Willkie Facilities Reservation System Guide

Reservation System: http://willkie.facilities-reservation.rps.indiana.edu

Questions? Email: willkfac@indiana.edu

Creating an account:

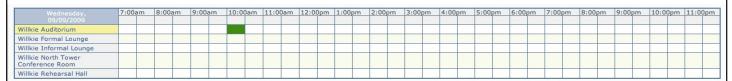
- Go to http://willkie.facilities-reservation.rps.
 indiana.edu and then click on the "Click here to register" link.
- Fill in the fields, especially the ones noted with a
 * next to their name (these are required). Note:
 If you are using an @indiana.edu email account,
 <u>DO NOT</u> use the same password/passphrase you
 use to log in to other IU systems. Please make it
 something different.
- Once this has completed, you will be brought to the main screen where you can create reservations. Please see the section entitled "Creating a reservation"

* Email address (this will be your login)	
* First Name	
* Last Name	
* Phone	
Institution	
Position	
* Password (6 char min)	
* Re-Enter Password	
Timezone	GMT +0 \$
Keep me logged in (requires cookies)	
egister Cancel	
!!!W	/ARNING!!!
	that you use for any account with access to formation for this site!
	cess to privileged information would be any : Indiana Univeristy.

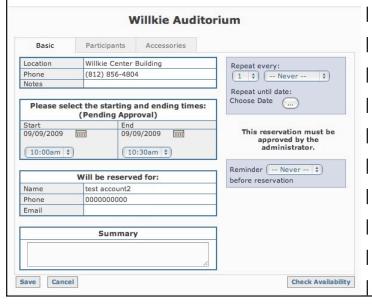
Creating a reservation:

Note: All reservation requests must be made at least 14 days in advance. You will only be able to perform the steps below if your event is 14 days or more from the current date.

- 1. From the main screen, click the "Bookings" link in the left-hand navigation menu
- 2. In order to reserve a period of time, click the date you would like utilizing the calendars shown. Alternatively, scroll down to the bottom of the page and enter the date for your event. Then locate the resource (facility/space) you would like to reserve. Hover over the start time of your event on the calendar/time listed for your resource. The box should turn green. Below is an example of attempting to reserve the Willkie Auditorium on September 9, 2009 starting at 10:00am.



3. To reserve the Willkie Auditorium on September 9th starting at 2:00pm, click on the 2:00pm time. A new window will appear (See below).



- 4. Select the start and end times from the drop down menus. Once this has been done, click the "Check Availability" button to ensure the resource you have selected is available for the entire time frame of your reservation.
 - a. If the resource you have selected is already in use, you will see "Reservation Not Available" at the bottom of the window and will have to selecting another date/time:

Reservation Not Available

b. If the resource you have selected is available, you will see "Reservation Available" at the bottom of the window:

Reservation Available

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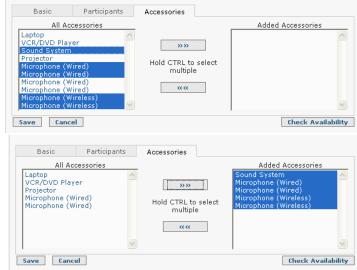
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<u>Creating a reservation (continued):</u>

- 5. Once you see the green "Reservation Available" box, please fill the following information into the "Summary" box:
 - a. Event name, purpose of event, if the event will involve sales (and if so, what), contact information of the person requesting the reservation (if it differs from the one noted under "Will be reserved for," including name, email address, phone number, and campus address), contact information of an advisor (if applicable, including name, email address, phone number, and campus address), expected number of attendees, admission charge (if any).
 - b. Please also include a description of how you would like the room arranged including the number of tables and chairs you would like and how you would like them set up. Willkie offers two types of tables, round and rectangular. If a type is not specified, rectangular tables will be provided.
 - c. If you would like to utilize any of the technology equipment in the Auditorium or other areas, proceed to step 6.

6. To request additional technology equipment; click the "Accessories" tab at the top of the window. Highlight an individual item by clicking on it. To select multiple accessories, hold the control (ctrl) key and click the items you would like.

- a. Note: Please ensure to reserve the correct number of wired and/or wireless microphones for your event needs. If you reserve one wired microphone, only one wired microphone will be set up for you. If you reserve four, four will be set up for you.
- Once you have selected the accessories you would like to reserve, click the right arrow button to move the accessories to the "Added Accessories" column.
- c. Ensure that you have selected all necessary accessories, and then click "Save."



7. After clicking "Save," a message box like the one below will appear. At this point your reservation request has been placed into the calendar in pending approval status. The Willkie Community Council reviews all event registration requests. You will receive an email with further information regarding your reservation request once the Willkie Community Council has reviewed it.



If there are any questions regarding reserving facilities within Willkie, please email willkfac@indiana.edu.

Thank you!