Administrators – Booking a Recurring Reservation with Different Days/Times

1. From the Administrative Portal Select “Scheduling Assistant”
2. Click “Specific Dates” or Recurrence (if the pattern is more predictable)

3. Select the appropriate pattern (or as close to the pattern as you can)
4. Adjust times as needed.
5. Verify Availability
6. Select your room

7. Select your room by clicking the plus “+” button at the bottom of the room list.
8. Finish your booking by filling in the appropriate information.
9. Submit booking