

# HOW TO BOOK A ROOM ONLINE

1. <https://eventscheduling.jhu.edu/Client/FindASpace/Index>
2. Select date, time, number of people, (leaving building blank), click next
3. Here you are able to click on each room to find out more about the space, various capacity & amenities
4. Check 3-5 acceptable rooms for your event if possible, click next
5. Complete personal information, company information, about event, and other details sections. Sharing as much information as possible is most helpful for your desired location - click next
6. Review information and **CONFIRM** - this does not mean your request has been filled; it lets you know the request was successfully submitted. Once filled, you will receive a reservation form via DocuSign.

*\*For reoccurring events, using the same time and space, you only need to complete one reservation request. Use the first date while filling out the request. List the additional dates in the notes section.*

# I KNOW MY SPACE

1. **Select Date**
2. **When checking availability for a given number of days, enter that number**
  - a. **Days must be in succession**
  - b. **Uncheck “Display Weekends” if Saturday and Sunday are not options**
3. **Enter number of attendees**
4. **Select building**
5. **Select room by check box**
6. **Click show availability**
7. **Click on starting time and drag to the end time**
8. **Click on green check or next**
9. **Enter information**