

# Willkie Facilities Reservation System Guide

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

Questions? Email: [willkfac@indiana.edu](mailto:willkfac@indiana.edu)

## Creating an account:

1. Go to <http://willkie.facilities-reservation.rps.indiana.edu> and then click on the "Click here to register" link.
2. 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, **DO NOT** use the same password/passphrase you use to log in to other IU systems. Please make it something different.
3. 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"

**Please register**

* Email address (this will be your login)	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Phone	<input type="text"/>
Institution	<input type="text"/>
Position	<input type="text"/>
* Password (6 char min)	<input type="password"/>
* Re-Enter Password	<input type="password"/>
Timezone	GMT +0
Keep me logged in (requires cookies)	<input type="checkbox"/>

**!!!WARNING!!!**

DO NOT use the same passphrase that you use for any account with access to privileged information for this site!

An example of an account with access to privileged information would be any account at Indiana University.

phpScheduleIt v1.2.10

## 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.

Wednesday, 09/09/2009	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
Willkie Auditorium																	
Willkie Formal Lounge																	
Willkie Informal Lounge																	
Willkie North Tower Conference Room																	
Willkie Rehearsal Hall																	

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).

**Willkie Auditorium**

Basic Participants Accessories

Location	Willkie Center Building
Phone	(812) 856-4804
Notes	

Repeat every: 1 -- Never --

Repeat until date: Choose Date

**Please select the starting and ending times: (Pending Approval)**

Start: 09/09/2009 10:00am

End: 09/09/2009 10:30am

**Will be reserved for:**

Name: test account2

Phone: 0000000000

Email:

**Summary**

This reservation must be approved by the administrator.

Reminder: -- Never -- before reservation

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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## Creating a reservation (continued):

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.
  - b. 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."

The image displays two screenshots of the 'Accessories' tab in the reservation system. The top screenshot shows the 'All Accessories' list with the following items selected: Sound System, Projector, Microphone (Wired), Microphone (Wired), Microphone (Wired), Microphone (Wireless), and Microphone (Wireless). The bottom screenshot shows the same list after moving the selected items to the 'Added Accessories' column. Both screenshots include 'Save', 'Cancel', and 'Check Availability' buttons.

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.

Your reservation was successfully created for the following dates:  
09/09/2009

Note: This must still be approved by the Willkie Community Council. You will you receive an e-mail confirming your reservation once it has been approved.

Close

If there are any questions regarding reserving facilities within Willkie, please email [willkfac@indiana.edu](mailto:willkfac@indiana.edu).  
Thank you!