In Depth Recurring Meeting Instructions

You can also view any reservation you have made through your online account by clicking on ‘View my Requests’ under the Reservations tab. Here you can view requests that have not yet been processed and sent a confirmation email, so you can double check if you have submitted a series/recurring event request.

When making a recurring reservation in the system you must be sure that you have added **ALL** the dates that you need. First you set up the Recurrence (ie. Daily, weekly, number of recurrences, etc) and hit “**apply recurrence.**” Then you must actually select the room and be sure you have rooms on **ALL** the dates you need. Please see screenshot examples below. You must click the Green Plus + button in order to add that room to your reservation, and the numbers next to that indicate how many of the dates you requested are available in that space. In the example below this means that 5 of the 5 dates I applied a recurrence to are available. If you click the Green + on an option that says 1/5 then this room was only actually available for 1 of the dates you need and you will only be submitting a request for that single date.

If a room is not available for all of the dates you need you can hit multiple Green + buttons then cancel the ones that you don’t need or duplicates in the menu, which is listed near the top. Always be sure to
review this list to be sure that you have all the dates you need and in rooms that are appropriate for your group. Whatever you submit in the list of “Selected Locations”, is what we process, so please be sure you have what you need before you hit the yellow Continue button at the bottom. Please see screen shot example below:

To add additional reservations to an existing reservation to create a series request:

I made a test reservation and took a screen shot of it below. To cancel a reservation all you need to do is click on the Red X (circled in red below). To add additional dates, or another way to create a series request is to click on Add Booking (circled in black). To access the expanded editing features click on the Edit Reservation icon (circled in blue).
When you click on the “Edit Reservations” icon the below screen will show up. Here you can edit the event name, time, date, etc. To edit/change the room click on the Grid tab (circled in red). Select the room you would like to move to by clicking the green plus sign. When you’ve made the changes you want to make be sure to click on “Update Booking” in yellow at the bottom of the page.

I hope this helps make your account easier to use.