

Room Scheduling Instructions

Roles

- Anyone can be a *Requester*
- A *Scheduler* is given permissions to edit a room calendar
- A *Manager* takes ownership of a room calendar

Request a Room (Requester OR Scheduler)

1. Visit *Rooms* website
2. Verify availability of room
3. Submit *Room Request Form*
4. Wait for confirmation email

Schedule a Room (Scheduler who wants a room with the default layout)

1. Visit *Rooms* website (as needed)
2. Create event on employee calendar
3. Invite room (unavailable rooms don't display)

Manage Room Calendar

1. Occasionally (maybe daily) create events from *Room Request (Responses)* spreadsheet
 - a. Set title to *Name of Event (Scheduler Name)*
 - b. Make notes for custodian
 - c. Send confirmation email
 - d. Strikeout event in spreadsheet
2. Periodically (maybe weekly) remove past events from spreadsheet