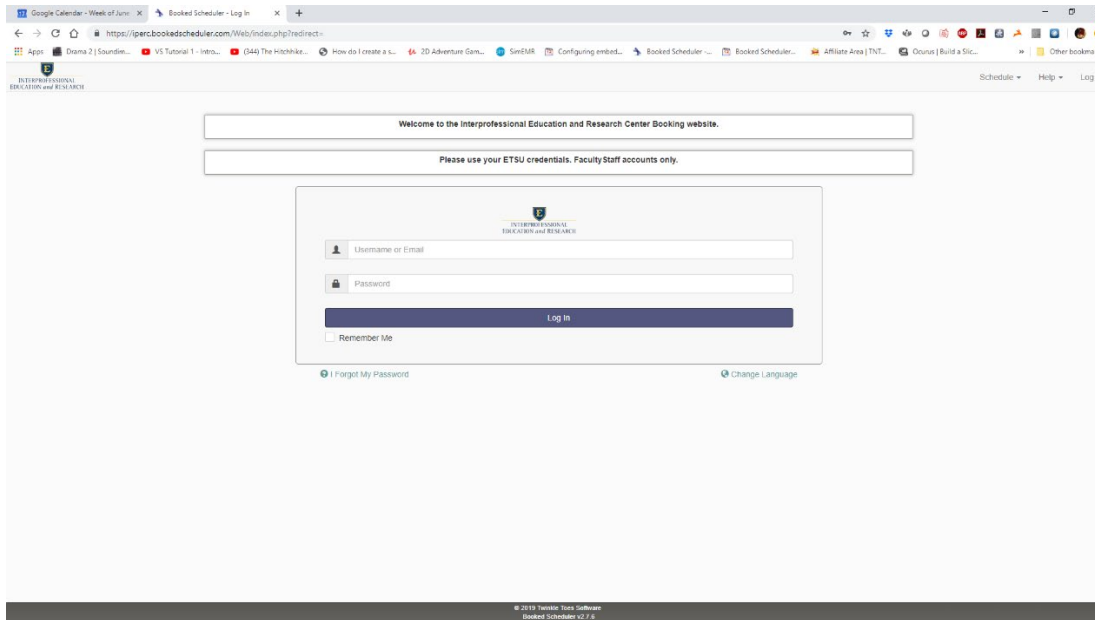
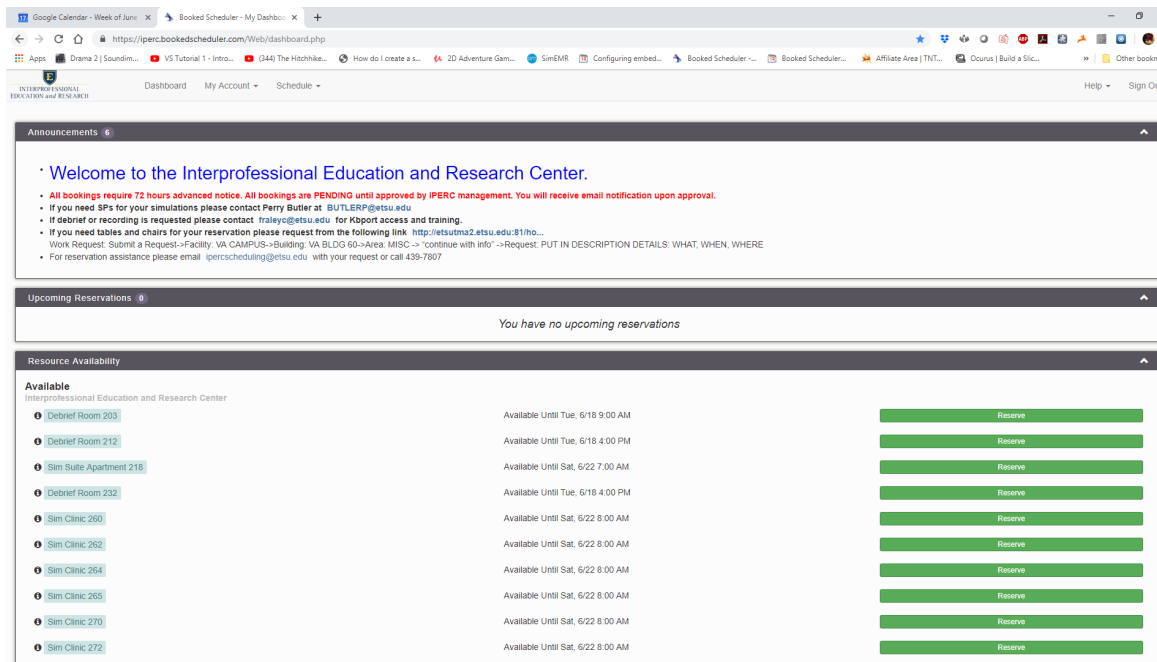


SGH178 BOOKING CALENDAR INSTRUCTIONS

1. You can access the calendar at <https://sgh178.bookedscheduler.com/Web/schedule.php>
2. Faculty and Staff of ETSU can log in with their ETSU credentials



3. After logging in you will see your Dashboard (you can return to this view by hitting Dashboard in the top menu)



4. If you have any upcoming reservations, they will be listed in the Upcoming Reservations box.
5. All available rooms are listed in the Resource Availability box. You may reserve a room, or block of rooms, by clicking on the green Reserve button to the right of the appropriate room.

- If you hover over the black circle with the letter “i”, you will get a pop up that lists the room, available equipment, and the number of participants that can be seated in that room.

The screenshot shows a user interface for managing reservations. At the top, it indicates 'Upcoming Reservations: 0' and a message 'You have no upcoming reservations'. Below this is a section titled 'Resource Availability' for the 'Interprofessional Education and Research Center'. A tooltip for 'Debrief Room 203' is open, providing details such as its description (used for simulation debriefs), notes, contact email (iperscheduling@etsu.edu), location (203), and resource type (Debrief Room). It also lists reservation rules: no minimum or maximum duration, reservations must be approved, made at least 3 days prior, and not end more than 365 days from the current time. Other resources listed include Sim Clinic 265, 270, and 272, all available until Saturday, 6/22 8:00 AM.

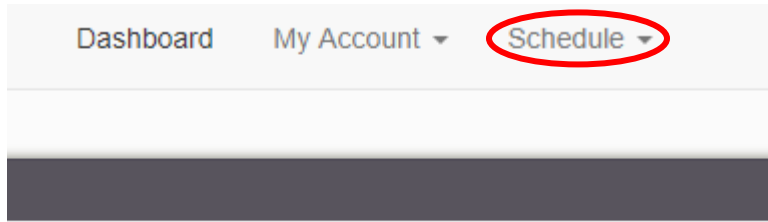
- If you need multiple rooms for your event, hit the reserve button on the Dashboard view for one of the room you need (260 in the above example) then in the reservation page click “Change +” next to the Resources heading.

The screenshot shows a reservation form with the following fields: 'Begin' set to 06/17/2019 at 3:00 PM, a duration of 0 days 0 hours 30 minutes, and 'Repeat' set to 'Does Not Repeat'. Under the 'Resources' heading, 'Sim Clinic 260' is listed with a lock icon. A 'Change +' button next to the Resources heading is circled in red. Below this are fields for 'Title of reservation' and 'Description of reservation'.

- Once the “Change +” has been clicked. You will see a popup window with all rooms and their associated radio buttons. Simply click on the individual rooms you also wish to reserve, or the head radio button in the case that you wish to reserve all rooms in the group. (all “C” classrooms for example) After you have selected your rooms, hit done. All rooms should now be added under one reservation. *any room in red with a strike through it is not available during the chosen time and day *
- When you have reviewed your form and are satisfied hit the create button to schedule the selected rooms. After a few seconds a window will let you know the status of the reservation. **All reservations are pending until approved by Heather Love.** You will receive email notification when initially reserving and when approved.

VIEWING THE SCHEDULE CALENDAR

10. To view all upcoming reservations and room availability click the Schedule pulldown menu at the top of the page.



11. In the pulldown menu under Schedule, select “Bookings” and you will be taken to a sortable calendar of all upcoming events. You can scroll to the top of the page to select date ranges to view.

	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
Lecture Hall 013					COM		Social Work								
Conference Room 020										Meeting with Residents					
Detrief Room 203			Meeting with Dr. Calhoun and others							COM Docking III Course					
Detrief Room 212										COM Docking III Course					
Sim Suite Apartment 218															
Detrief Room 232										COM Docking III Course					
Sim Clinic 200															
Sim Clinic 261															
Sim Clinic 262															
Sim Clinic 263															
Sim Clinic 264															
Sim Clinic 265															
Sim Clinic 270															
Sim Clinic 272															
Sim Clinic 274															
Sim Clinic 276															
Sim Clinic 278															
Sim Clinic 280															
Hi Def Simlab 311							Governor's School								
Detrief Room 312										COM Docking III Course					
Detrief room 314										COM Docking III Course					
Hi Def Simlab 315							Governor's School								
Detrief Room 316										COM Docking III Course					
Hi Def Simlab 317							Governor's School								
Hi Def Simlab 321							Governor's School								
Detrief Room 360										COM Docking III Course					
Multipurpose Room 361															
SIM Compounding 363															
AV															

12. You may also book reservations from this “Bookings” view by using your cursor to select a block of time and room on the appropriate date. This brings up the Reservation window as exemplated above.

VIEWING YOUR SCHEDULED CALENDAR

13. Other Options in the Schedule pulldown are “My Calendar” which shows a calendar view of all of your reservations, “Resource Calendar” Which is a calendar view of all reservations, and search tools to help “Find a Time” a room is available and “Search Reservations” to find specific reservations through various filters.