RESERVATION REQUEST W/ RESOURCES

Add equipment/services to a reservation.

Once a room has been selected, click Assign Resources

This will bring up a window where you can select the equipment and/or services needed. The equipment will tell you how many are available. Click in the box and type in the amount you need. You will then see the selection in green as shown below.

Most rooms are already at capacity in terms of equipment. Please keep this in mind when making your request.

Click OK. Complete the reservation by completing the form and clicking Submit.