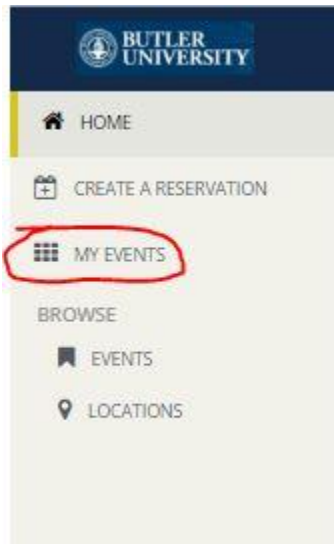




## MANAGING BOOKINGS

1. To manage your current bookings, begin by clicking “My Events” in the navigation menu to the left of the screen.



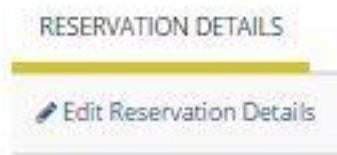
2. Under “Reservations” and “Current” you will be able to see a list of your personal bookings. To edit one of these bookings, click on the title of the reservation.

The image shows a screenshot of the 'RESERVATIONS BOOKINGS' page. It features a search bar, a 'Search Reservations' button, and a checkbox for 'Include cancelled reservations'. Below this is a filter section with 'CURRENT' and 'PAST' tabs. A table displays a list of reservations with columns for Name, First/Last Booking, Location, Group, Services, ID, and Status.

Name	First/Last Booking	Location	Group	Services	ID	Status
study	Thu Sep 15, 2016/ Thu Sep 15, 2016 (single booking)	Jordan Hall - 307	Student		259526	Web Request

3. Once you click on the reservation, you will have several options. You can manage “Reservation Details,” view “Reservation Tasks,” or you can look at “Bookings.”

- i. To edit “Reservation Details” click the pencil icon located below the title of the section.



- ii. Under “Reservation Tasks” you will be able to Cancel Reservations, View Reservation Summaries, Send Invitations, and Add to Your Calendar.



1. **Cancel Reservations:** click on “Cancel Reservation.” You will then be prompted with a pop-up asking for your cancellation reasoning and confirmation of “Yes, Cancel Reservation.”

A screenshot of a "Cancel Reservation?" pop-up form. The form has a title bar with a close button. The main text asks, "Both the reservation and bookings will be cancelled. Are you sure you want to proceed?". Below this, there is a "Cancel Reason" dropdown menu and a "Cancel Notes" text area. At the bottom, there are two buttons: "Yes, Cancel Reservation" and "No, Keep Reservation".

- 2. View Reservation Summary:** this option will allow you to see the confirmation of your request.
- 3. Send Invitation:** this option will allow you to invite others to your event. Click “Send Invitation.” A pop-up will prompt you to enter the email address of your invited friends. Then click “OK.”



A screenshot of a 'Send Invitation' pop-up window. It features a title bar with a close button (X), a label 'Email Address', a text input field, and two buttons at the bottom: 'Send' and 'Cancel'.

- 4. Add to My Calendar:** This option will allow you to add the reservation to your Outlook or computer calendar.

iii. Under “Bookings” you can cancel reservations, edit “Attendance” and “Set-Up Type,” as well as view the “Status” of your reservation.



A screenshot of a 'Bookings' interface. At the top, there are tabs for 'CURRENT' and 'PAST', and a checkbox for 'Include cancelled bookings'. Below the tabs, there are two buttons: 'Cancel Bookings' and 'Booking Tools'. A table lists a booking for 'Thu Sep 15, 2016' at 'Jordan Hall - 307'. The table has columns for 'Date', 'Start Time', 'End Time', 'Time Zone', 'Location', 'Attendance', 'Setup Type', and 'Status'. The 'Attendance' column shows '1', 'Setup Type' is 'Academic Setup', and 'Status' is 'Web Request'. There are also edit and delete icons on the left side of the table row.

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Thu Sep 15, 2016	8:00 PM	9:00 PM	ET	Jordan Hall - 307	1	Academic Setup	Web Request