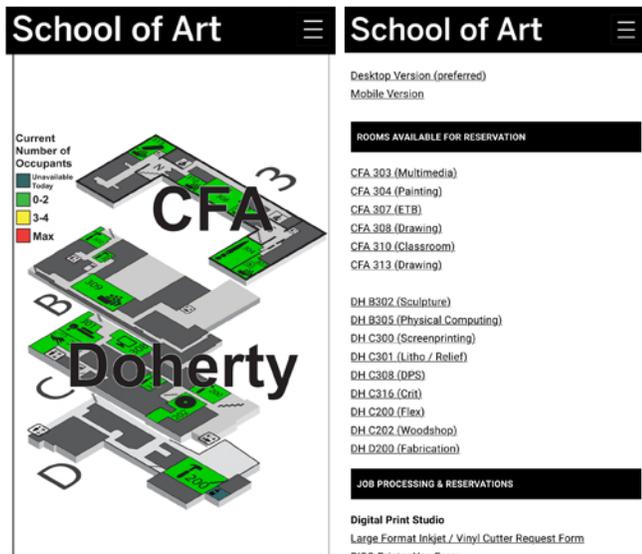


# NAVIGATING THE RESERVATION SYSTEM ON A MOBILE DEVICE

Tap the room you would like to reserve from the interactive map or from the list of rooms on the School of Art website. Scroll down the page to see the list of rooms.

The reservation page for that room opens in a new window.

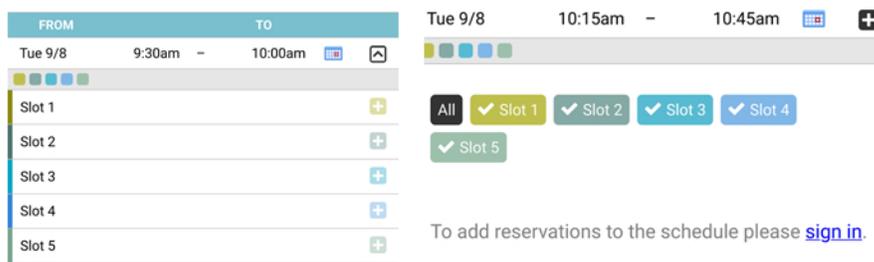


## RESERVATIONS:

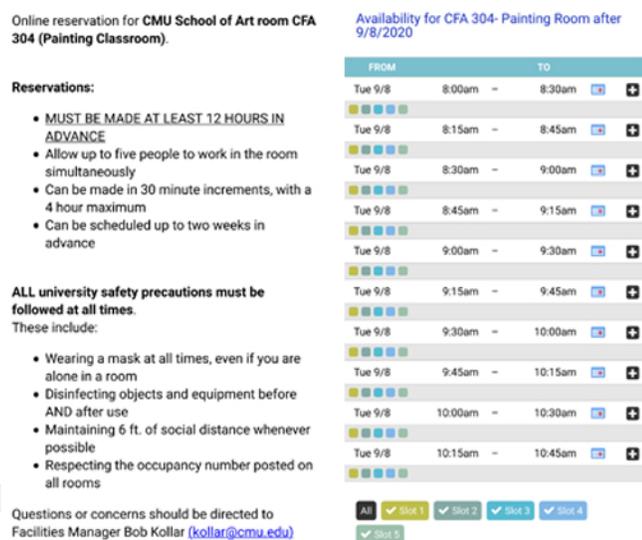
- **MUST BE MADE AT LEAST 12 HOURS IN ADVANCE. Absolutely no walk-ins**
- **Can be made in 30 minute increments, up to 4 hours maximum**
- **Can be made up to two weeks in advance**

**1. Scroll Down:** Upon landing on the page, you're greeted with a wall of important text. After you've memorized all the information and never need to read it again, scroll down to get to the calendar.

**2. LOG IN:** You can view the calendar any time, but cannot add a new reservation without logging in. Tap the "+" icon on the right and again on a slot position. If you're not logged in, this will shoot you to the bottom of the page where you can tap the link. Alternatively, you can just scroll all the way down and tap the link..



If you encounter any problems logging in please email Sidney Church (sidneyc@cmu.edu)



### 3. NEW RESERVATION (The "Easy" Way):

After you're logged in, tap any "+" icon listed and again by any slot. This will open up the New Reservation window. From here you can make all changes needed for your reservation (date, time, duration, etc.) .

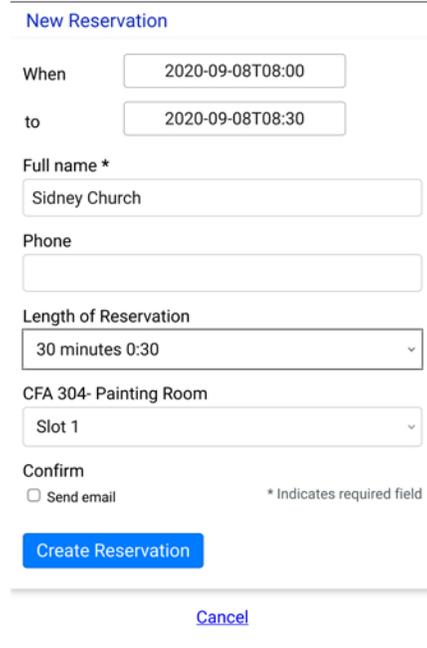
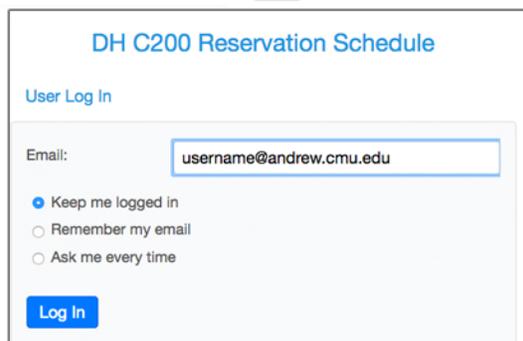
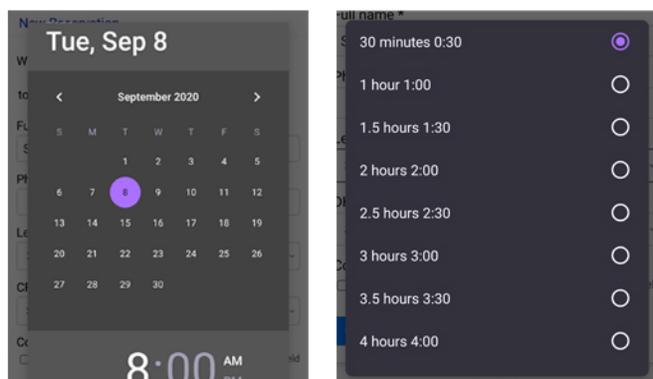
You're required to enter your full name, which should populate automatically. Entering your phone number is optional.

Also, remember to choose whether or not you'd like to receive an email confirmation of this reservation.

To change the date and time of the reservation, just tap inside the When box.

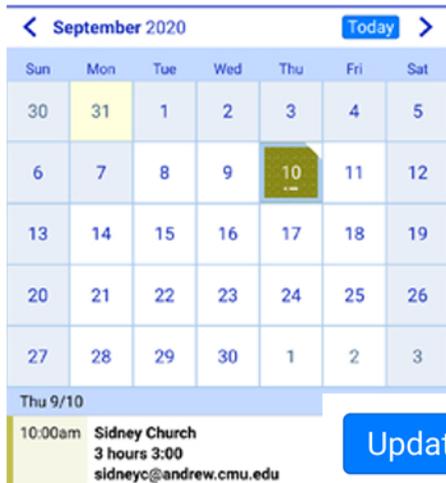
This should open up a date time selector. From here you can easily change the start time and date of the reservation.

Tap the dropdown for Length of Reservation to set the end time.



Finally, tap Create Reservation

If you enter the time incorrectly, you'll get an error and have to enter the time again.



**4. EDIT OR CANCEL:** To edit or cancel your reservation, it'll be easiest by switching to calendar view. Tap the calendar icon by any of the slots in the list. From here you can see which days have reservations and quickly navigate to yours. Tap the day of the reservation, and you'll see the reservations for the day listed at the bottom.

Simply tap on the slot you created and change the info, selecting the "Update Reservation" when complete.

To delete a reservation tap "Delete Reservation". Please try to cancel any reservations more than 12 hours in advance to allow other students to sign up for that time.

**5. EMAIL REMINDER:** You will receive an email reminder one hour before your reservation time begins.