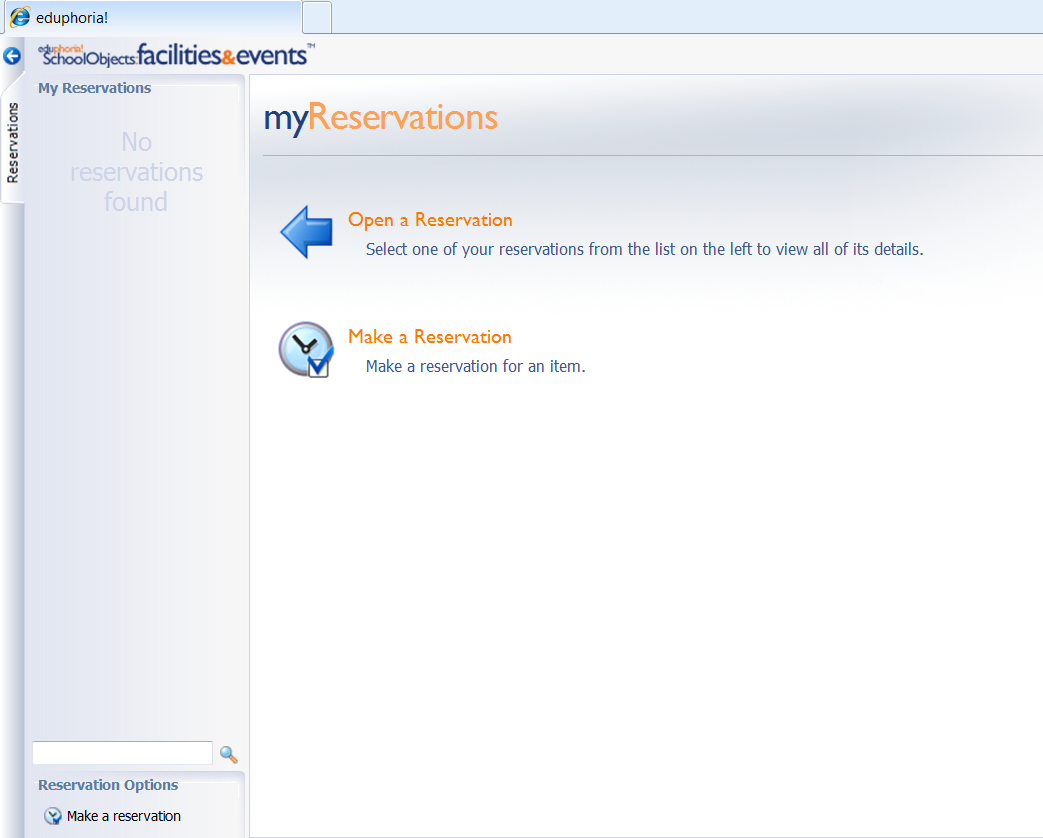
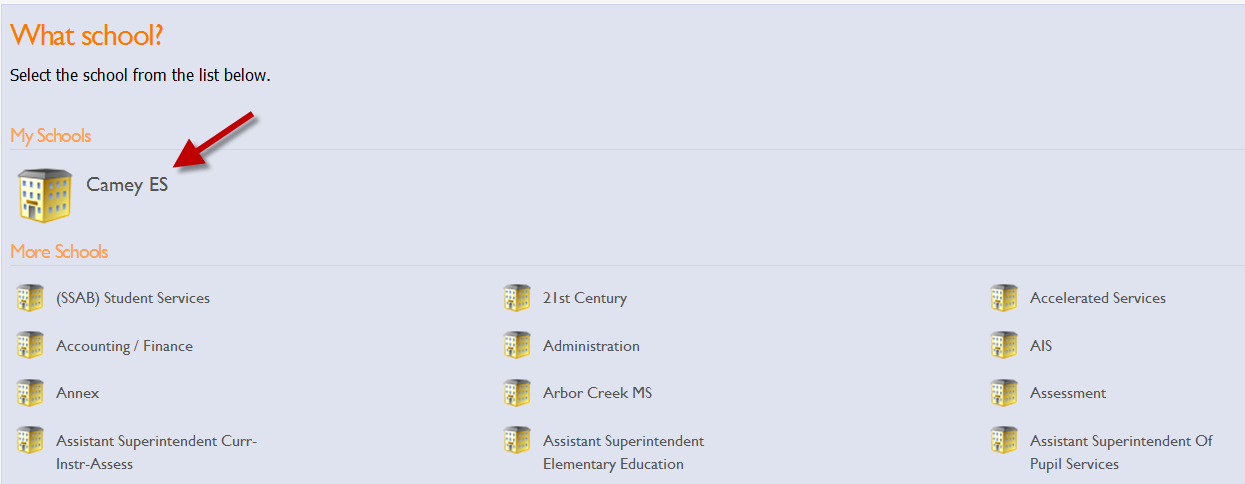
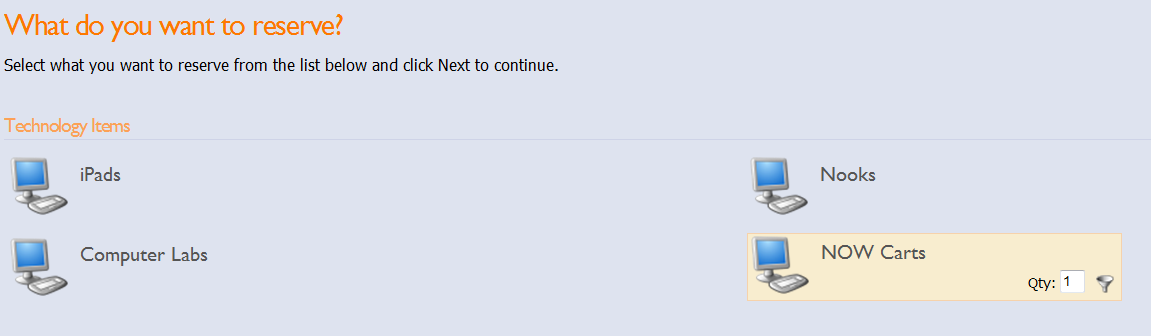
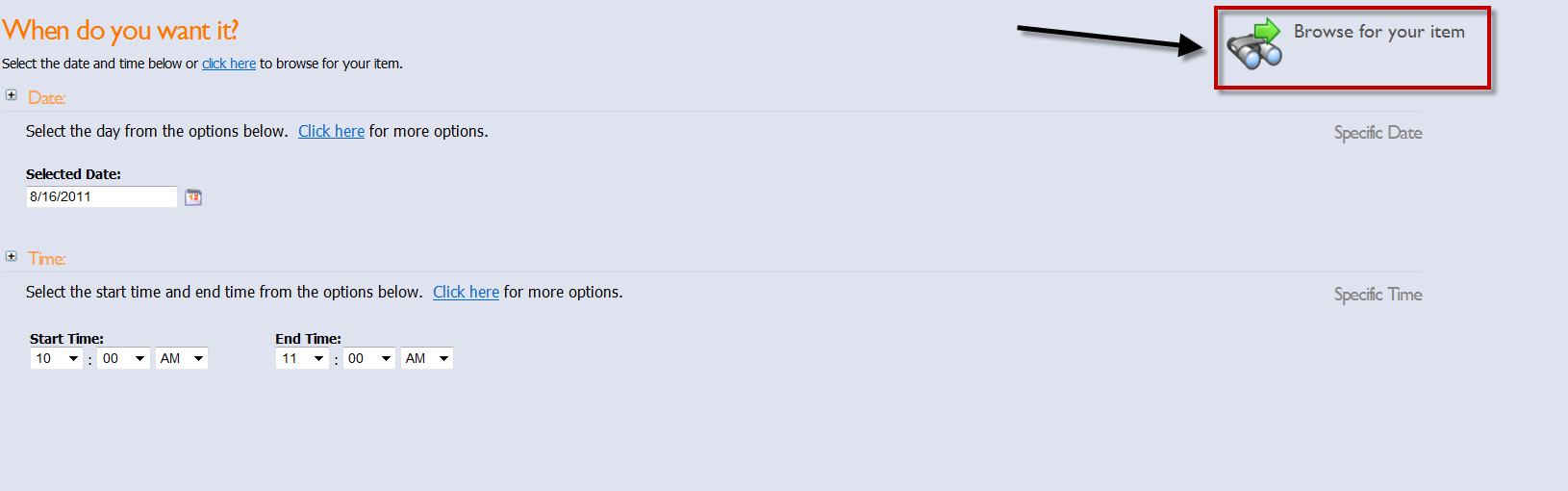
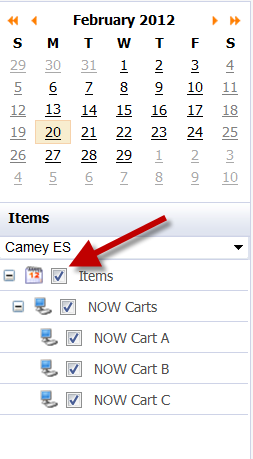
Making a Reservation in Eduphoria Facilities & Events



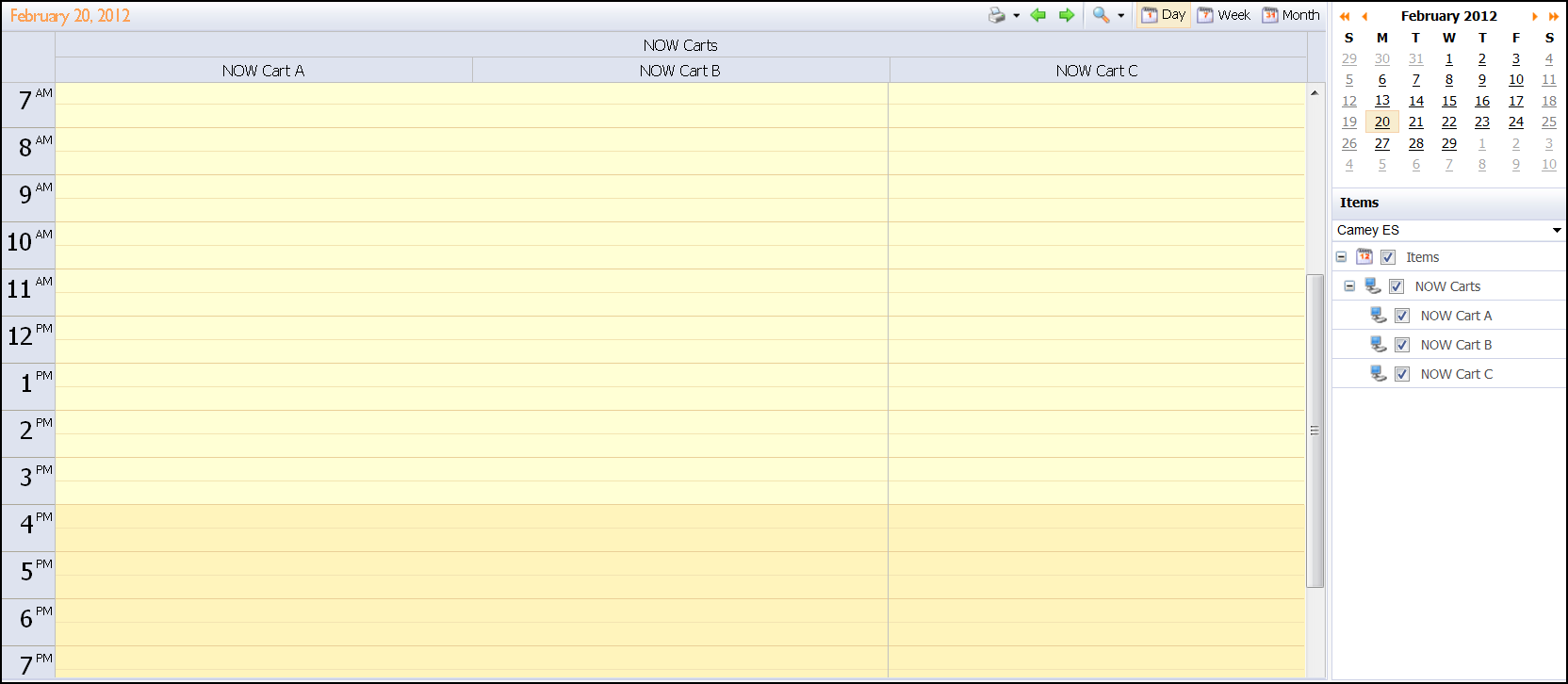
1. When you log into Eduphoria and select Facilities & Events, you have the ability to open a reservation if you have a reservation in the system or you can make a new reservation.
2. When making a new reservation, you can either select **Make a Reservation** in the middle of the larger pane or at the bottom left.
3. Select your school under **My Schools**. (Camey ES in this example.)

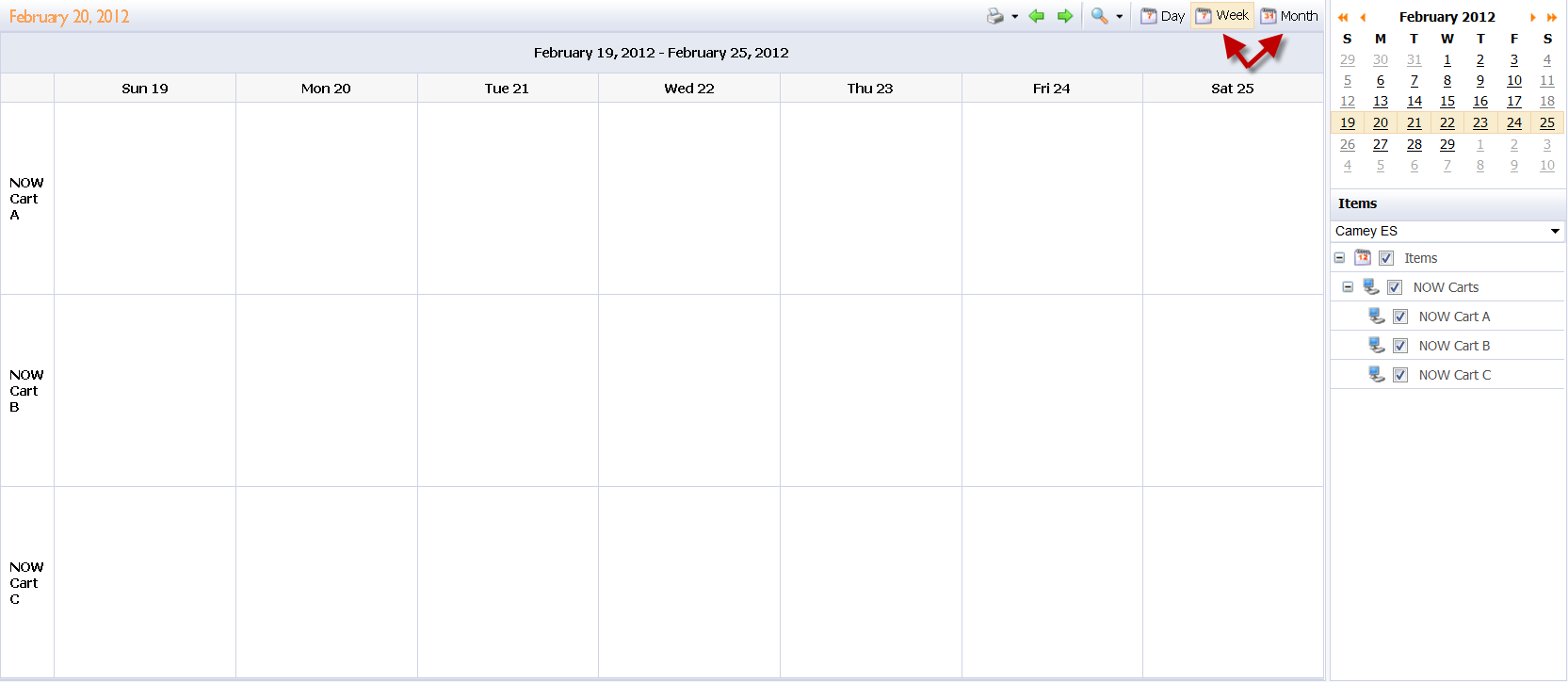


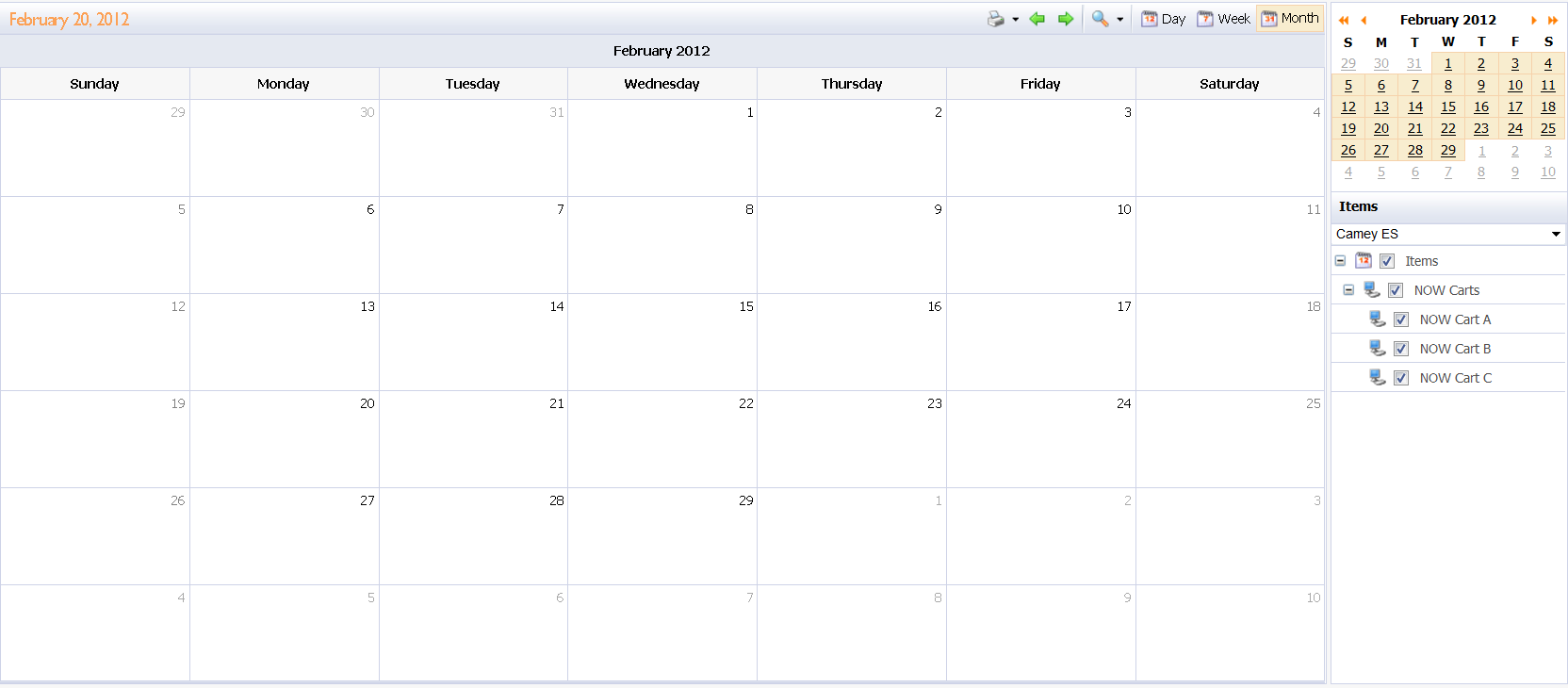
1. In order to see the **calendar** showing reservations that have already been made by other people before you make your reservation, select the category you are interested in. You can even select them all if you want. In this example, the category NOW Carts was selected. Then, click **Next** in the bottom right.
2. Select **Browse for your item** at the top right. It may take a moment for the page to load. Be patient.

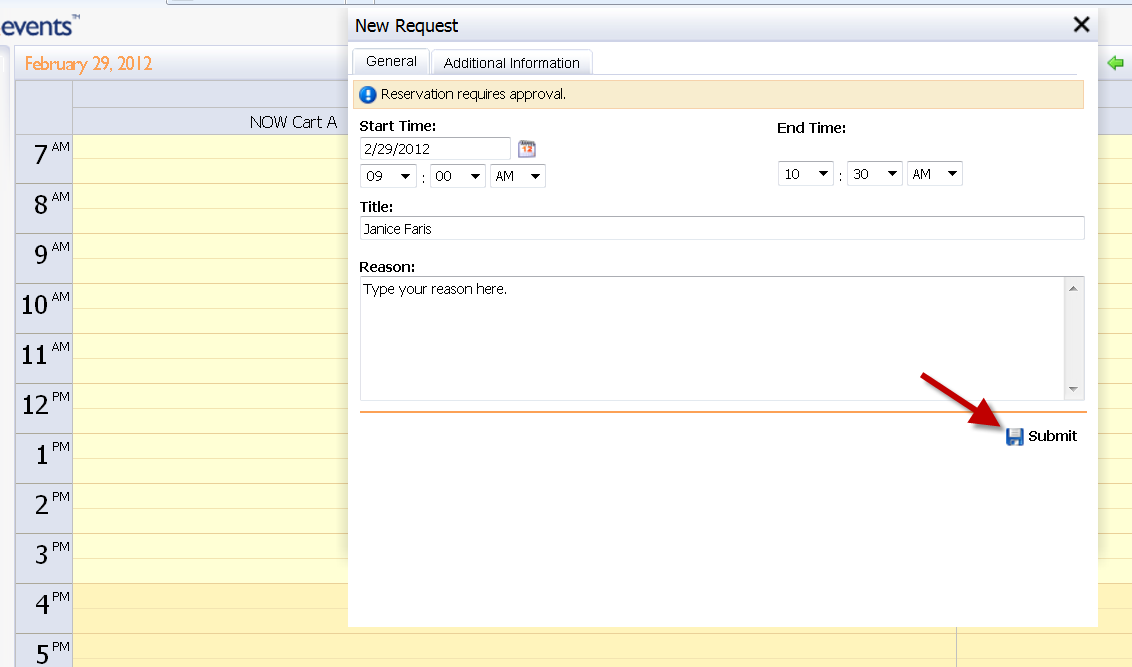
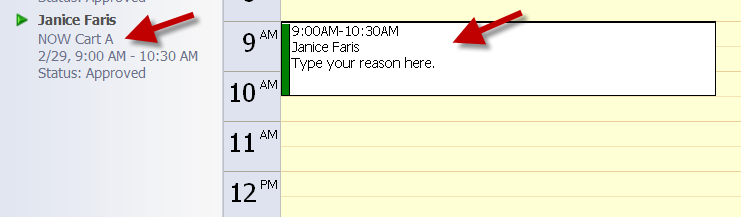
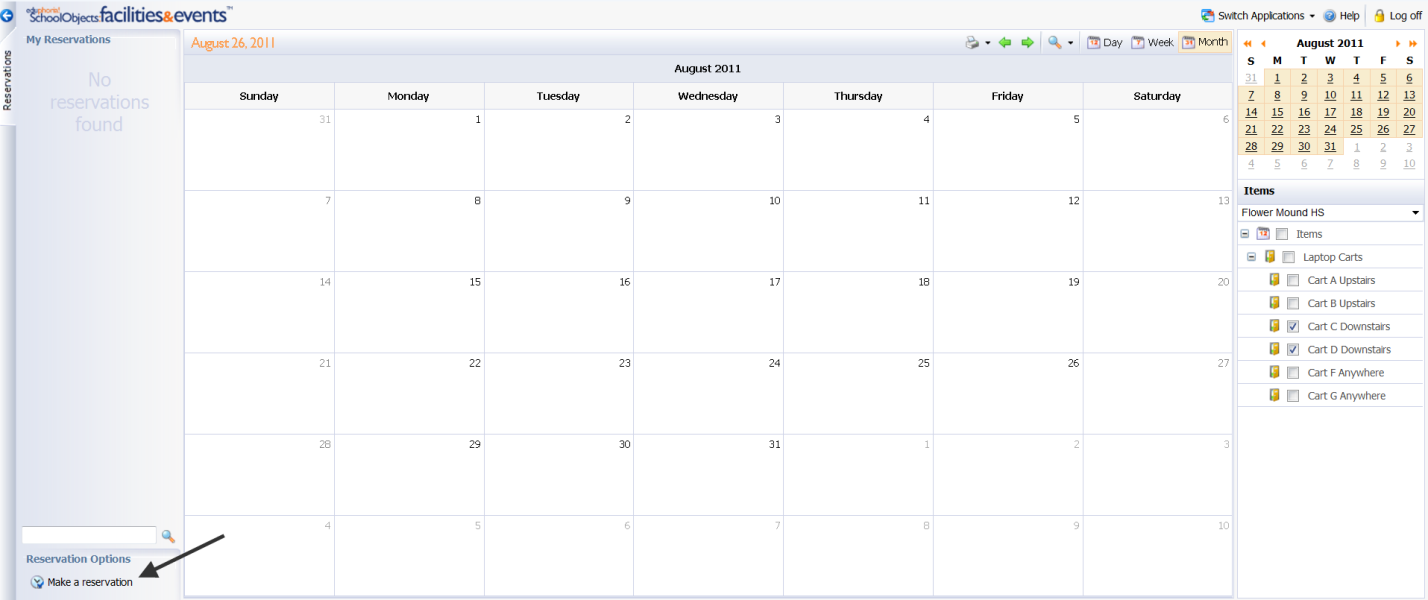
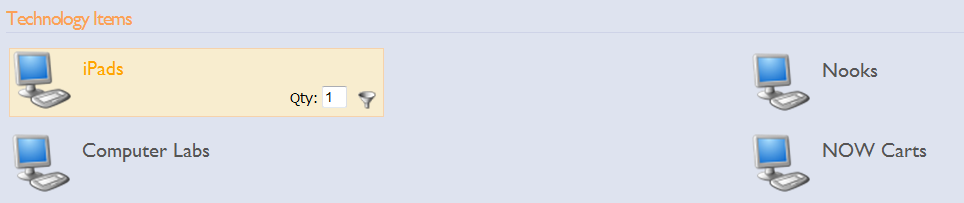


1. On the right side of the screen, put a checkmark **in Items to see all reservations** for all NOW carts or **select the cart that you individually need**.
2. A calendar will appear on the left showing what is available. The calendar will default to daily, weekly, or monthly based on your previous setting. As you can see, no reservations have been made at this time.

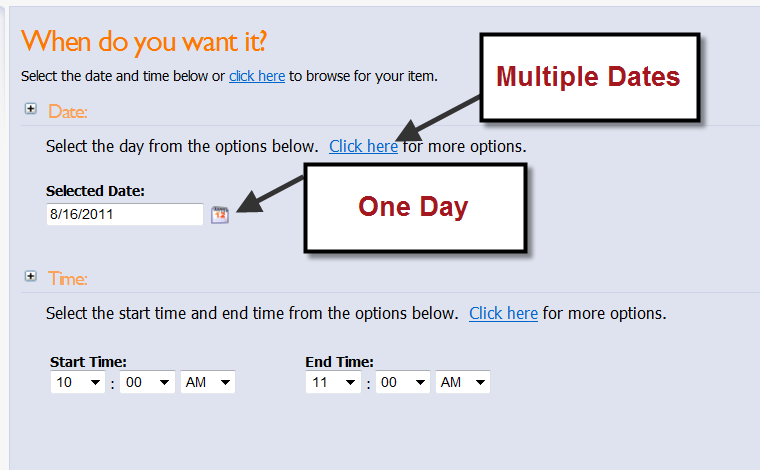


1. You can **switch the view** to show the **week** or the **month** by making your selection in the upper right. Below is the weekly view.
2. Below is the monthly view.

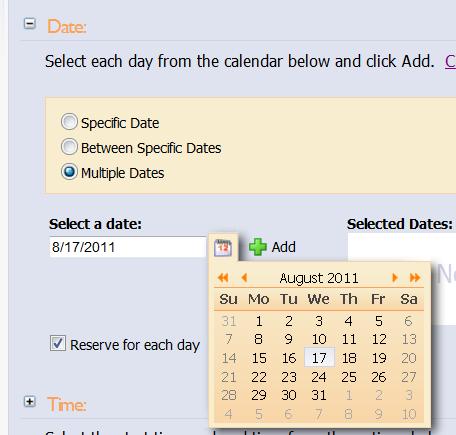


1. You can **double click** on the day you need to make a reservation in the weekly or monthly view and it will drill down to the daily view. You can now **double click** on the **time** you need to make a reservation. I double clicked on 9:00 for Cart A in the example below. A small window will appear where you can change the start time if you wish and enter in an end time. Please put your name in the Title Field. Please type in a reason for the reservation as well.
2. As you can see below, the calendar is now showing a reservation. And, you can see the reservation on the left as well. You might have to refresh your screen in order to see the reservation on the left (just click on the Reservation Tab to refresh).
3. If you would **only** like to view the calendar in order to see what is available (usually because you want to reserve several items and/or you want to reserve for multiple days), then you could make your reservations by selecting **Make A Reservation** in the **bottom left**.
4. Then, select **your school.**
5. Select the item you need to reserve (iPads in this example). You can leave the quantity at one. You can choose how many you need at a later step!

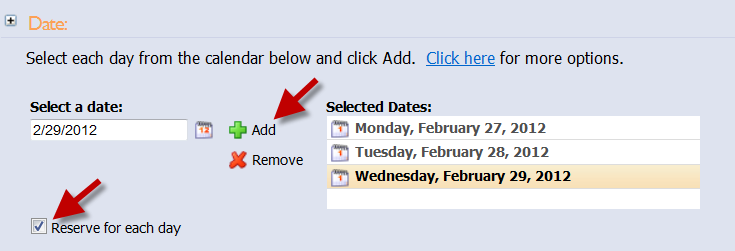
1. Select **Next** in the bottom right.

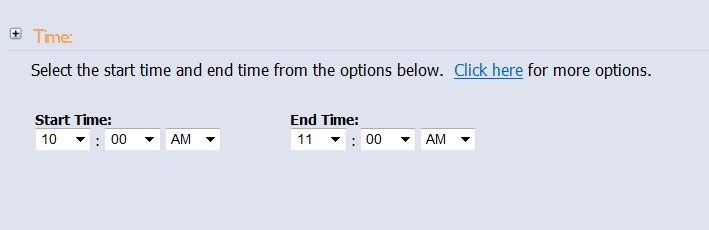
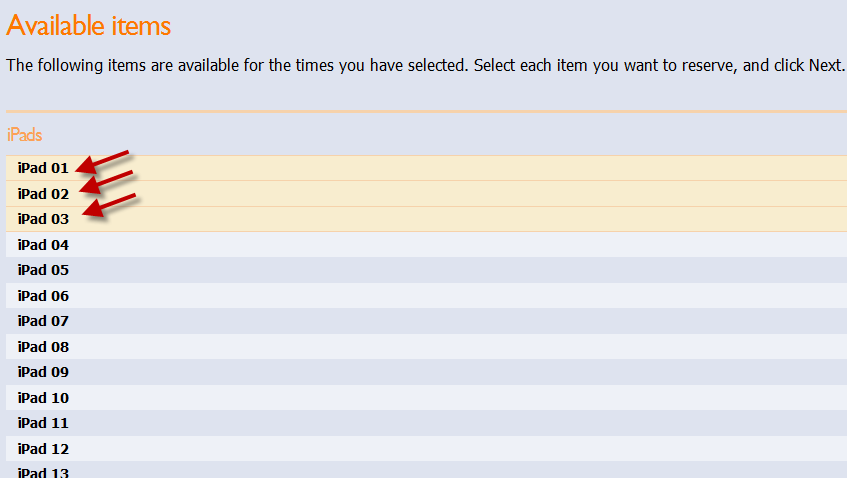
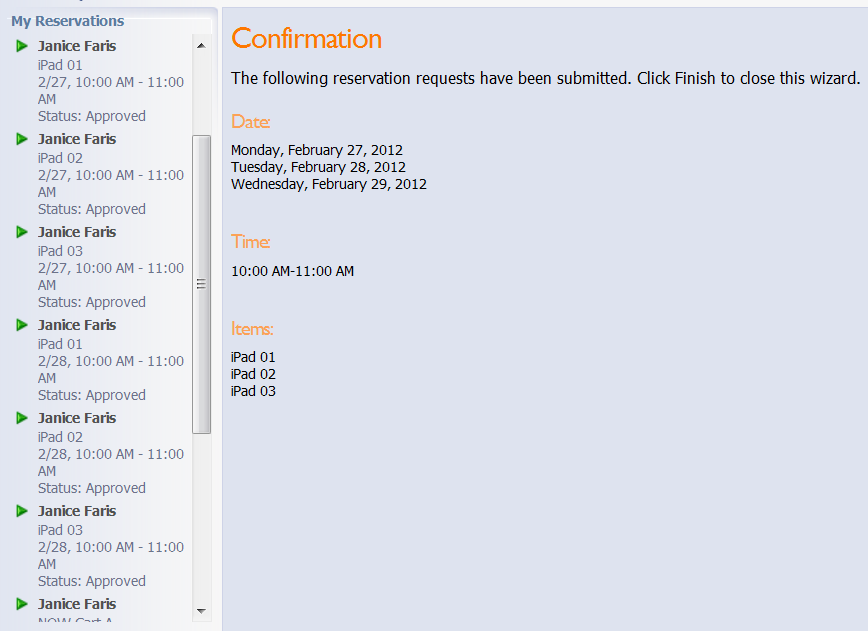


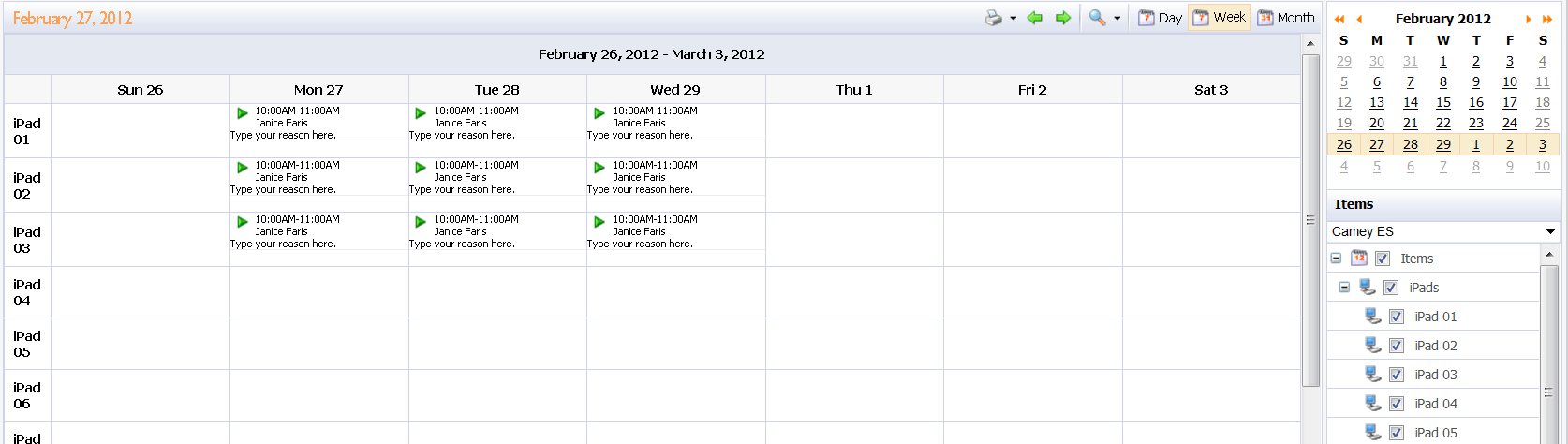
1. If you only want **one day**, click on the **calendar icon** and select the date.
2. If you want **multiple dates**, **select Click here** for more options.

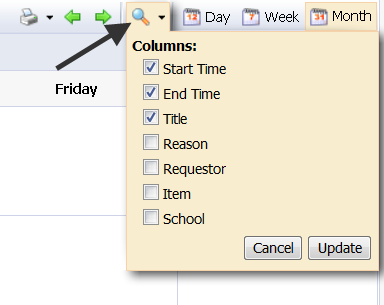


1. Select **Multiple Dates** (don’t select Between Specific Dates).
2. Select the **calendar icon** and choose your first date.



1. Click on **Add**. Click on the **calendar icon** to select the **next** **date** and follow this process until you have all the days you need. Make sure Reserve for each day is selected.
2. Select the Start Time and End Time.
3. If you select **Click here** for more options, it will **not** allow you to reserve multiple times.
4. The purpose of this option is just to let you know if all the times you choose are available, but it will **only reserve one time**. So, if you have already looked at the calendar and know your times are available, **do** **not** **select** Click here for more options under Time.
5. Select **Next** at the bottom right.
6. At this point, it is showing a list of available items.
7. Click to select the items that you need. You can select more than one.
8. Select **Next** at the bottom right.
9. Under **Title**, type **your name**.
10. Under **Reason**, type your reason.
11. Select **Next** at the bottom right.
12. Now, it shows that your dates and time are confirmed. Also, on the left side, it shows the status of your reservations as approved.

1. Select **Finish** at the bottom right.
2. Now, if you want to review the calendar, you can click on one of your reservations showing on the **left** side. Hit the **X** in the top right corner to close the reservation you have just selected, and the calendar will be showing behind this window. Select **Items**, and all the reservations you just made will now show on the calendar depending on what view you are in.



1. If you **click** on the **magnifying glass** on the toolbar in the upper right, you can select what you would like to see on your calendar. Just make your selections and click on **Update**.

\*\*FYI: If making a reservation **for one item** for one day, it would be best to select **Browse for Your Item** and drill down on the day and times to make your reservations.

\*\*FYI: If making a reservation **for one item for multiple days** it would be best to select **Browse for Your** **Item** to view the calendar to see where there are openings and then select **Make A Reservation** so that you can select multiple dates.

\*\*FYI: If making a reservation for **more than one item** (such as iPads 1-7) **and selecting multiple days**, it would be best to select **Browse for Your Item** to view the calendar to see where there are openings and then select **Make A Reservation** so that you can select multiple items and multiple dates.