NAVIGATING THE RESERVATION SYSTEM

Select the room you would like to reserve either from the interactive map or from the list of rooms on the School of Art website.

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. LOG IN: You can view the calendar any time, but cannot add a new reservation without logging in. Click anywhere on the calendar, or select Log In in the upper right-hand corner. When prompted, sign in using your full Andrew ID email. No password is required.
   If you encounter any problems logging in please email Sidney Church (sidneyc@cmu.edu)

On the right hand side of the page are the lists of slots available for each room (usually 4 or 5). The colors corespond to reservations made in that particular slot. In the example shown Monday has all five slots filled; Tuesday only has a reservation in slot 5.

2. NEW RESERVATION: Click on an open area of the calendar for the day and start time you would like to reserve (white space means it can be reserved, light blue means it is outside open hours). When the New Reservation box pops up adjust your start time manually (if needed), enter your full name (required), phone number (optional), select the length of your reservation from the drop down menu, select an open slot number, and check the box if you want an email confirmation of your reservation. When complete, click the blue “Create Reservation” button. You should then see your new reservation on the calendar.

3. EDIT OR CANCEL: To edit or cancel your reservation simply click on the slot you created and change the info, selecting the “Update Reservation” when complete. To delete a reservation select the trash can symbol. Please try to cancel any reservations more than 12 hours in advance to allow other students to sign up for that time.

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