McMaster Innovation Park Conference Facility

Resource Scheduler Quick Guide

Step 1 – Login in to https://mcmaster.resourcescheduler.net/resourcescheduler with your email and password

*For your first time logging in you will input your e-mail address and a password of your choice and click ‘Add’)

Step 1a – Fill out your information – Name, Email, Login name (Full name), Phone number, Customer ID (Full name (company name or initials), Company name and click Submit. – *First Login only

*You will need to change the Country to ‘Canada’ and the default calendar view to ‘Day’

Step 2 – Navigate to the scheduling calendar by clicking ‘Conferences@MIP’ on the drop down menu to the left of the screen

Step 3 – Click on today’s date to display a drop down calendar where you can click on the date of your event

Step 4 – Click on the scheduler grid for the room of your choice based on your start time

*To book multiple Conference rooms together (1 ABC, 1 CD, 1 ABCD…etc.) you will need to click on the ‘Conference rooms’ tab at the top of the screen or the drop down menu to your left

Step 5 – Fill out the quick reserve form with the Reservation Title, # Of Attendees, Colour Legend (Reservation type), Setup style (If booking Conference rooms or Atrium), Date, Start and End times for the reservation.

Click More to open the details page. This is where you will add additional information.

Step 6 – In the description is where you will request your setup requirements (chairs, tables, AV…etc.)

*Please confirm your billing address in the description

Step 7 – Click ‘Save’ and your event will appear in the calendar as pending