Instructions to Reserve a Room

Browse Tab

Browse Facilities – This tool allows you to view all facilities and their configurations.

Browse Space – This tool opens a calendar showing the room availability. A filter option is available in the top right which permits the removal of facilities that don't meet your specific needs.

myRedDragon Calendar - This tool opens a new window and presents the myRedDragon Calendar to browse for events.
Reservations Tab
Classroom Request – Use this tool to create a room reservation for a classroom

Computer Lab Request – Use this tool to create a room reservation for a computer lab

Conference Room Requests – Use this tool to create a room reservation for a conference room or event space

View Requests – This tool allows the user to review their own room reservations and status

My Account Tab
For the average user the only option available is Log Out of the system.

Admin Tab – User Options
Personalize – This option enables you to create a personalized view in the reservation system.

My Favorites – This option allows you to save favorite searches for repeating reservations.

Help Tab
Instructions - This is a step-by-step guide to complete the room request form.

You can click on the blue question mark symbols located throughout the system for more detailed information on the Cortland version of that particular portion of the request.
Creating a Reservation

The first section to the Room Requests tool is the left column where users enter the general parameters needed for the reservation. Parameters include:

- the events Date/Time
- specific buildings if desired
- the number of attendees
- if features are required for the event

Remember, if buildings or features are selected they will reduce the number facilities shown as available for the event.

The second section to Room Request tool is the right hand column which has three tabs.

- The first tab (Info) is a quick set of instructions for the tool. You can click back to the Info tab to refer to these instructions without losing your request information.

- Clicking on the blue ‘Find Space’ button in the left column opens the second tab (Location). This tab shows the facilities that fit the search parameters of the first column, shown in a list or grid format.

1. Clicking on the room number brings up a complete description of the facility including room details, setup types, and features.

2. Clicking on the plus (+) sign to the left of a room selects it as the facility requested and puts it at the top of the tab. Users should not select more than one facility; submitting more than one room for a reservation will reserve multiple rooms for a single event.
3. Before submitting your reservation, you will need to fill in the event details on the third tab.

The third tab (Details) is a form for required information for events, contact information for the event itself, and whether the user would like to request the event be featured on the Featured Events Calendar on the College's main webpage and/or the myRedDragon Calendar on the myRedDragon Home tab.

1. Users must submit the event name and type of event.

2. The Department/Org will default to the Users' department, but Users can add additional Department/Org by following these steps:
   a. click the magnifying glass
   b. search for the appropriate designation
   c. add it by clicking the plus (+) sign
   d. click “done”

3. The first contact designation shows as selectable, but must currently stay as temporary contact.
4. The name, phone, and e-mail should be filled in for the person who is requesting the event. This may not be the person actually entering the request.

5. The non-required information for the person responsible at the event is in case that person is not previously identified, and allows users to submit contact information.

6. Users must select with the drop-down menu if they are requesting the event be listed on the myRedDragon Calendar, which is only available to the campus community.

7. Users must select with the drop-down menu if they are requesting the event be listed on the featured events calendar. This does not assure listing, but submits the request for approval.

8. You must check the 'I have read and agree to the terms and conditions' box.

Once the information in the tabs is complete, click the yellow Submit Reservation button. The reservation has now been submitted for approval. Users will be taken to the Reservation Details screen where they can edit the details of a reservation. Users will also be sent an e-mail with a Request Summary.
View My Requests

There are two tabs in View My Requests: Current and Historical. Current shows present and future requests and Historical shows events that have already taken place. Clicking on an event brings up the Reservation Details screen.

The left hand side of the Reservation Details screen displays the current reservation being viewed and its details. Beneath it is a browser that lets you select any other reservation; All, Current, or Historical. The right hand side of the screen is a real editing powerhouse, which allows you to edit, cancel, or remove reservations.

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