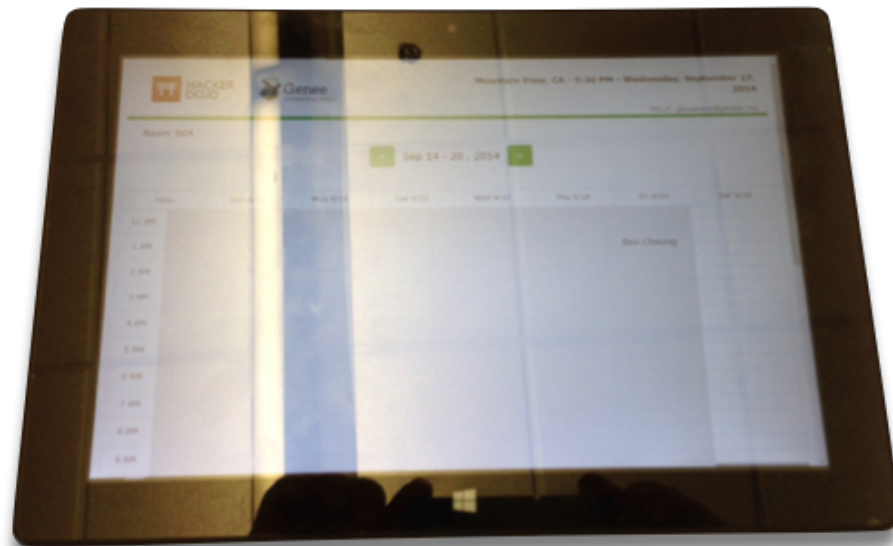# Hacker Dojo/Genee Meeting Room Reservation System

The reservation system enables Hacker Dojo members to book the meeting room online and instantly. The rules for reserving the room are as follows:

1. The person reserving the room <u>must</u> be a Hacker Dojo member.

2. Reservations can only be booked within the next 30 days.

3. Meeting length may not exceed two hours at 30 minute increments (30, 60, 90, or 120).

4. Multiple reservations can be made by a single member, but there must be a <u>two</u> hour gap between each reservation.
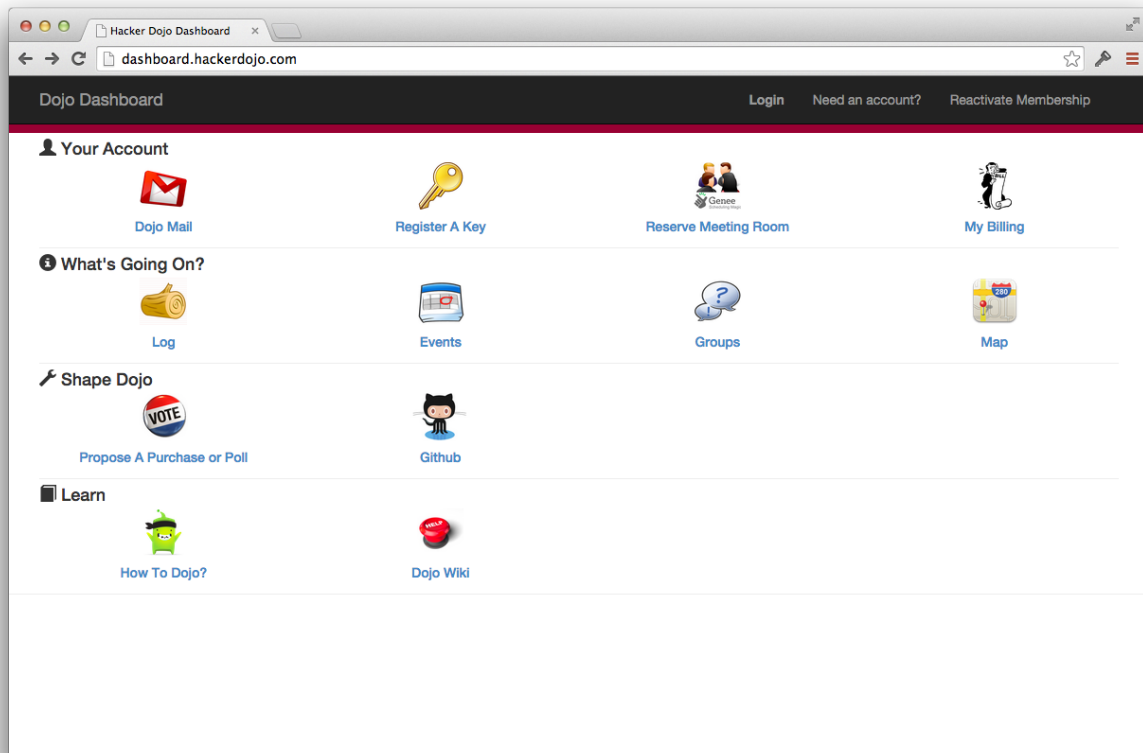
The reservation system can also be accessed via the Console outside of the meeting room with a valid *@hackerdojo.com* e-mail address.

*Genee Meeting Room Console*

Access Online (via Web Browser)

The reservation system can be accessed online via the web from your Hacker Dojo dashboard:
http://dashboard.hackerdojo.com

HackerDojo Dashboard -> Reserve Meeting Room

This will take you to: http://hackerdojo-room.appspot.com, where you need to log in using your HackerDojo E-Mail account. [first.last@hackerdojo.com]
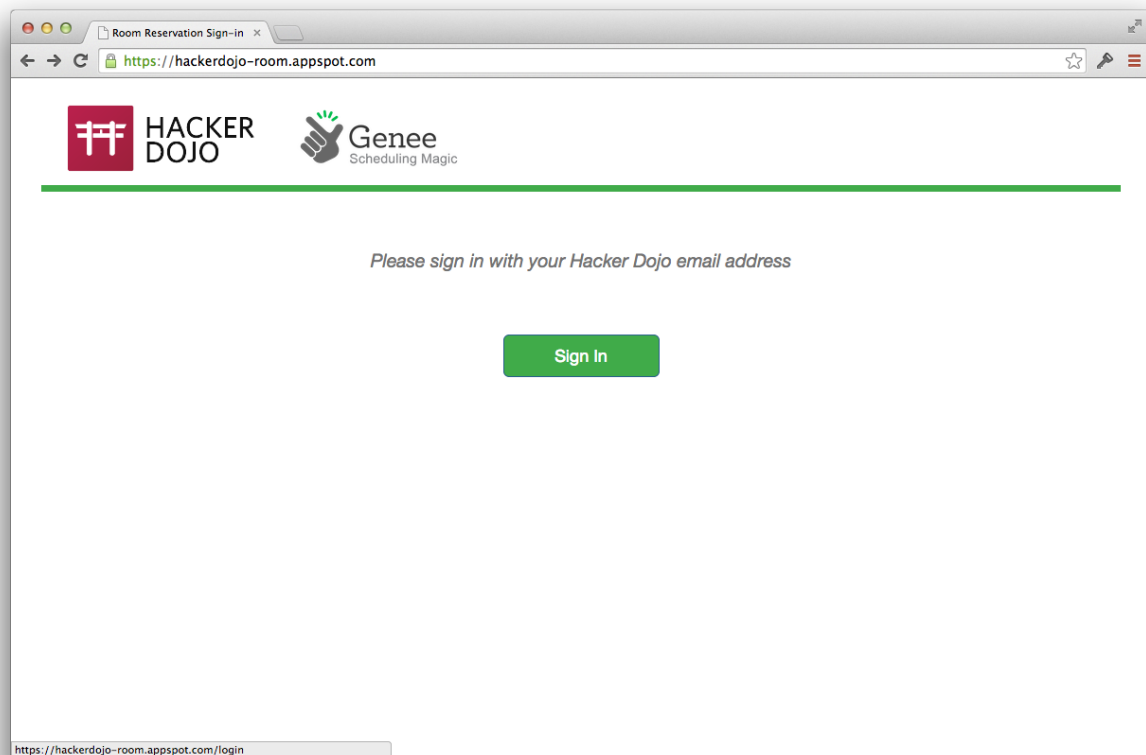
Reservation System Login Page

Once logged in, you will be presented with a weekly calendar view.
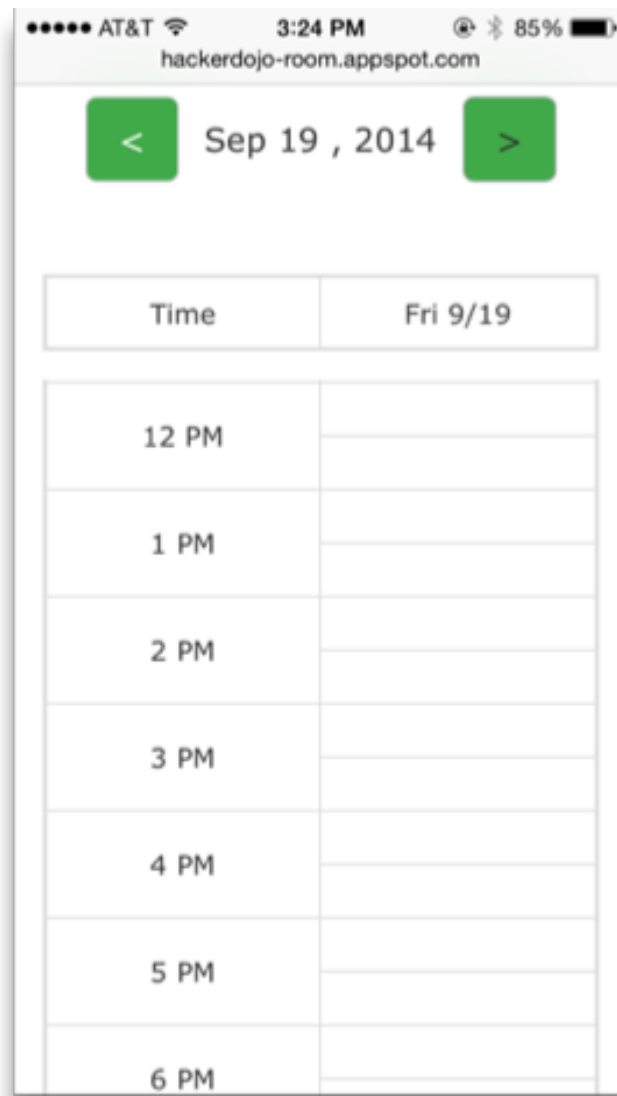
Weekly schedule view.

Additionally, a mobile view is available on from your phone:

Reservation System Mobile View

The rows show the "time slots" corresponding to the time of day. Each Hour is split in two, the top and bottom of the hour. For example, the 12PM hour first row is 12:00 to 12:30, and the second row is 12:30 to 1:00 PM. The columns represent each day (shown on a weekly basis).

- White boxes means the time slot is available for booking.
- Light gray time slots are in the past and cannot be booked.
- Dark gray time slots are booked by another member and cannot be booked by you.

To book the room, click on the time slot desired, and you will be prompted for the length of time for the meeting.
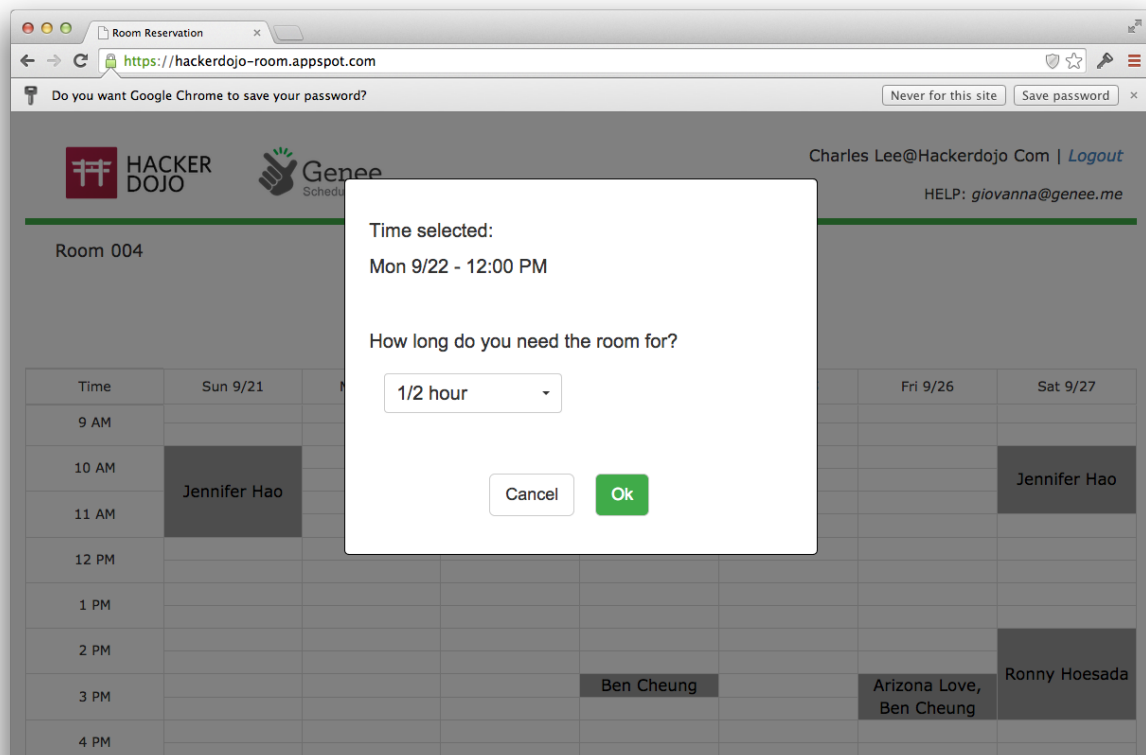
Booking the room

To navigate to another week, click on the green arrow buttons on either side of the date.
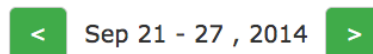

The schedule represents all 24 hours of the day, so scroll down to see more time slots. Once you book a time slot, the system will send you an E-Mail confirmation.

Finish

When you are done, you can logout if you like. Just click "Log Out", in the upper right corner.

Console

The meeting room has a console device for seeing the schedule and booking the room. To use the Console system, find the time and date you like, and select the time slot. When you press on the time slot, a prompt will appear to ask for your e-mail address *@hackerdojo.com*:
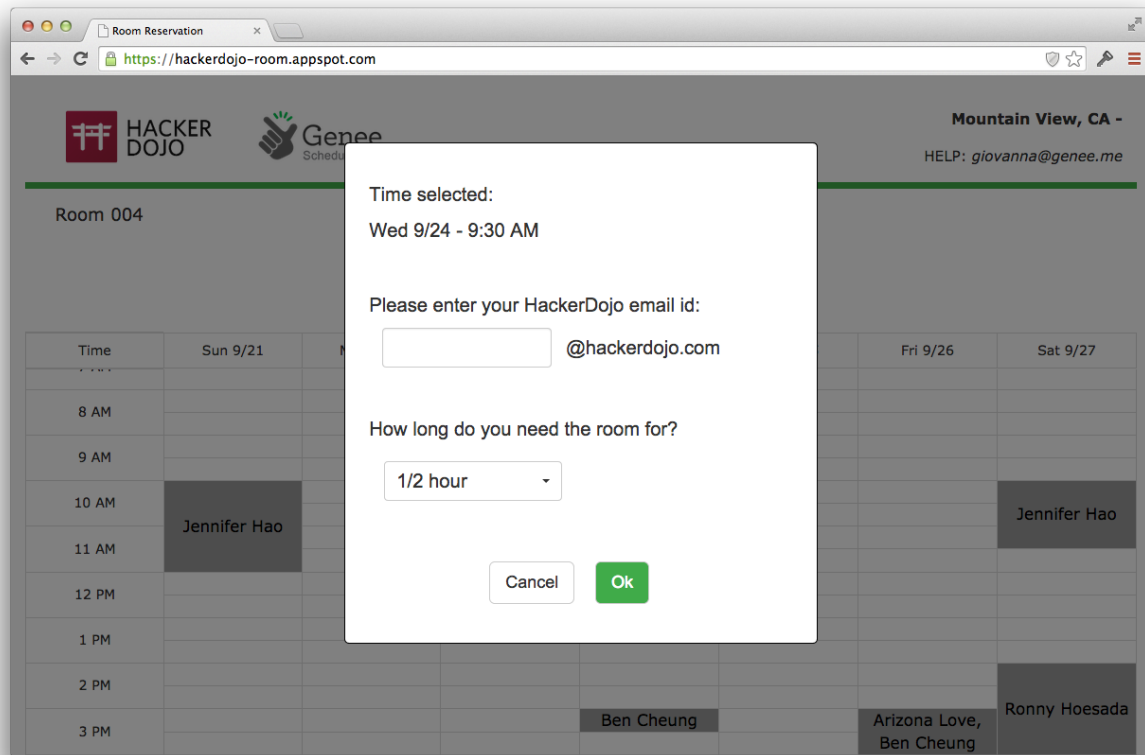
Booking the room from the console

Since the system will need to verify your e-mail account before reserving the room, you will receive an e-mail for the reservation at your *@hackerdojo.com* e-mail account.
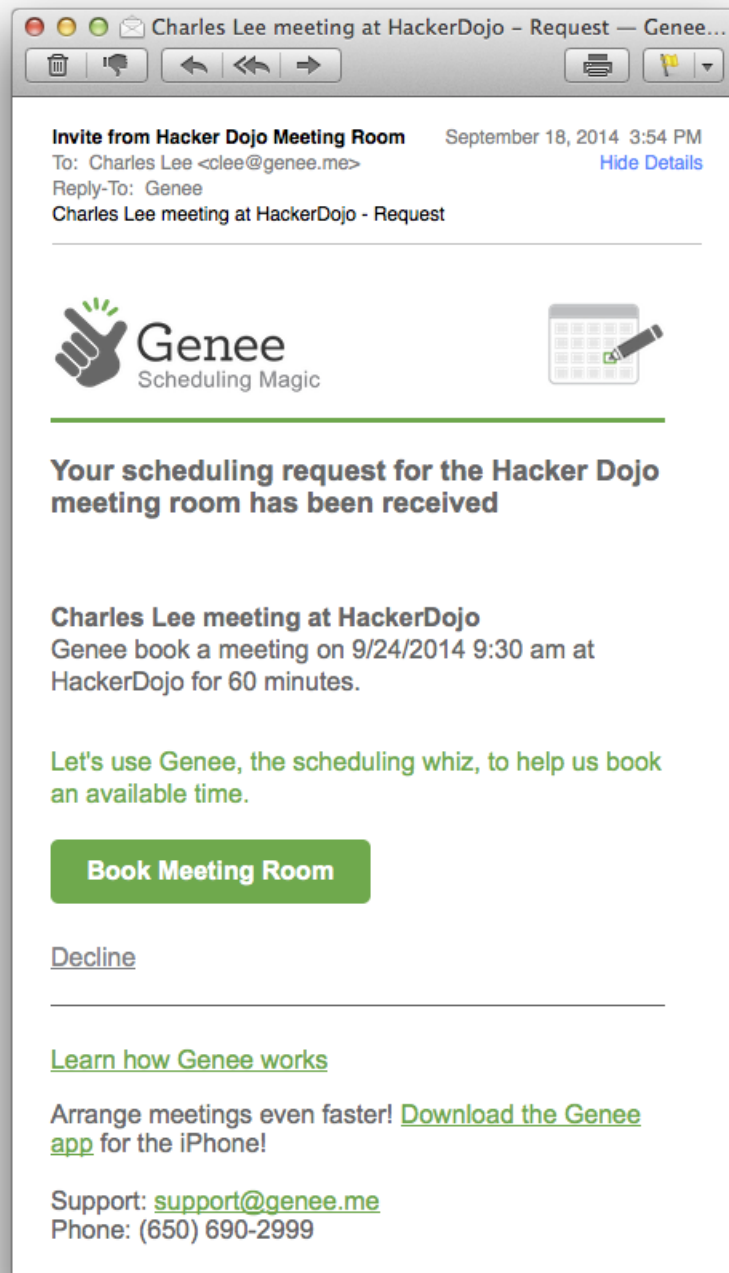
e-mail from Genee, the reservation system

Please be sure to follow through (click on "Book Meeting Room") and confirm the time you requested (it's possible that someone else may have taken the spot before you confirmed, so please double-check the time that you want).

Genee
Scheduling Magic

Charles Lee meeting at HackerDojo
HackerDojo
with Hacker Dojo Meeting Room

Select a time below (America/Los_Angeles - PDT)

Wednesday, Sep 24

9:00 - 10:00 am (PDT)

9:30 - 10:30 am (PDT)   ◀ PREFERRED

10:00 - 11:00 am (PDT)

12:00 - 1:00 pm (PDT)
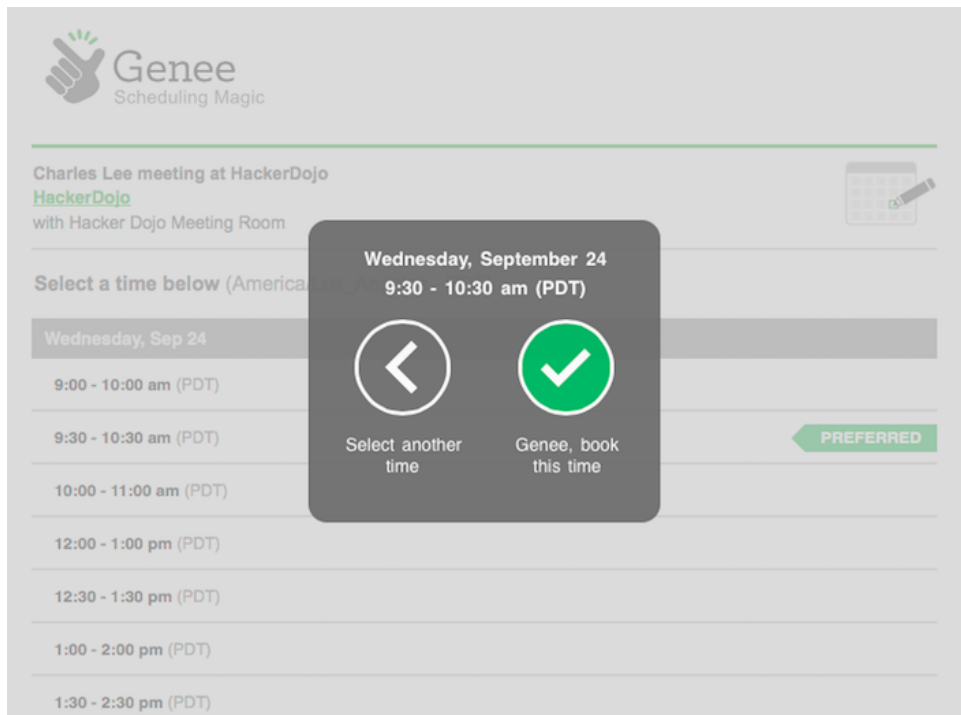
12:30 - 1:30 pm (PDT)

1:00 - 2:00 pm (PDT)

1:30 - 2:30 pm (PDT)

Your requested time shown as "PREFERRED"

You can alternatively select a different time slot for your meeting, as all timeslots being shown here are currently available.


Click and confirm the time

Once you have confirmed, the room is booked, and should appear on the reservation system as booked (by you).

E-mail Request

This system is powered by Genee's NLP system.   Therefore you can send an e-mail to the meeting room, and request a reservation! The meeting room's e-mail address is *meet@hackerdojo.com* and simply make your request in the body of the e-mail, like the following:

"Book the room for Tuesday afternoon"
"I would like to reserve the room for Wednesday at 10am"
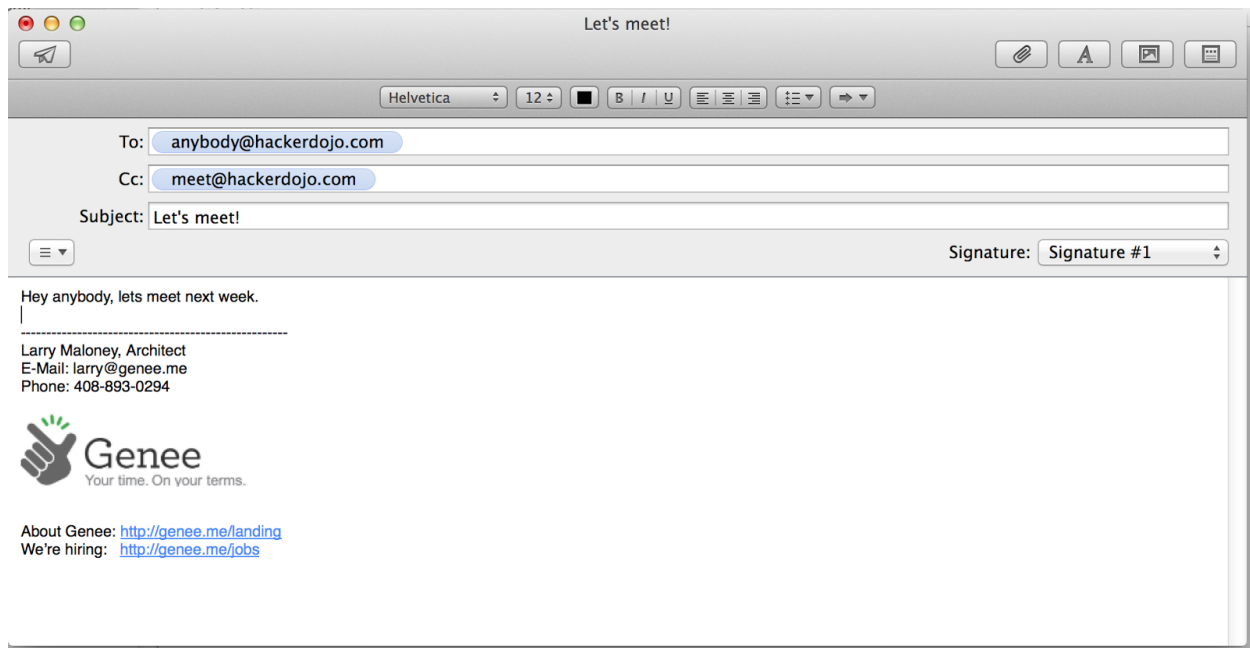
Genee understands a whole lot more commands, see: http://genee.me/book.html

Once Genee has received the request, it will look for available times and reply with a confirmation e-mail similar to the above. Simply pick the time that works for you and the room will be booked.

The best part is, when you are composing an e-mail to *meet@hackerdojo.com*, you can also CC somebody else you need to meet at the Dojo. Genee will not only help you book the room, it will also reach to the other parties to coordinate a time that works for everyone!

Calendaring

The reservation system places all reservations on the HackerDojo Meeting Room Calendar, which is visible by all here:

https://www.google.com/calendar/embed?src=meet%40hackerdojo.com&ctz=America/Los_Angeles

Cool Feature: Automatically updating your calendar

When you get your e-mail invites, you will have the option to automatically add the meeting to your own personal calendar. Just allow Genee access to your calendar (it doesn't have to be your *@hackerdojo.com* account), and it will automagically do it for you.

Help

Problems, or help requests can be sent to: *help@genee.me*