## Section III: End-user Training

### Lesson 1: Single Day Facility Reservation – Meeting

**Details:** Book a meeting for your favourite movie star to be held in a large meeting room

* Name the event “Hollywood Reunion,” and set the attendance within range of your large meeting room attendance limit
* The reunion will take place on a single weekday, and will run from 9am – 6pm
* Note: Ensure the total receipt amount reflects the charges created in section II.
* *Tip: Front Desk > Receipt Actions > Reserve > Reserve Facility*

### Lesson 2: Single Day Facility Reservation – Special Event

**Details:** Book a special event for your Superintendent to be held in a half-gymnasium

* Name the event “Tupperware Sale,” and set the attendance within range of your half-gymnasium attendance limit
* The Tupperware Sale will take place on a single weekday, and will run from 12pm – 4pm
* *Tip: Front Desk > Receipt Actions > Reserve > Reserve Facility*

### Lesson 3: Single Day Facility Reservation – Special Event with Alcohol

**Details:** Book a special event with alcohol to be held in a full gymnasium, for the Manager of the Red Cross

* Name the event “Summer Social,” and set the attendance within range of your full gymnasium attendance limit
* The Summer Social will take place on a Saturday, and will run from 6pm – midnight
* Note: The override feature may be necessary to complete processing the transaction
* *Tip: Front Desk > Receipt Actions > Reserve > Reserve Facility*

### Lesson 4: Multi-Day Facility Reservation

**Details:** Book a 3 day seminar for your Policing Administrator to be held in a small meeting room

* Name the event “Climate Change Seminar,” and set attendance range appropriately
* The Seminar will take place over a 3 day period (Friday – Sunday), and will run from 10am – 2pm each day
* *Tip: Front Desk > Receipt Actions > Reserve > Reserve Facility*

### Lesson 5: Multi Day Facility Reservation: Calendar View

**Details:** Book a sports event to be held in a fitness room for your local sports star. Name the event “Cardio Demonstration,” and set the attendance limit within range of your fitness room attendance limit.

* The cardio demonstration will take place over 3 consecutive weekdays, and will begin at 10am and end at 2pm daily
* Note: Use the ‘Availability Items – Show Calendar’ tool to help complete this lesson
* *Tip: Front Desk > Reserve > Availability Items > Show Calendar*

### Lesson 6: Multi-Day Facility Reservation: Open Blocks of Time

**Details:** Reserve a basketball tournament to be held at a full gymnasium during a free 7 day period, for your Superintendent

* The Superintendent is not concerned with what centre or amenities are available for the gymnasium
* The tournament will take place over a 7 day period, running from 4pm – 10pm daily
* Note: Use the ‘Availability Items – Open Blocks of Time’ tool to help complete this lesson
* *Tip: Front Desk > Reserve > Availability Items > Open Blocks of Time*

### Lesson 8: Single Day Facility Reservation: Resource Scheduler

**Details:** Book a sports event to be held in a half-gymnasium for your favourite musician

* The musician is not concerned with the amenities available, nor with the location (i.e., center)
* Note: Use the resource scheduler to help complete this lesson. If this option is not available under your Front Desk menu, check your site licenses to ensure you have enabled this option: Administration > Web Admin > Site Licensing

*Tip: Front Desk > Resource Scheduler*