



# Making Changes and Viewing Your Online Reservations/Bookings

# Viewing Online Reservations

The screenshot shows the 'My Events' page for the University of Central Arkansas. The page has a purple header with the university logo and the user's name 'Lisa Canady'. A left sidebar contains navigation options like 'HOME', 'CONTACT US', 'OTHER LOCATIONS', 'REQUEST AN ACCOUNT', 'TUTORIALS', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', 'LOCATIONS', and 'PEOPLE'. The main content area is titled 'My Events' and features tabs for 'RESERVATIONS' and 'BOOKINGS'. Under 'RESERVATIONS', there are sub-tabs for 'CURRENT' and 'PAST'. A search bar with a 'Search Reservations' button is present. A checkbox labeled 'Include cancelled reservations' is on the right. A table displays reservation data with columns: Name, First/Last Booking, Location, Group, Services, ID, and Status. An arrow labeled '1' points to 'MY EVENTS' in the sidebar. Arrows labeled '2' and '3' point to the 'CURRENT' and 'PAST' tabs respectively. An arrow labeled '4' points to the 'Include cancelled reservations' checkbox.

Name	First/Last Booking ^	Location	Group	Services	ID	Status
TEST	Sat Jun 3, 2017/ Fri Sep 29, 2017 (multi-booking)	Multiple	Registrar		41897	NA Approved

After you log in:

1. Click on **My Events** in the column on the left.
2. A list of your upcoming events, that were entered online, will be displayed on the **Current** tab.
3. To see your past events, click on the **Past** tab.
4. To see any cancelled reservation/bookings, check the **Include Cancelled Reservations** box.

# Making Changes to a Reservation/Booking

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The screenshot shows the 'My Events' page for the University of Central Arkansas. The page has a purple header with the university logo and the user's name 'Lisa Canady'. A left sidebar contains navigation options like 'HOME', 'CONTACT US', and 'MY EVENTS'. The main content area has tabs for 'RESERVATIONS' and 'BOOKINGS', with 'RESERVATIONS' selected. Below the tabs is a search bar and a 'Search Reservations' button. There are also filters for 'CURRENT' and 'PAST' events, and a checkbox for 'Include cancelled reservations'. A table lists reservations with columns for Name, First/Last Booking, Location, Group, Services, ID, and Status. The first row shows a reservation named 'TEST' with a red arrow and the number '1' pointing to it.

Name	First/Last Booking ^	Location	Group	Services	ID	Status
TEST	Sat Jun 3, 2017/ Fri Sep 29, 2017 (multi-booking)	Multiple	Registrar		41897	NA Approved

1. To make changes to a reservation/booking, click on the name of the event.

# Making Changes to a Reservation/Booking

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The screenshot shows the 'My Events' page for a reservation titled 'TEST beginning Jun 3, 2017 (41897)'. The page is divided into several sections:

- RESERVATION DETAILS:** Includes fields for Event Name (TEST), Event Type (Other), Group (Registrar), and 1st Contact Name (Lisa Canady). A link for 'Edit Reservation Details' is visible.
- Reservation Tasks:** A sidebar menu with options: Add Services, Booking Tools, **X Cancel Reservation** (highlighted with an orange arrow labeled '5'), View Reservation Summary, and Send Invitation.
- Bookings:** A section with tabs for 'CURRENT' and 'PAST'. Below the tabs are links for 'Cancel Bookings' (highlighted with an orange arrow labeled '3') and 'Booking Tools' (highlighted with an orange arrow labeled '2'). A 'New Booking' button (highlighted with an orange arrow labeled '4') is located on the right. A checkbox for 'Include cancelled bookings' is also present.
- Booking Table:** A table with columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. One booking is listed for 'Fri Sep 29, 2017' from 10:00 AM to 11:00 AM CT at 'Student Center (SC) - Room 203B' with an attendance of 5 and a status of 'NA Approved'.

2. Click on **Booking Tools** to make changes to the date and/or time of a booking.
3. Click on **Cancel Bookings** to select which bookings you want to cancel.
4. Click on **New Booking** button to add more dates to the reservation.
5. Click on **X Cancel Reservation** to cancel the reservation and all remaining bookings.