Create a room event (reservation)

Last updated: Tue, 10 Oct 2017 19:09:17 GMT

Learn how to use Room Scheduling to create a reservation for your patrons. Once you have set up the rooms at your institution, you can begin reserving rooms for patrons. Follow the steps below to create a room reservation.

Note: Room events cannot be edited once you have saved the event. If you need to edit an event for any reason, you have to delete the event and recreate it with the updated information.

1. On the left navigation, click **Room Scheduling**.
2. Click **Browse Rooms**.
3. Find the **room** for which you want to reserve time. See **Browse Rooms** for details.
4. On the room's screen, use the calendar to search for the **date** and **time** you want to create the event.
   - You can change the calendar's view by clicking **Day**, **Week**, or **List** on the right side of the screen.
   - Click **Go to today** (Day view) or **Go to this week** (Week view) to return to the current day or week.
5. If you are using the Day or Week view, click and drag the **green line** to create the event.
6. If you are using the List view, click **Create Event**.
7. On the New Event page, in the Event field, enter the **name of the event**.
8. In the Patron field, enter the **patron barcode** for the patron that is reserving the room. If you do not know the patron's barcode:
   a. Enter their **name** in the Patron field, and click **Find**.
   b. In the Search for Patron window, locate the correct patron.
   c. If you need to perform an additional search, you can select an **index** from the Search list, enter your **search terms** in the field, and click **Search**.
   d. Click the **Patron** name to add them to the event.
9. Optional. Enter the **Organization** that is holding the event.
10. Optional. Enter the **Number of Attendees**.
11. Optional. Enter any **Notes** about the event.
12. Optional. Edit the Event Start and Event End **time** and **date**.
    - Click the **calendar button** (Calendar button) to select a new date and time, or edit the **date and time** in the Event Start and Event End fields.
    - You can also edit the start and end date using the calendar. Click the **arrows** at the top to select a new date, and click and drag the **green line** to create the event.
13. Optional. Edit the **Duration** or click and drag the **gray buttons** in the calendar to increase or decrease the duration of the event.
14. Click **Create Event**.