

Public Reservation Request Instructions

1. In your public site, log in with a household or organizational account
2. After logging in, go to **Facilities** navigation and select either the **Reservation** link (then **Start Online Reservation Request** if your department also allows the choice of public reservations) or the **Facility List** (from which you can select **Request** button next to eligible facility)
 - To see availability of the facility, you can click **View Calendar** or **View Availability** if necessary
3. Next, select the location for the reservation request from the dropdown (If the user started the request from the Facilities List, then the location will be populated)
 - Any facilities that are available for public reservations request will be listed in the dropdown
4. After selecting the location, you will select the dates and times
 - The scheduling for the reservation request is determined in settings for the facility
 - Enter the Start Date
 - If the reservation is for recurring dates, check **Recurring** and enter the **end date** and **day/days of the week** for the recurring reservation request
 - Click **Save Dates** button
 - For block scheduling: If the facility is set for block scheduling, the blocks will appear after selecting your location
 - Check off the desired block or blocks
 - Click **Save Dates** button or **Next**

Home Register Facilities General Info Contact Account Cart

REGISTER MARIE NOW (CHANGE)

YOU HAVE BALANCES OWED: CLICK TO PAY

Reservation Request

View Calendar View Availability Help Guide

Select a Type: --All Types--

Select a Facility: Blodome

View Availability View Rental Information

Start Date: 12/06/2022

End Date: [] Start Time: [] End Time: []

Recurring

Sun Mon Tue Wed Thu Fri Sat

All requests must occur between **Tuesday, December 6, 2022** to **Friday, December 6, 2024**.
If your need dates beyond these then please contact us.

Your request will be processed in the order received and is not a reservation until approved.
Please contact the office if you have any questions.

Tip: click white blocks in the availability chart or calendar to carry times into your request.

Next Cancel

Click Next to add additional dates. Not seeing the next button? Log In.

5. Enter the required **Contact Information**
6. Enter the **Purpose** for the reservation, such as the name of the event
7. Enter the **head count**, if required
8. Click **Submit**

Reservation Request

Dates	Times	Location
Tuesday, December 06, 2022	11:00 AM - 12:30 PM	Biodome <input type="checkbox"/>
+ Add More		Remove Selected

Contact Information

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* First Name Marie	* Last Name Heard	
* Street Address 1234 Main Ave	Address 2	* City Killington
* State/Province: Connecticut	* Zip Code 48182	* Country U.S.A.
* Phone (555) 555-1212	* Email marie@myrec.com	

Request Information

Additional Info

* Purpose of Reservation 6	Head Count 7
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Policies and Information

Forms & Links	Location
globaltest	* All Locations
Test	* All Locations

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9. The next screen will thank the user for the request and display information for the request
 - The user can **Print Request** at the bottom of the screen

Thank You for Your Request

[Return to Account](#) [Print Request](#)

The following Facility Reservation Request has been submitted and will be processed on a first come first serve basis.
ⓘ This request is not a reservation until it has been approved. ⓘ

Contact Information

First Name	Last Name	
Marie	Heard	
Street Address	Address 2	City
1234 Main Ave		Killington
State	Zip Code	Country
CT	48182	US
Phone	Email	
(555) 555-1212	marie@myrec.com	

Request Information

Additional Info	
Purpose of Reservation	Head Count
Test Request	

Policies and Information

Forms & Links	Location
globaltest	* All Locations
Test	* All Locations

Requested Dates

Date(s)	Times	Location
Tuesday, December 06, 2022	11:00 AM - 12:30 PM	Biodome

[Return to Account](#) [Print Request](#)

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