Edit or Cancel Virtual Reservations

Under reservations menu, click on "view my request"

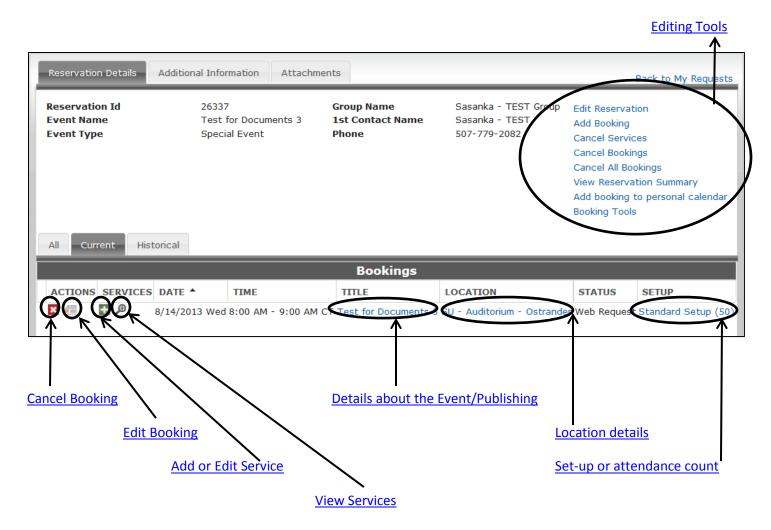
Browse	Reservations 🚷 My Account	Admin 🕐 Help Welcome Sasanka Andawatta Kankanamge 🔻
Home	Banner Space in the CSU Campus Rec Reservations	3
	Dance Studios Lobby Tabling in the CSU and/or HC Mavrick Bullpen	mic and Event Scheduling System at Minnesota
Please lo	Meeting Space in Academic Meeting Space in CSU	u do not have a Star ID or do not remember it, please create a Star rvice
lf you are	Multiple Meeting Space for Departments Music and Theater	e contact the Scheduling & Conference
lf this pag optimized	DCO Executive Mantines for Common	check to make sure that your browser is up to date. This site is I Firefox 10+.
	Special Events in the CSU	eservation is a privilege and not a right. when a space is available, and Log In to submit an Event request.
Browse Ex	Special Events in the MSU	ific events (including Classes) on specific dates.

Click on the desired event that needs to be modified or cancelled

Cur	rent Historical Calendar						
Res	ervation Id: Event Name:		Quick Search			2	how Cancelled
			Rese	ervations			
ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
23648	Closed for Maintenance	Campus Recreation	5/6/2013 Mon	8/16/2013 Fri		1	No
22546	MMA Club-Early	Campus Recreation	5/13/2013 Mon	8/23/2013 Fri	Confirmed	Pennington Hall(PH) - 0104 Exercise Room	No
22559	Open Recreation-Fitness Trail	Campus Recreation	5/13/2013 Mon	8/25/2013 Sun	Confirmed	Grounds(GRO) - Fitness Trail	No
23013	Open Recreation-Tennis	Campus Recreation	5/13/2013 Mon	8/25/2013 Sun	Confirmed	Multiple	No

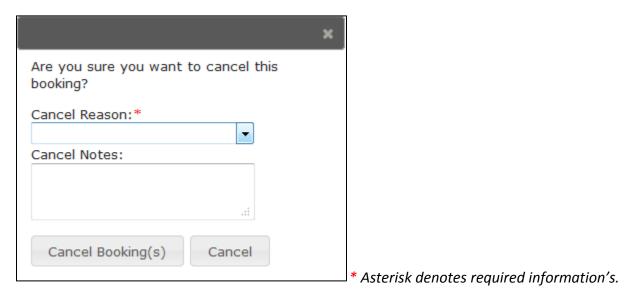
Edit Reservations page

Please click on the name to for more information and instructions.



Cancel Booking

Please use this function to cancel any reservations or bookings.



Edit Booking

After editing the details, please click on update booking to apply the changes.

Reservation Details												Back T	o Res	ervatio	on Deta	ails
Event Name Date Location Event Time	Wednesda SU - Audit	ocuments 3 y, August 14, 2013 orium - Ostrander 9:00 AM CT	Group N 1st Cont Phone 2nd Con Phone	tact Na			Sasar	nka - TI nka - TI 779-208	EST	oup						
Special Events in the CSU		Location														-
Event Name:*		▲ Wednese	lav Au	nust	14	2013	R Cen	tral 1	Time					4 • •	12 Hou	IFS
Test for Documents 3 Event Type:* Special Event	~	Room Centennial Student Un Auditorium - Ostrande	Cap Cap	4	5	6	7	8	9	10	11	12 PM	1	2	3	Â
When and Where																Ŧ
Date:* 8/14/2013 Wed Start Time:* End Time: 8:00 AM (2000) 9:00 AM	*	Update Booking														
Facilities: Centennial Student Union(SU Time zone:*																
Central Time Setup Information	T															
Attendance:* 50																

Add or Edit Services

Edit any Furniture, Audio or Video, Staff and services.

Booking Details						Back To Reservation Deta
Event Name Date Location Event Time	Test for Documents Wednesday, Augus SU - Auditorium - C 8:00 AM - 9:00 AM	t 14, 2()strand			Sasanka - TEST Group Standard Setup (50) Web Request Special Event	
Available Services Booking Specific Notes Fees - No Resources Availab Services Staff	ACTIONS	dio Vi QTY	isual - CSU	PRICE I	NOTES	SPECIAL INSTRUCTIONS
		В	e - CSU	\$ 0.00 Pi		
	ACTIONS	QTY	ITEM	PRICE I	NOTES	SPECIAL INSTRUCTIONS
	Ø 🗙	1 -	vent Coordinator Cell Phone Number	\$ 0.00		
	Ø 🗙	1 S	tools - Regular	\$ 0.00		
			Powered	ems		

View Services

View the services and staff that were requested.

All Curr	rent	Historical												
	Bookings													
ACTIONS	SERV	ICES DATE	•	TIME	TITLE		LOCATION		STATUS	SETUP				
×	÷ P	8/14/2	013 Wed	8:00 AM - 9:00 AM C	Test fo	r Documents 3	SU - Auditorium - Ostrar	nder V	Veb Request	Standard Setup (50)				
	Audio Visual - CSU													
		QUANTITY	ITEM		PRICE	NOTES		SPECIAL INSTRUCTIONS						
		1	Built-In	Media - Ballroom	\$ 0.00	Projector and S	Screen							
		Furniture	e - CSU											
		QUANTITY	ITEM		PRICE	NOTES		SPEC	CIAL INSTRU	ICTIONS				
		1	Event Co Number	ordinator Cell Phone	\$ 0.00									
		1	Stools -	Regular	\$ 0.00									

Details about the Event/publishing

Summary of the reservation is available for publishing on <u>Facebook and other social media</u>. Also this can be used to add the event to personal calendars.

Virtu	al EMS - Bookin	g Details						×
Eve Dat Loc Eve Set Gro 1st Eve	ation nt Time up Type	Monday SU - Ba 9:00 Al (none) Sasank	test for the document Monday, August 19, 2013 SU - Banner Space D 9:00 AM - 6:00 PM CT (none) (1) Sasanka - TEST Group Sasanka - TEST (none)			 Add booking to per Add all bookings to Social Networking Facebook Twitter Print Gmail 	2	
				Related Booking	s	🐼 StumbleUpon		
411	DATE 8/19/2013 Mon	9:00 AM	END TIME	TITLE test for the document	LOCATIO	 Blogger More (337) Sign In 	ME EST Group	

Event Location

To review the Event location and location details.

Virtual EMS - Locat	tion Details				×
				(2
Building Details					
Building Code	SU				
Description	Cent	ennial Stude	nt Union(SU)		
Notes					
Room Details	Setup Types	Features	Availability		
Room Code	0109	D			_
Description	Bann	ner Space D			
Room Type	Exhit	pition - 620			
Floor	(non	e)			
Size	0				
Phone					
Setup Hours	0.00				
Teardown Hours	0.00				
Notes					
Banner Space Dia	gram				

Setup

Change the set-up type or attendance numbers.

			×
Cotup Tup			
Setup Typ Standard		•	
Attendanc	e:	_	
10			
Save	Cancel		

Editing Tools

Reservation Details	Additional Information Attachr	nents		Back to My Request
Reservation Id Event Name Event Type	26337 Test for Documents 3 Special Event	Group Name 1st Contact Name Phone	Sasanka - TEST Group Sasanka - TEST 507-779-2082	Edit Reservation Add Booking Cancel Services Cancel Bookings Cancel All Bookings View Reservation Summary Add booking to personal calendar Booking Tools