

How to Request a Reservation Online – can be done by a staff or faculty member on campus who has a morningside.edu email address.

For a simple reservation:

- 1) Go to my.morningside.edu**
- 2) Choose Calendars/Schedules**
- 3) Pick Campus Calendar**
- 4) If you pick the Browse, pick Browse Events, and this will take you to the current calendar.**
- 5) Look at the date and time you are interested to see if the room you want is open or already reserved.**
- 6) To request a reservation – choose My Account and Login**

Example:

Morningside Username – staberl

Password – use the one for your morningside email account

- 7) Pick Reservations, Room request – this will open the request section.**
- 8) On the left side of the page - pick the date, time, and facilities (building). (If you are requesting a repeating reservation such as each Wednesday, use recurrence and fill in the details. Select recurrence and then pick random if you are booking the same time and same place but random days for the same event or meeting.)**

Then follow by attendance (number of people you need to find a room to fit) setup type & room type, choose from the drop down (what type of room you need such as a classroom or conference room) and then click on find space.

- 9) Move to the right side and see the locations in that building so you can choose the one or ones you want. Click on the + in front of the room you want. Then fill in additional details under the details tab. Choose a name for your event and then choose an event type from the drop down.**
- 10) For the group details – under group - search for your group on campus and the main contact for that group will open.**
- 11) If you need to request things for your room or assistance, select under the categories of AV, Catering, Furniture, and Setup Notes. You can type in extra information under the catering notes or setup notes, such as need to serve lunch or need to have it setup by 3pm so we can decorate.**
- 12) When you have completed all you need, Submit the request.**
- 13) Central Scheduling will review your request and if approved, you will be sent a confirmation of the reservation. Be sure you get a confirmation and check to see all the details are correct.**

NOTES: At any time if you have questions during this process, call 274-5175 for help. For a more complex reservation, such as one event occurring in different buildings, using multiple rooms, and varying times – you can get help or start with one reservation, then go back into that

reservation and add additional bookings to this reservation. The EVENT = Reservation BOOKING = Each room reserved. If you discover later, you need additional services once you had already made the reservation, you can add services, such as furniture, food, AV needs or add info under the setup notes as well.