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.

☐ Root Hall 123	Default	Lab (Restricted)	3 of 3
☐ Ingersoll Hall 278	Default	Conference Room	3 of 3
☐ Spanagel Hall 602	Default	Classroom	3 of 3
☐ Reed Hall 202	Default	Classroom	3 of 3
☐ Ingersoll Hall 379 G	Default	Desk	3 of 3
☐ Ingersoll Hall 368 C	Default	Cubicle	3 of 3

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⊟ Selected Resources

◄◄ ◄ 1 / 1 ► ►◄   Show: 30 ▼ Search:

☐ **Resource**		Wed 2020/10/14 ✎	Mon 2020/10/12 ✎	Tue 2020/11/10
		8:30 AM - 9:30 AM	7:00 AM - 8:00 AM	9:00 AM - 10:00 AM
No results found				

No

8. Finish your booking by filling in the appropriate information.
9. Submit booking