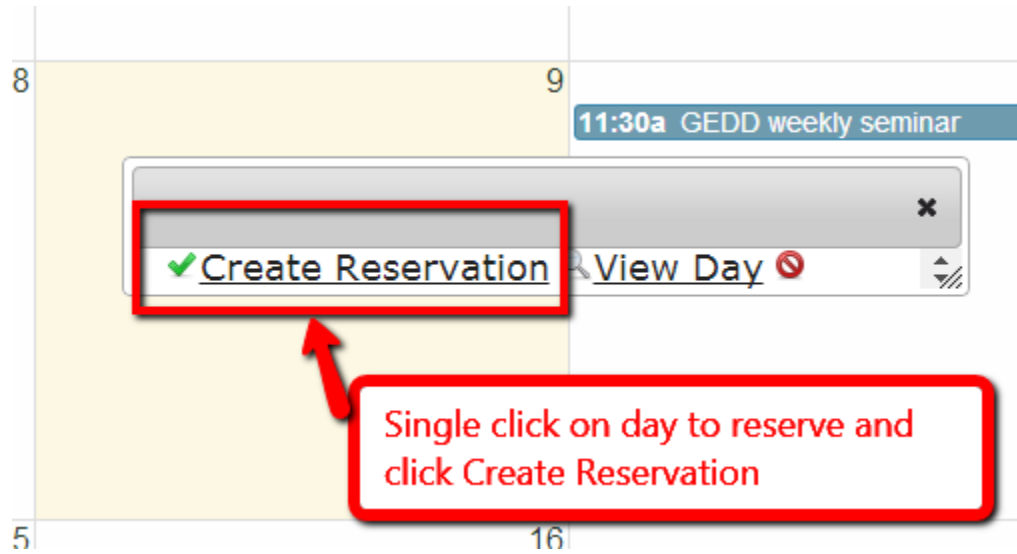


## Creating a Reservation



### Create a new reservation

Jim Stewart (jstewart@cns.msu.edu) [Change](#)

Resources to be reserved  
[BMB Room 208](#) [More Resources](#)

Accessories [Add](#)

Begin

End

Reservation Length

Repeat

Title of reservation

Description of reservation

Send Reminder    the start time   minutes before the end time

**Click dropdown menu and select Start Time**

## Create a new reservation

Jim Stewart (jstewart@cns.msu.edu) [Change](#)

Resources to be reserved

[BMB Room 208](#) [More Resources](#)

[Accessories](#) [Add](#)

Begin 06/09/2014 9:00 AM

End 06/09/2014 10:00 AM

Reservation Length 0 days

Repeat Does Not Repeat

Title of reservation

Description of reservation

Send Reminder  15 minutes before the start time

15 minutes before the end time

Click dropdown menu and select End Time

- 12:00 AM
- 6:00 AM
- 6:15 AM
- 6:30 AM
- 6:45 AM
- 7:00 AM
- 7:15 AM
- 7:30 AM
- 7:45 AM
- 8:00 AM
- 8:15 AM
- 8:30 AM
- 8:45 AM
- 9:00 AM
- 9:15 AM
- 9:30 AM
- 9:45 AM
- 10:00 AM
- 10:15 AM
- 10:30 AM

## Create a new reservation

Jim Stewart (jstewart@cns.msu.edu) [Change](#)

Resources to be reserved

[BMB Room 208](#) [More Resources](#)

[Accessories](#) [Add](#)

Begin 06/09/2014 9:00 AM

End 06/09/2014 10:00 AM

Reservation Length 0 days, 1 hours

Repeat Does Not Repeat

Title of reservation

Description of reservation

Send Reminder  15 minutes before the start time

15 minutes before the end time

Select if the event Repeats

- Does Not Repeat
- Daily
- Weekly
- Monthly
- Yearly

## Create a new reservation

Jim Stewart (jstewart@cns.msu.edu) [Change](#)

Resources to be reserved

[BMB Room 208](#) [More Resources](#)

[Accessories](#) [Add](#)

Begin 06/09/2014 9:00 AM

End 06/09/2014 10:00 AM

Reservation Length 0 days, 1 hours

Repeat Does Not Repeat

Title of reservation

Sample reservation

Description of reservation

Meeting

Enter Title of reservation

Enter Description of reservation

Send Reminder  15 minutes before the start time  15 minutes before the end time

[Create](#) [Cancel](#)

## Create a new reservation

Jim Stewart (jstewart@cns.msu.edu) [Change](#)

Resources to be reserved [Accessories](#) [Add](#)

[BMB Room 208](#) [More Resources](#)

Begin 06/09/2014 9:00 AM

End 06/09/2014 10:00 AM

Reservation Length 0 days, 1 hours

Repeat Monthly

Every 1 months

day of month  day of week

Until 07/08/2014

Title of reservation

Sample Reservation

Description of reservation

Meeting

Send Reminder  15 minutes before the start time  15 minutes before the end time

[Create](#) [Cancel](#)

Optional - Set a reminder email to the person making the Reservation

**Create a new reservation**

Jim Stewart (jstewart@cns.msu.edu) [Change](#)

Resources to be reserved  
[BMB Room 208](#) [More Resources](#)

Accessories [Add](#)

Begin 06/09/2014 9:00 AM

End 06/09/2014 10:00 AM

Reservation Length 0 days, 1 hours

Repeat Monthly

Every 1 months

day of month  day of week

Until 07/08/2014

Title of reservation  
Sample Reservation

Description of reservation  
Meeting

Send Reminder  15 minutes before the start time  15 minutes before the end time

**Click on Create to make the Reservation**