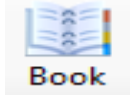
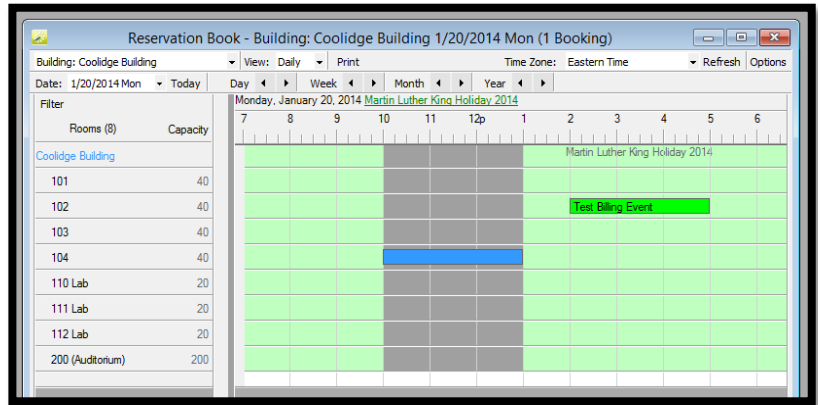


**1. Create a Single Day Reservation from the Book (Desktop icon)**

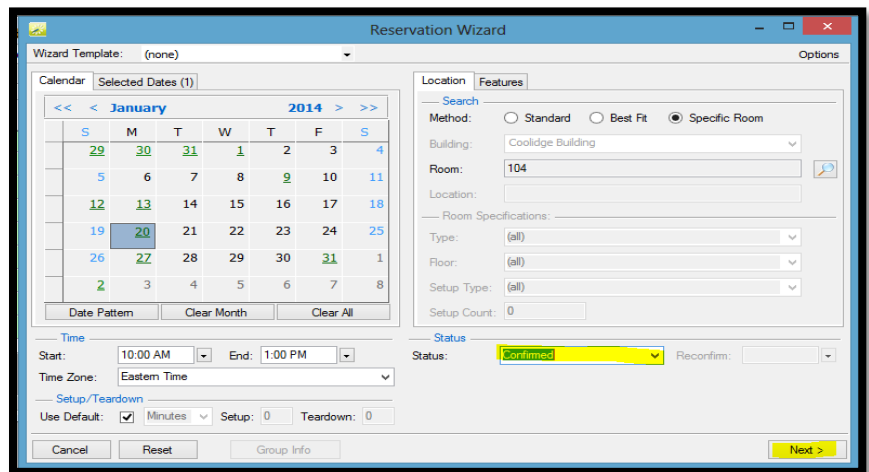
- Select the Book button from the toolbar.



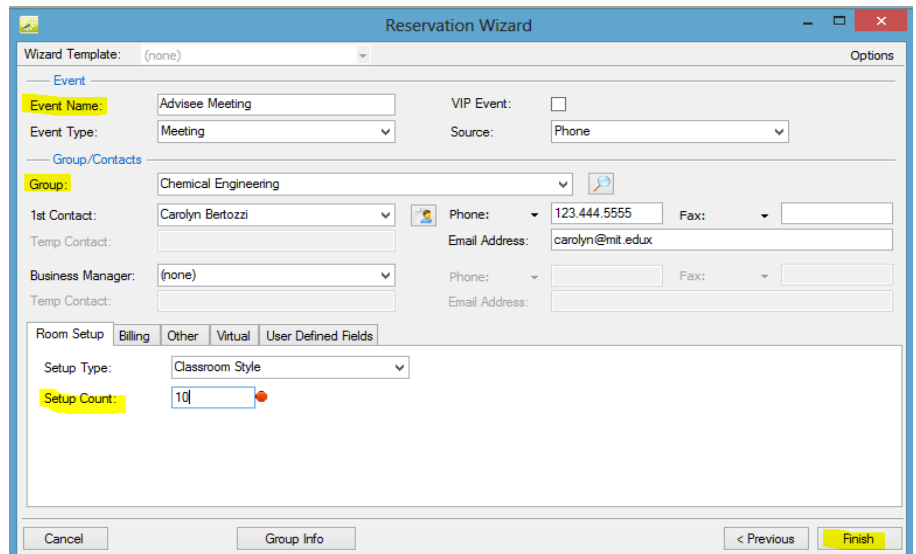
- In the book, on the row that represents the room you want to reserve, click on the time that you want the event to begin, and drag to the time you want the event to end.



- The Reservation Wizard window will open. Choose a status and click next.

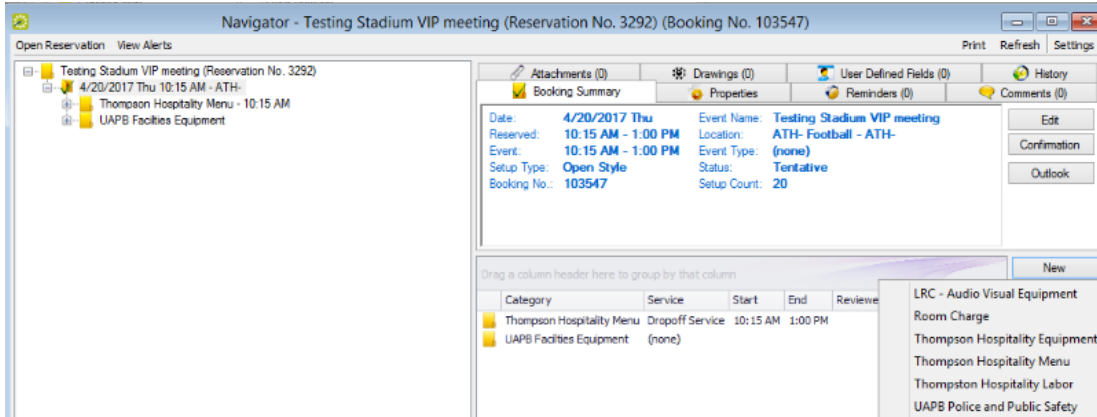


- Complete the reservation by indicating the event name, the group sponsoring the event, and other critical event information. Information that is required will have a red button next to it. Click *Finish*.

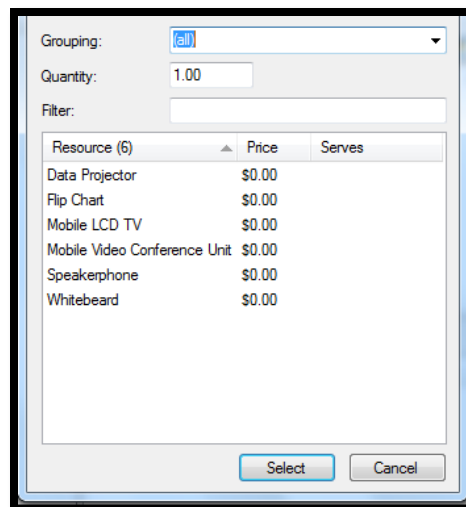


2. **Add Furniture or Other Resources to an Event**

- Select the booking level for the appropriate date and location that you would like to add a resource to (on the left hand side).



- Click the New button in the bottom right-hand portion of the window and select the category of resources that you would like to add for this event. OR right click on the booking listing on the left hand side of the screen, then scroll to “new” and select the appropriate category.
- A pop up Resource Window will appear. In my example:



- Select the item that you would like to add, insert the quantity in the quantity field, and click Select to add the item to this event.