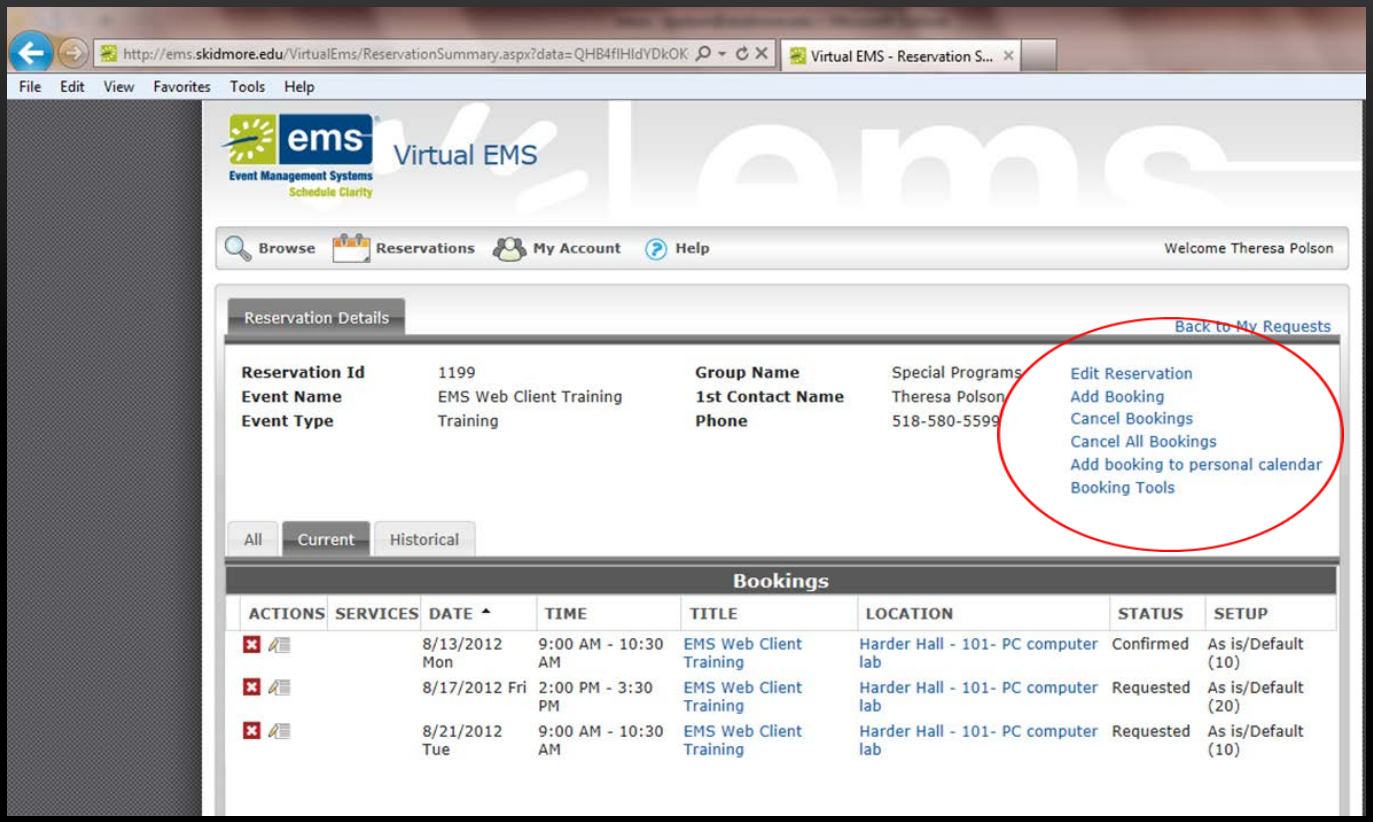


Once all the information is entered click “Submit Reservation”.



Your reservation details will pop up and if you need to make any changes to your reservation you can do it from here.





“Edit Reservation”:
Allows you to change the event name, event type and group.

“Add Booking”:
Allows you to add another booking to this reservation.

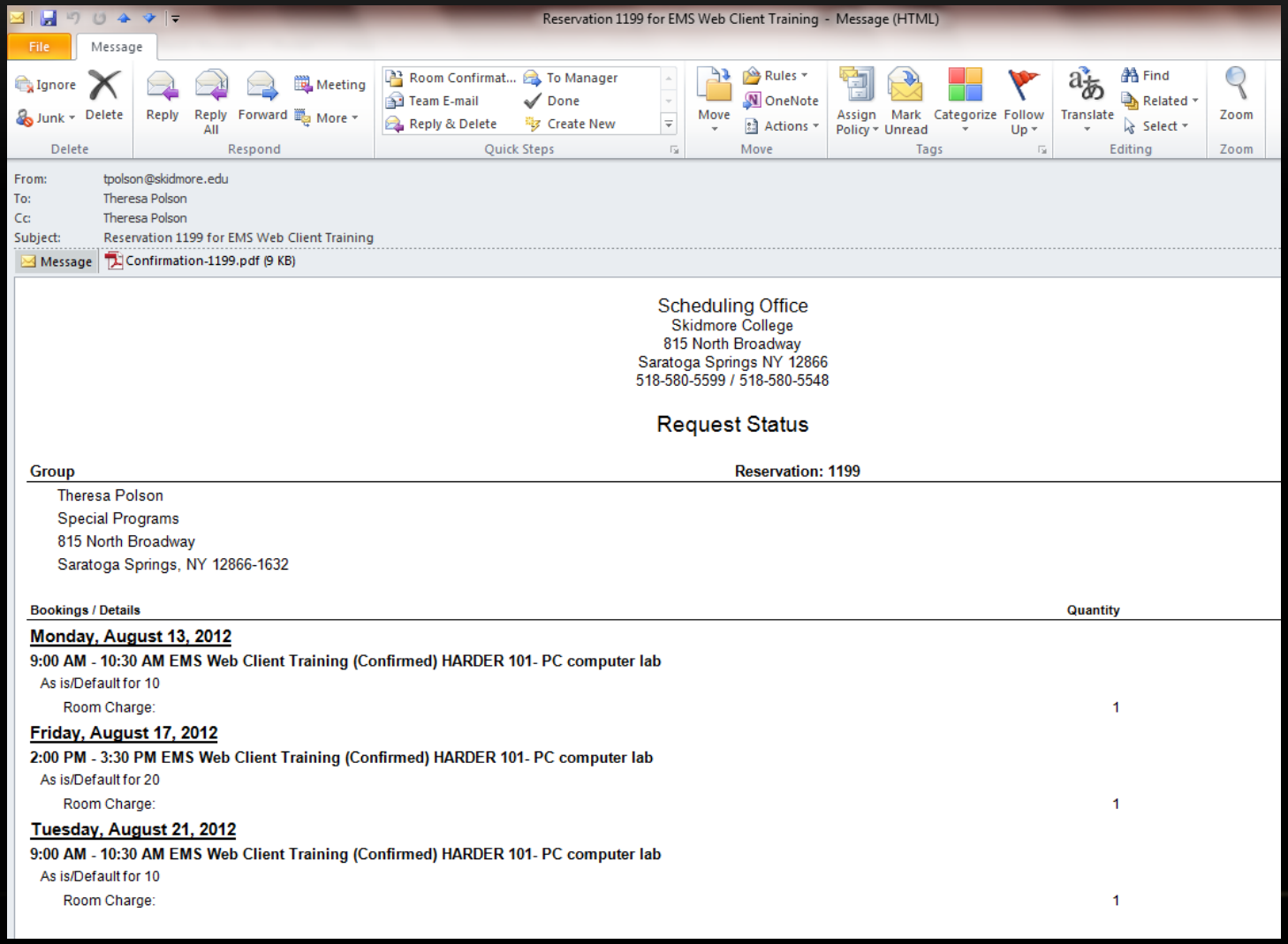
“Cancel Bookings”:
Allows you to cancel one or more of the bookings in your reservation.

“Cancel All Bookings”:
Allows you to cancel all of the bookings in your reservation.

“Add booking to personal calendar”:
Allows you to put this reservation on your outlook calendar.

“Booking Tools”:
Allows you to change the reservation date or time.

You should hear from the scheduling office within 48 hours about your reservation. If your space is confirmed the primary scheduler for your group/department will receive an e-mail confirmation.



Reservation 1199 for EMS Web Client Training - Message (HTML)

File | Message

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | More | Delete | Respond | Room Confirmat... | Team E-mail | Reply & Delete | To Manager | Done | Create New | Quick Steps | Move | Rules | OneNote | Actions | Move | Assign Policy | Mark Unread | Categorize | Follow Up | Tags | Translate | Find | Related | Select | Editing | Zoom | Zoom

From: tpolson@skidmore.edu
To: Theresa Polson
Cc: Theresa Polson
Subject: Reservation 1199 for EMS Web Client Training

Message | Confirmation-1199.pdf (9 KB)

Scheduling Office
Skidmore College
815 North Broadway
Saratoga Springs NY 12866
518-580-5599 / 518-580-5548

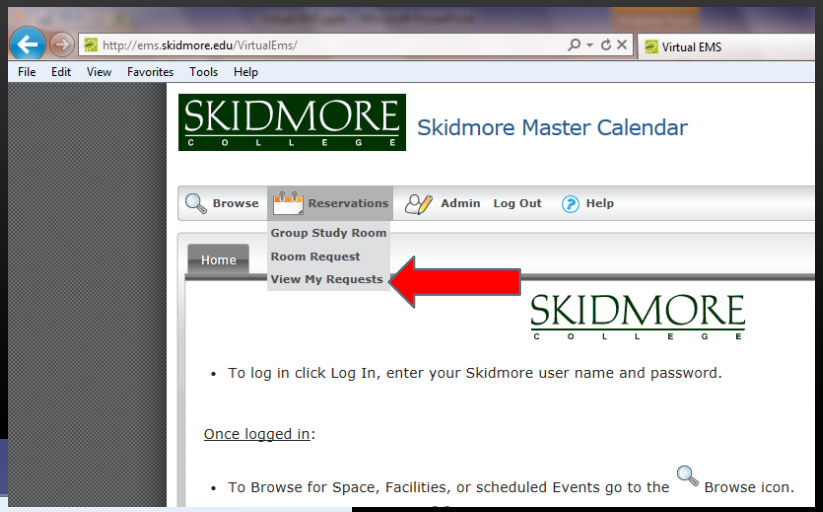
Request Status

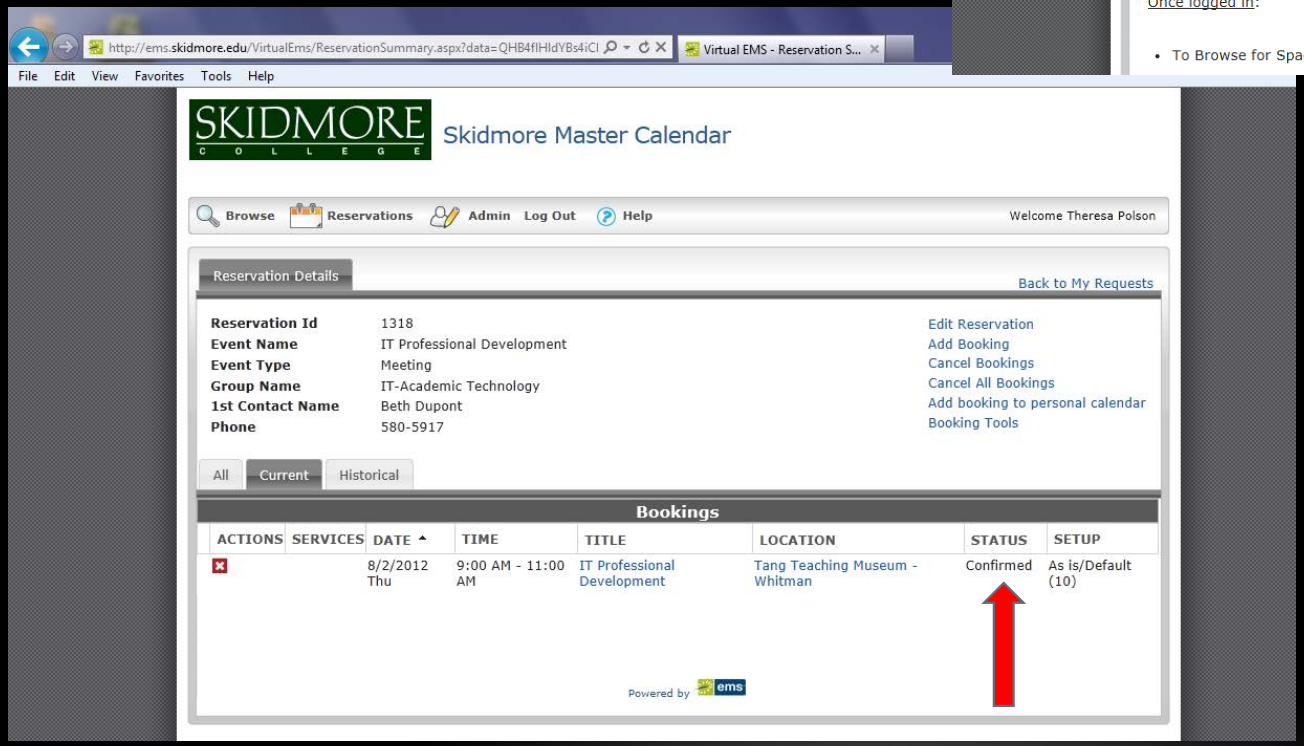
Group **Reservation: 1199**

Theresa Polson
Special Programs
815 North Broadway
Saratoga Springs, NY 12866-1632

Bookings / Details	Quantity
Monday, August 13, 2012	
9:00 AM - 10:30 AM EMS Web Client Training (Confirmed) HARDER 101- PC computer lab	
As is/Default for 10	
Room Charge:	1
Friday, August 17, 2012	
2:00 PM - 3:30 PM EMS Web Client Training (Confirmed) HARDER 101- PC computer lab	
As is/Default for 20	
Room Charge:	1
Tuesday, August 21, 2012	
9:00 AM - 10:30 AM EMS Web Client Training (Confirmed) HARDER 101- PC computer lab	
As is/Default for 10	
Room Charge:	1

To check the status of any of your requests choose “View My Requests” under the “Reservations” tab.





Click on the reservation and under the heading “Status” it will show the current status of your reservation.

THE END

If you have any questions or comments about the new Online Event Request System please e-mail the Scheduling Office or call extension 5599.