

Instructions for the Room Reservation Calendar

Beginning Summer II 2020 the Department of Psychology will be phasing out the old "Room Schedule Calendar" for our new Room Reservation Calendar in compliance with updating University software requirements. Below is a step by step guide to navigate and reserve a room in the calendar.

STEP 1

Navigate to the Psychology Room Reservation Calendar

The first calendar you see is an overview of the reservations for all the rooms. Use this calendar to quickly scan through dates to see which rooms are available and when, or to look up your existing reservation.

STEP 2

On the left side of the screen, you will see the list of rooms. Select the room you wish to reserve and you will navigate to the reservation calendar for that room. In this guide, we will select UAC 275 (Conference Room).

Reserve a Room
GR Psychology Room Reservations

2020 June 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	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	1	2	3	4

Psychology Room Reservations

- UAC 007 (Group Survey Room)
- UAC 008 (Research PC Lab)
- UAC 206 (Meeting Room)
- UAC 225 (Data Entry)
- UAC 241 (Clinical Observation Room)
- UAC 243 (Clinical Observation Room)
- UAC 245 (Clinical Observation Room)
- UAC 246 (Clinical Observation Room)
- UAC 275 (Conference Room)
- UAC 440 (PC Lab)

Return to Room List

Select a room from the room list

If you need to return to the room list at any time. Click the "Return to Room List" button.

Reserve a Room
GR UAC 275 (Conference Room)

2020 June 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	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	1	2	3	4

Calendars in View

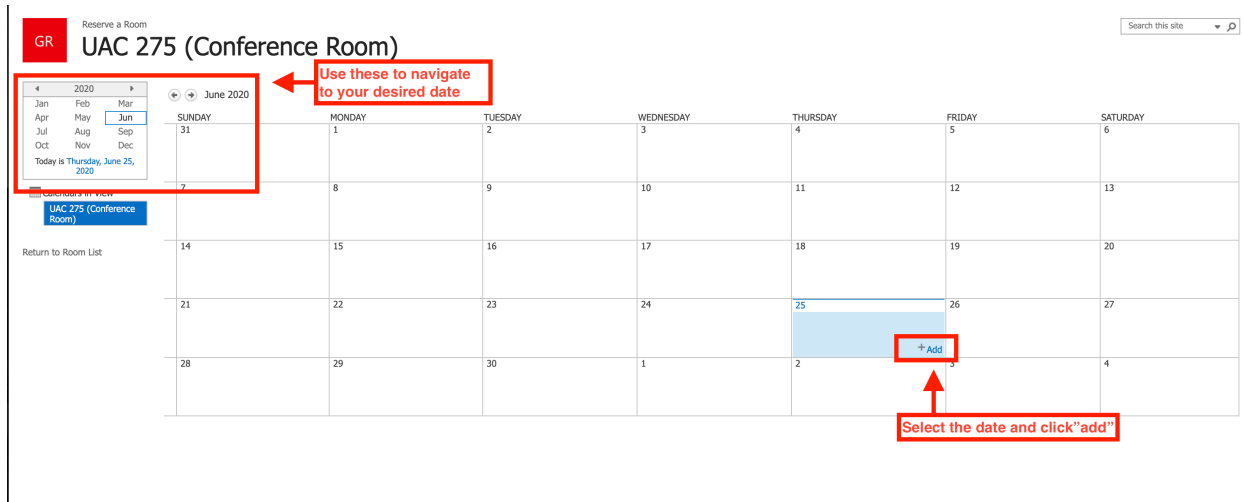
- UAC 275 (Conference Room)

Return to Room List

If you selected the wrong room. Click "Return to room list"

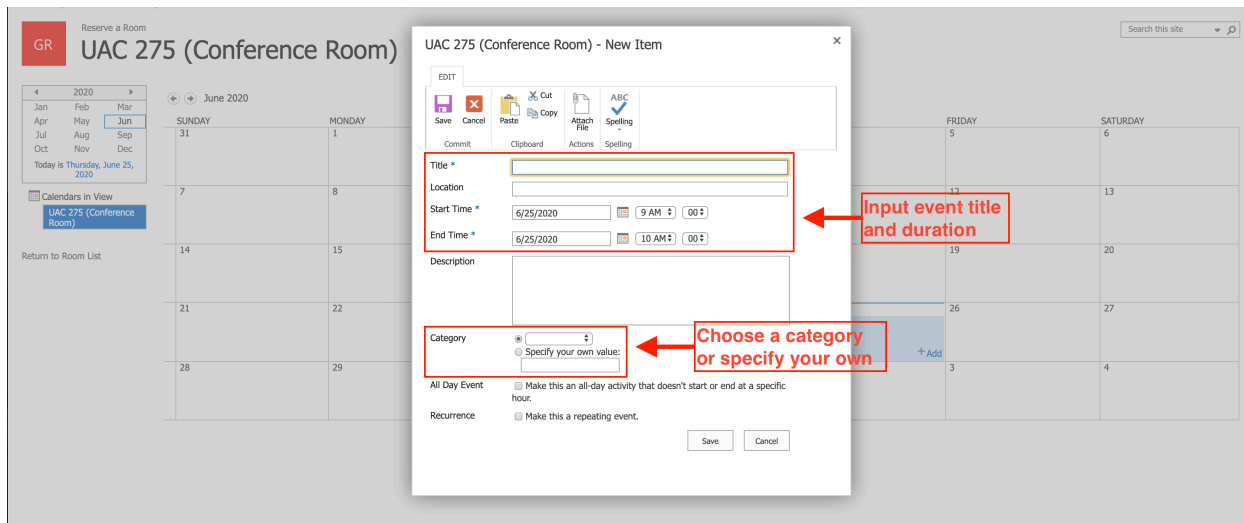
STEP 3

Use the calendar tools in the top left of the screen to navigate to the date of the reservation. Select the date on the calendar and click the "Add" button to open the new event form.



STEP 4

In the new event window. Input the title of your event and select the date and time of the event. Choose a category from the dropdown list or provide a custom category (Note: A category is not required).



If your event is recurring check the "Make this a repeating event" checkbox. Additional options will appear to adjust your recurrence frequency.

UAC 275 (Conference Room) - New Item

EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title *

Location

Start Time * 9 AM 00

End Time * 10 AM 00

Description

Category

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Pattern

Daily Every 1 day(s)

Weekly Every weekday

Monthly

Yearly

Date Range

Start Date 6/25/2020

No end date

End after: 10 occurrence(s)

End by:

Save Cancel

STEP 5

Once all of your event information has been added click the "Save" button. That's it, your room reservation has been secured.

UAC 275 (Conference Room) - New Item

EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title *

Location

Start Time * 9 AM 00

End Time * 10 AM 00

Description

Category

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Pattern

Daily Every 1 day(s)

Weekly Every weekday

Monthly

Yearly

Date Range

Start Date 6/25/2020

No end date

End after: 10 occurrence(s)

End by:

When finished click "Save"

Save Cancel