

How to reserve a conference room online

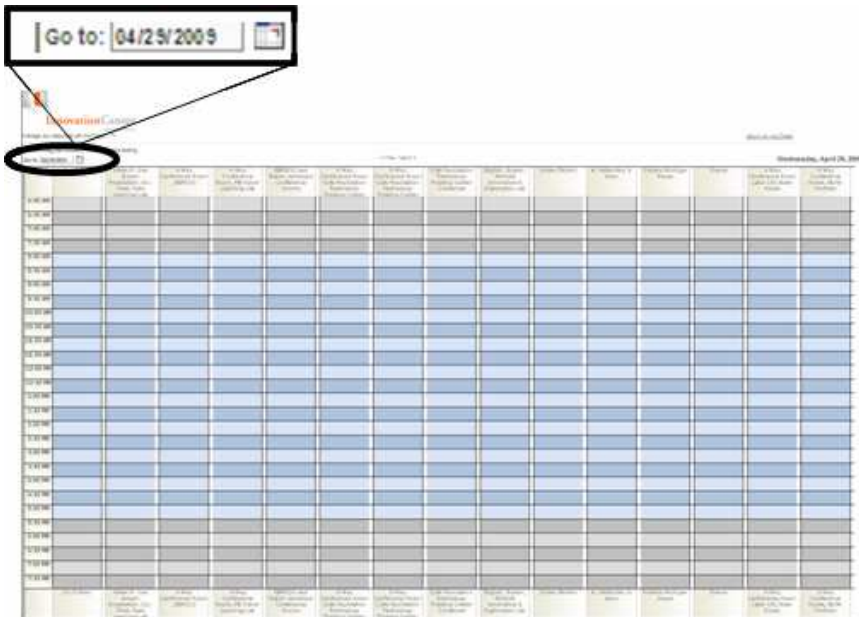
This is what you see when you first enter the online booking.

InnovationCenter
Manage your resources with youTrack™
Click and drag over a block of time to request a booking
Go to: [return to youTrack](#)

Wednesday, April 29, 2009

Time	Do It Best	Helen P. Van Arman Foundation, Inc. Think Tank Learning Lab	3-Way Conference Room _NIPSCO	3-Way Conference Room_ME Raker Learning Lab	NIPSCO and Raker combined Conference Rooms	3-Way Conference Room Cole Foundation Technology Training Center	3-Way Conference Room Cole Foundation Technology Training Center	Cole Foundation Technology Training Center Combined	English, Bonter, Mitchell Innovation & Exploration Lab	Votaw Electric	A. Hattersley & Sons	Indiana Michigan Power	Darios	3-Way Conference Room Lake City Bank Room	3-Way Conference Room, North Partition
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In the upper left corner of the webpage is the text box to enter the date you would like to reserve for your meeting.



The name of the conference rooms appear along the top of the page.

3-Way Conference Room Cole Foundation Technology Training Center	3-Way Conference Room Cole Foundation Technology Training Center	Cole Foundation Technology Training Center Combined	English, Bonter, Mitchell Innovation & Exploration Lab
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Click on the name of the conference room and a description of that room will pop up.

Do It Best
Innovation Center
Daily rate: \$60.00
Hourly rate: \$25.00 (min 1.00 hour)
The Do It Best Corporation Conference Room has a maximum seating capacity of 8. It is technologically fully equipped and is enhanced with ergonomically friendly seating.

Click and drag over a block of time to request a booking

Go to: 04/29/2005

	Do It Best	Helen P. Van Arnam Foundation, Inc. Think Tank Learning Lab	3-Way Conference Room _NIPSCO	3-Way Conference Room_ME Raker Learning Lab	NIPSCO at Baker combi Conferenc Rooms
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6:30 AM					
7:00 AM					
7:30 AM					
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9:00 AM					
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10:00 AM					
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When you know what room you want to reserve just click and drag the highlighted areas over the times you would like to reserve. (Note* times do not have to be exact on this step because the time can easily be edited in the next step.)

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Click and drag over a block of time to request a booking

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	Do It Best	Helen P. Van Arnam Foundation, Inc. Think Tank Learning Lab	3-Way Conference Room _NIPSCO	3-Way Conference Room_ME Raker Learning Lab	NIPSCO and Raker combined Conference Rooms	3-Way Conference Room Cole Foundation Technology Training Center	3-Way Conference Room Cole Foundation Technology Training Center	Cole Foundation Technology Training Center Combined	English, Bonter, Mitchell Innovation & Exploration Lab	Votaw Electric	A. Hattersley & Sons	Indiana P...
6:00 AM												
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4:00 PM												

The next step has a form to fill out to complete your reservation. (Note* If you are not a client of the Northeast Indiana Innovation Center then select Non-NIIC Client for company.)

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Required

Company *

Event *

(this is the info that would appear on the calendar)

Name *

Phone/Ext. *

Resource *

Start Date * Monday 05/11/2009 03:00 PM

End Date * Monday 05/11/2009 04:30 PM

Comments

Client Code

Recurrence:

Interval (e.g. "1" (every), "2" (every other), etc.)

Repeat Until (Date) ** (m/d/yyyy)

* = Required (** = Required if Recurring)

Once you click add booking an e-mail is generated and the event you have requested for reservation now appears with a red box around the times you submitted. Once the request has been approved the box will indicate this by changing to a blue color.

	10:30 AM - 2:30 PM Steve and Daryl	
	4:30 PM - 5:30 PM Test for Marion	