



Step 1: Rooms Online Reservation Request

Online Reservation Request (Step 1: Rooms)

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UNIVERSITY OF CENTRAL ARKANSAS™

UCA Centralized Event Scheduling

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Ida Waldran Request Form (Student Center)	book now	about
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Room Request Form (Not SC or Conference Servic...	book now	about
Room Request Form (Student Center)	book now	about

After logging in, click on **Create A Reservation**.

1. View a list of the locations and the Booking Rules for a particular template by clicking on the **about** button.
2. Select the Template by clicking on the **book now** button.

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The screenshot displays the 'Date & Time' section with fields for Date (Thu 05/04/2017), Start Time (12:30 PM), and End Time (1:30 PM). A 'Recurrence' button is highlighted with an orange arrow labeled '3b'. Below this is a 'Locations' section with an 'Add/Remove' button and a 'Search' button. An orange arrow labeled '3a' points to the 'Date & Time' section. A 'Recurrence' popup window is open, showing options for 'Repeats' (Daily), 'Every' (1 day(s)), 'Weekdays Only', 'Start Date' (Sat 09/23/2017), 'End Date' (Sun 09/24/2017), and 'End after' (1 occurrence(s)). It also has 'Start Time' (1:30 PM) and 'End Time' (2:30 PM) fields, a 'Create booking in this time zone' dropdown (Central Time), and 'Apply Recurrence' and 'Close' buttons. Below the main form are two search filters: 'Let Me Search For A Room' with 'Setup Types' (Theater Style) and 'Number of People' (1), and 'I Know What Room I Want' with a 'Room Name' search box containing '210' and a search button. An orange arrow labeled '4' points to the 'Let Me Search For A Room' filter, and an orange arrow labeled '5' points to the search button in the 'I Know What Room I Want' filter.

3a. Date & Time: Select the Date, Start Time and End Time, Click on the **Search** button to get a list of the rooms on this template.
OR

3b. Recurrence: If you have one event that will be occurring on multiple dates with the same times. Click on **Recurrence**. Complete the popup box and click on the **Apply Recurrence** button. Then Click on the **Search** button to get a list of the rooms on this template.

4. To narrow down the list of rooms. You can complete the **Let Me Search For A Room** section: Select the **Setup Type** and **Number of People**, click on **Search** button. (You may need to scroll down the screen to see all of the rooms that are available.)

OR

5. I Know What Room I Want: Click on the blue bar. Put in the room number and the program will show a list of the rooms located with that room number on this particular template. Click on the room you want to reserve. Complete the **Attendance & Setup Type** box and click on the **Add Room** button.

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UNIVERSITY OF CENTRAL ARKANSAS

Room Request

Lisa Canady

Room Request Form (Not SC or Conference Services)

My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Thu Feb 20, 2020 Next Step

Date & Time

Date: Thu 02/20/2020 Recurrence

Start Time: 11:30 AM End Time: 12:30

Create booking in this time zone: Central Time

Locations: Farris Center (FC) Add/Remove Search

Let Me Search For A Room 10

Setup Types: (no preference) Add

Number of People: 0

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Rooms only. 6a

Find A Room Search

Rooms You Can Request

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	Status
FC 200 Classroom	45																		Closed
FC 201 Classroom	36																		Closed
FC 210 Classroom	36																		Closed
FC Foyer /Lobby R...	00																		Closed
FC Gym/Basketbal...	5600																		Closed
FC Mezzanine/Sta...	100																		Closed

7

8

9

6. a) If you only want to see your favorite rooms (from the list of rooms on this template) Check the **Favorite Rooms only** box.

b) **Favorite Rooms** can be setup under **My Account** which can be accessed by clicking on the dropdown arrow next to your name at the top right corner of the screen.

7. The red lines indicate the time frame that you have requested.

8. The dark shaded boxes indicate a reservation already booked for that particular room and time frame.

9. Click on the room name to see Room Details – Setup Types – Images – Availability.

10. Click on the green circle (in front of the room name) to select the room that you want to reserve.

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The screenshot shows the 'Room Request' interface for the University of Central Arkansas. A modal dialog titled 'Attendance & Setup Type' is open, prompting the user to enter the number of attendees and the desired setup type for a selected room. The dialog contains the following fields:

- No. of Attendees ***: A text input field containing the value '25'.
- Setup Type ***: A dropdown menu currently set to 'As Is'.

Buttons for 'Add Room' and 'Cancel' are located at the bottom of the dialog. An orange arrow labeled '11' points to the dialog. The background interface shows a search results table for rooms available on Monday, May 15, 2017, from 8:00 AM to 9:00 AM. The table lists several rooms, including FC 200 Classroom, FC 201 Classroom, FC 210 Classroom, and FC Foyer /Lobby R..., all of which are marked as 'Closed' for the selected time slot.

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
FC 200 Classroom	45																	Closed
FC 201 Classroom	36																	Closed
FC 210 Classroom	55																	Closed
FC Foyer /Lobby R...	100																	Closed

11. Each time you select a room, you will need to complete the **Attendance & Setup Type** box. This allows you the flexibility of selecting multiple rooms with different number of attendees and setup types for one event. After clicking on the **Add Room** button, a message box will open. This is simply information concerning this room. Please review carefully. *You must complete Step 2 Services for this room, before selecting the next room.*

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Booking added!

Room Request

Room Request Form (Not SC or Conference Services) **1 Rooms** **2 Services** 3 Reservation Details

New Booking for Mon May 15, 2017 **12**

Date & Time: Date: Mon 05/15/2017, Start Time: 8:00 AM, End Time: 9:00 AM, Create booking in this time zone: Central Time

Locations: Farris Center (FC)

Selected Rooms: FC 200 Classroom, FC 210 Classroom

Room Search Results: LIST, SCHEDULE

Favorite Rooms only.

Find A Room Search

Rooms You Can Request	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Farris Center (FC) (CT)																		
FC 200 Classroom	45																	Closed
FC 201 Classroom	36																	Closed
FC 210 Classroom	55																	Closed
FC Foyer /Lobby R...	100																	Closed

12. The rooms you have selected are listed in the **Selected Rooms** box.

13. a) Click on **2 Service** tab

OR

b) Click on the **Next Step** button to continue to step 2 Services.