

1. From your School or District Website > Staff (Login Required) > Meeting Room Requests.

NOTE: Do not use a bookmark

Meeting Room Requests

Login with your NetID.

Username:

Password:

2.



1) Name of Activity: -or choose from previous activity:

3.



January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Start Time
08 : 00 AM

End Time
10 : 00 AM

4.



My Meeting

[Add Date/Times](#) Note: Add information to the FIRST date and it will auto-populate the other dates.

Date	Event Start Time	Event End Time	Location	Location Types	Other Needs	Setup-Notes	Attendance	Delete
Mon 01/01/2018	9:00AM	10:00AM	Select	----	Select	Select	Select	<input type="checkbox"/>

5.

6. **Location** > Select

Select Location

Building: Location Type:

[Book this whole building](#)

Show Availability for: Only this date (01/01/2018)

Show All Locations

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
*Classroom (Classroom - General)	\$23.67 hourly	*FVEC	0	<input type="checkbox"/>	View
*Computer Lab (Computer Lab)	\$23.67 hourly	*FVEC	0	<input type="checkbox"/>	View
*Conference Room (Conference (1-25 Occupants))	\$0.00 hourly	*FVEC	0	<input type="checkbox"/>	View

*Text in RED indicates building/location unavailability

7.

8. **Other (TECH) Needs** > Select

Other Needs

This screen shows other needs either dedicated to the building or location(s) you have chosen or plus all other needs not dedicated to other buildings.

Users of this locations often request the following:

Other Needs Name	Qty	Other Needs Name	Qty
American flag	<input type="text" value="0"/>	Portable bleachers	<input type="text" value="0"/>
Apple TV Remote	<input type="text" value="0"/>	Portable PA system	<input type="text" value="1"/>
Audio cable - sound system to presenters computer	<input type="text" value="0"/>	Portable projector	<input type="text" value="0"/>
Band shell	<input type="text" value="0"/>	Portable screen	<input type="text" value="0"/>

Make this change for ALL Dates

9.
10. **Setup Notes** > Select

Event Info

Setup Notes:

Attendance:

Make this change for ALL Dates

11.
a. **Other (TECH) needs & Submit**

Other Information:

Other Needs, Special Needs or Set-Up notes regarding your desired set-up:

You can also upload a PDF.

Attach file: [Attach more](#)

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

b.