

# 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: 04/29/2009

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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6:30 AM															
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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.

Go to: 04/29/2009

Wednesday, April 29, 2009

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.

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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					
9:30 AM					
10:00 AM					
10:30 AM					

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

Go to: 05/11/2009 < Prev Next >

	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...
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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	