Room & Resource Scheduling Guide
This document is designed to help users with the process of booking rooms, equipment and other resources that may be required for your meeting/class. Please do not hesitate to contact us (hscrooms@hsc.wvu.edu) if the assistance you require is not covered in this document.

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How Do I Access the Room Scheduling Page?

Go to the ITS home page at http://www.hsc.wvu.edu/its and click on the Room Scheduling Request link.

How Do I Schedule the Services of MDTV?

You can schedule MDTV services by requesting your room through this software and then completing the MDTV Request Form located at: http://www.hsc.wvu.edu/its_Forms/SchedulingForms/MDTVProgramScheduling.aspx.

The HSC Room and Resource Scheduling Page

How Do I Make a Reservation Request for a Room or for Equipment?

Reservations are made from the Reservation Request page.
What Web Browsers Can Be Used with the Resource Scheduler?

You must use Internet Explorer to schedule a room request. Those using computers without Internet Explorer must use the request forms at http://www.hsc.wvu.edu/its/Forms/ to schedule HSC rooms and resources. You can view your bookings using other browsers, but Internet Explorer is required to create a reservation.

How Do I Find Available Dates and Resources?

1. From any screen, click the Reservation Request button.

2. The Reservation Request screen opens.

3. Use the calendar navigation buttons in the upper right corner to check the availability of the desired resources on the date(s) you need.
   - Use the << and >> buttons to move through the calendar a day at a time.
   - Use the <<= and >>= buttons to move through the calendar a week at a time.
   - Use the = button to jump to today’s date.
   - Click the Calendar button to select a specific month and day from a pop-up calendar.
   - Type a date into the Date Text Box.

4. The Room Groups section allows you to refine the resources you are interested in. Use Ctrl + click to select multiple resources.
How Do I Make a Reservation Request?

1. Go to the **Reservation Request** screen.
2. Select the desired date.
3. Select all pertinent Room Groups.
4. Place a check in the boxes beside the desired resources.

5. Place your cursor in one of the checked rows, at the time you would like your reservation to begin.
6. **Double click** to create an appointment at that time. The Event Booking window opens.

7. On the right side of the screen, in the **People** text box(es), enter the number of people who will be using each room. Any AV resources can be left at one (1).
8. Leave the Room Layout as **Default Layout**, changing this option will not modify your reservation in any way. If you need to request MDTV services, please reserve your room and then complete the online MDTV Request form.
9. Beside **Room Use**, select the appropriate option.
10. If needed, modify the start or end time for the reservation in the **From** and **To** boxes.
11. Enter a **Meeting Title**. You cannot submit a reservation without a title.
12. Click **Save**.
13. The screen displaying your booking details opens. This confirms that you have **tentatively** booked the resources for the selected date(s) and time(s). You will receive an e-mail confirmation of your booking with the date and time of your booking, and the reference number for your booking.

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<th>Property</th>
<th>Room Name</th>
<th>No. people</th>
<th>From Date Time</th>
<th>To Date Time</th>
</tr>
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<tbody>
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<td>LC-2</td>
<td>17</td>
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<td>11/22/2010 12:45 PM</td>
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<tr>
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<td>Easels (Wooden)</td>
<td>1</td>
<td>11/22/2010 10:00 AM</td>
<td>11/22/2010 12:45 PM</td>
</tr>
</tbody>
</table>
How Do I Create a Booking for Someone Else?

1. Go to the **Reservation Request** screen.
2. Select the desired date.
3. Place a check in the boxes beside the desired resources.
4. Place your cursor in one of the checked rows, at the time you would like your reservation to begin.
5. **Double click** to create an appointment at that time. The Event Booking window opens.
6. On the right side of the screen, in the **People** text box(es), enter the number of people who will be using each room. Any AV resources can be left at one (1).
7. If needed, modify the start or end time for the reservation in the **From** and **To** boxes.
8. Enter a **Meeting Title**. You cannot submit a reservation without a title.
9. Beside **Are you hosting this meeting?** select **No**.
10. The Host Search dialog box opens. In the Client Name text box, enter the last name of the person for whom you are creating the event, followed by a comma and the start of their first name. (You may enter only the last name, but this may return a significant number of choices.)
11. Click the **Search** button.
12. Select the individual from the list.
14. The Host Search dialog box closes. Click **Save**.
15. The screen displaying your booking details opens. This confirms that you have **tentatively** booked the resources for the selected date(s) and time(s). You will receive an e-mail confirmation of the booking with the date and time of your booking, and the reference number for your booking.
16. Once the booking has been **confirmed**, the host will receive an e-mail notification of the confirmation.
How Do I Create a Recurring Booking?

1. Go to the Reservation Request screen.
2. Select the desired date.
3. Place a check in the boxes beside the desired resources.

4. Place your cursor in one of the checked rows, at the time you would like your reservation to begin.
5. **Double click** to create an appointment at that time. The Event Booking window opens.

6. On the right side of the screen, in the **People** text box(es), enter the number of people who will be in the room(s). Any AV resources can be left at one (1).
7. If needed, modify the start or end time for the reservation in the **From** and **To** boxes.
8. Enter a **Meeting Title**. You cannot submit a reservation without a title.
9. Click the **Recurrence** button.
10. Create the desired Recurrence Pattern. For example, select **Weekly**, then select the day of the week on which the booking will recur.

11. Click the **Search** button. All dates meeting your pattern appear in the pane on the right.

12. If you have selected holiday dates, a pop-up window may appear informing you of any special characteristics for those dates.

13. To remove an unneeded date, select that date in the right pane, and then click the red X to remove that date.

14. Once all dates are correct, click the **Select** button.

15. Click **Save**.

16. The screen displaying your booking details opens. This confirms that you have **tentatively** booked the resources for the selected date(s) and time(s). You will receive an e-mail confirmation of your booking with the date and time of your booking, and the reference number for your booking.

**How Do I Find an Existing Booking?**

1. Click the **My Meetings** button

2. If you have multiple bookings, you can use search fields to limit the bookings listed.
   - Start Date
   - End Date
   - Bkg Ref – Allows you to search by the booking reference number you received in your e-mail

3. Click the **Search** button.
How Do I Reschedule a Booking?

1. Click the **My Meetings** button
2. Find the booking you want to reschedule.

![Image of My Meetings interface]

3. Click the **Amend Booking** button. The option allows you to reschedule the date and time of your booking or attach notes to the reservation for the HSC Room Scheduling Office to see.
4. Select one of your bookings and click the **Reschedule/Modify** button.

![Image of Reschedule/Modify options]

5. Select the desired option.
6. To change the time as well as the date, uncheck **Ignore Timing**.
7. Specify the new date and/or time.
8. Click the **Apply** button.
9. A Rescheduled Booking Notification will be sent to you and the HSC Rooms team.
How Do I Cancel My Reservation?

Booking cancelations are done on the My Meetings screen. If you have a recurring booking, you can cancel a single date, multiple selected dates, or the entire booking.

How Do I Cancel a Single Booking?

1. Click the **My Meetings** button.

2. Select the booking you want to cancel.

3. Click the **Cancel Booking** button.

4. Select the unneeded booking.

5. Click the **Cancel Booking** button.
How Do I Cancel a Single Booking in a Series?

1. Click the **My Meetings** button.

2. Select the booking to be canceled.

3. Click the **Cancel Booking** button.

4. Select the single date to be canceled.

5. Click the **Cancel Booking** button.
How Do I Cancel All Instances of a Recurring Booking?

1. Click the **My Meetings** button.

2. Select the booking to be canceled.
3. Click the **Cancel Booking** button.

4. Select **Whole Event**.
5. Click the **Cancel Booking** button.