



# Online Scheduling Tutorial 3

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## *Completing an Online Reservation* *(login REQUIRED)*

Or visit [uca.edu/studentcenter/scheduling/](http://uca.edu/studentcenter/scheduling/) to download a reservation form that can be filled out by hand and returned to the Student Center Scheduling Office



[Ida Waldran Auditorium Request Form](#)

[Outside Space Request Form](#)

[Student Center Room Request Form](#)

[View My Requests](#)

## Student Center Online Reservation System!

New users must create

To reserve a room, hover over "Reservations" in the above menu bar and select the form for the desired space. This presentation utilizes the "Student Center Room Request Form".

are aware of

Accounts will be limited to making reservations for their respective groups.

[Account Login](#)

[Create Account](#)

Any visitor may browse our facilities or available space by going to "Browse" above on the left.



Student Center Room Request Form

Info Location Details

When and Where

Date:\*  
12/25/2013 We

Start Time:\* End Time:\*

Facilities:  
Student Center

Setup Information


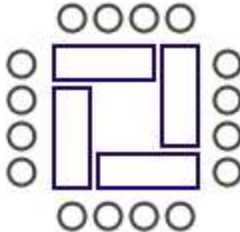
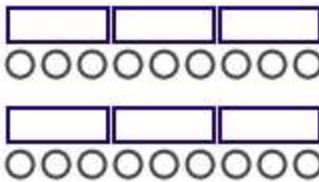

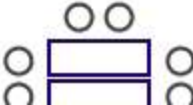
Attendance:\*

Setup Type:\*  
Theater Style

Fill out the "When and Where" information indicating the time and date of your event. The event must be more than 2 weeks away and fall inside regular building hours. Contact scheduling for all other cases.

The "Setup Information" will be used to find rooms that can accommodate your setup and attendees. The chart below serves as a guide to the available setups. Clicking "Find Space" will show the available rooms.

Setup Type Guide

<p><b>Theater Style</b> Rows of chairs facing the front of the room.</p>  <p>*Head table and podium included.</p>	<p><b>Square-Shape Style</b> Tables and chairs in a square.</p> 	<p><b>Classroom Style</b> Rows of tables and chairs.</p>  <p>*Head table and podium included.</p>
<p><b>Cafeteria Style</b> Rows of tables with seating on both sides.</p> 	<p><b>Banquet Style</b> Chairs around tables.</p> 	<p><b>Conference Style</b></p> <p>This style refers to rooms with a permanent setup of chairs around a central conference table.</p>



## Student Center Room Request Form

Info **Location** Details

### Selected Locations

No rooms currently selected

List **Grid**

Wednesday, January 15, 2014

12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Student Center													
Room 203B	33												
Room 205A	230												
Room 205B	234												
Room 205A/B	588												
Room 213	75												
Room 214	75												
Room 215	96												
Room 223	46												
Room 224	48												
Room 223/224	100												
Room 225	46												

In this example, we are looking for a room from 4PM to 5PM on Jan. 15th, 2014 that can accommodate 10 people setup with theater style seating. The location tab is displayed with a calendar of rooms. The green boxes labeled "+" allows for a room to be added to your reservation. In this case, only Room 203B and Room 225 are available at the time. Clicking those boxes will add them to the Selected Locations region above.

Student Center Room Request Form

[Info](#)
[Location](#)
[Details](#)

**When and Where**

Date: \*  
 1/15/2014 Wed Recurrence

Start Time: \*  
 4:00 PM

End Time: \*  
 5:00 PM

Facilities:  
 Student Center

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**Setup Information**

Attendance: \*  
 10

Setup Type: \*  
 Theater Style

[Find Space](#)

**Selected Locations**

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
<input type="checkbox"/> 1/15/2014 Wed		4:00 PM	5:00 PM	SC - 203B	Request	10	
<input type="checkbox"/> 1/15/2014 Wed		4:00 PM	5:00 PM	SC - 225	Request	10	

List [Grid](#)

**Wednesday, January 15, 2014** 12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
<b>Student Center</b>													
Room 203B	33												
<input checked="" type="checkbox"/> Room 205A	230												
<input checked="" type="checkbox"/> Room 205B	234												
<input checked="" type="checkbox"/> Room 205A/B	588												
<input checked="" type="checkbox"/> Room 213	75												
<input checked="" type="checkbox"/> Room 214	75												
<input checked="" type="checkbox"/> Room 215	96												
<input checked="" type="checkbox"/> Room 223	46												
<input checked="" type="checkbox"/> Room 224	48												
<input checked="" type="checkbox"/> Room 223/224	100												
Room 225	46												

Selected rooms can be removed by clicking the red boxes labeled "x" above.

Once the desired rooms are selected, a terms and conditions checkbox will appear. This represents the facility policies that can be reviewed by clicking "View" below and all reservations will be held to the policies found therein. Clicking continue will allow for the final details of your event to be specified.

I have read and agree to the terms and conditions [View](#)

[Continue](#)

-- NOTE --  
 <-- Will not display unless room has been selected above.



Student Center Room Request Form

- Info
- Location
- Details**

**When and Where**

Date: \*

Start Time: \*  End Time: \*

Facilities:

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**Setup Information**

Attendance: \*

Setup Type: \*

**Event Details**

Event Name: \*

Event Type: \*

**Group Details**

Group: \*

1st Contact: \*

Name: \*

Phone: \*  Fax:

Email: \*

**The contact information listed here will be used to confirm the booking and any changes that must be made.**

**Other Information**

Enter a brief description of your event.: \*

Is there an admission charge for your event?: \*

Is this event for a political cause?: \*

Scroll down to add any extra items available for the room. Clicking on the "+" next to each category reveals the available items and clicking on the item name reveals information about the items. Please provide detailed instructions for needed items.

The "Set up notes" section should be used for all other instructions such as: placement of tables/chairs, early access to room, or special requests.

Click "Submit" to request the space/services you have selected.

### Audio/Visual

Carts

Video

1 Data Projector

Special Instructions:

### Furniture

Podiums

Seating

10 Additional Chairs

Special Instructions:

We need the extra chairs along the back wall of the room.

Tables

### Set up notes

I have read and agree to the terms and conditions [View](#)

Submit



Submitting your request will take you to view the bookings you have requested. This does not signify you have the room until the "STATUS" column shows "Approved".

Reservation Details

Back to My Requests

Reservation Id  
Event Name  
Event Type

Tutorial Event  
Meeting

1st Contact Name  
Phone

Aaron Crawford  
5015933951

- Edit Reservation
- Add Booking
- Cancel Bookings
- Cancel All Bookings
- View/Email Reservation Summary
- Add booking to personal calendar
- Booking Tools

All Current Historical

Thank you for your request! A confirmation email will be sent upon reservation approval.

ACTIONS	SERVICES	DATE ▲
		1/15/2014 Wed
		1/15/2014 Wed

ON	STATUS	SETUP
	Web Request	Theater Style (10)
	Web Request	Theater Style (10)