Quick Guide to book your event................................................................. 2

Detailed Guide to book your event .......................................................... 3 - 10

Logging into Resource Scheduler ............................................................. 3

My Information...................................................................................... 4

Navigating the Calendar......................................................................... 5

Using Quick Reserve ............................................................................ 6

Description and confirming the booking................................................. 7

Making a Reservation Recurring ............................................................. 8

Managing Conflicts ............................................................................... 8

To Copy a Reservation ........................................................................... 9

Pending and Approved bookings ........................................................... 10

Getting Help ......................................................................................... 10
Quick Guide to book your event

Step 1 – Login in to https://mcmaster.resourcesscheduler.net/resourcesscheduler 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
Logging into Resource Scheduler

This is the link to Resource Scheduler: https://mcmaster.resourcescheduler.net/resourcescheduler

Clicking on this link will launch your browser and open to the Resource Scheduler Home Page. Clicking on this link will launch your browser and open to the Resource Scheduler log-in page.

Log in with your e-mail address and assigned password.

*Note you will need to change the Country to Canada and the default calendar view to Day*
Click ‘Submit’ and you will be brought to the Main Page

On this page you can view your reservations, favourites and navigate to the scheduler by clicking ‘Conferences@MIP’ to the left of your screen. This will bring you to the scheduler where you can request bookings.
To request a booking you will navigate to the date of your choice by clicking on today's date, which will display a drop down calendar.

When you are ready to book your event find the room of your choice and click on the scheduler grid based on your start time.

*Note to book Conference rooms 1 AB, 1 BC, 1 CD, 1 ABC, 1 BCD or 1 ABCD you will need to click on the Conference Rooms tab at the top of the screen or to the left of your screen*

**Using Quick Reserve**

When you have clicked on the room you require the ‘Quick Reserve’ menu will appear.
Enter 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. If the reservation is for another Resource Scheduler user, begin typing their name in the **Requested For** field. After 3 or 4 characters, a drop-down list of options will appear.

Click **More** to open the details page. This is where you will add additional information.
In the description is where you will request your setup requirements (chairs, tables, AV...etc.)

*Note – Please confirm your billing address in the description as well.

If you require **multiple rooms** (Room 1AB and Room 2 with the Atrium) From the Reservation Details page, click on the ‘Add Resources’ link at the bottom of the page.

Choose the group of rooms to search and click **Show**. A list of available rooms is shown. Select an the additional room(s) for this instance of your recurring meeting, and click **Submit**.

**Options** is where you will find your request for parking passes and to advise whether there will be alcohol provided at the event.

Click ‘**Save**’ to save and submit your booking or click ‘**More**’ to delete or copy your booking.
To book reoccuring events

If you have reoccurring events select the **Repeat** checkbox and set the recurrence pattern. Use the **Ad Hoc** feature to add days which do not fit one of the standard patterns (daily, weekly or monthly). To edit an existing series, click the **Repeat** checkbox. **Resolve any conflicts that occur – no room is reserved for those dates.**

To manage a conflict

If a room is unavailable for one of the days in your recurring pattern, you will be prompted to resolve the conflict. Reservations with a conflict are marked in **red**.

1. Select the instance which is unavailable, and click on the meeting date.
2. From the Reservation Details page, click on the **Resources** link at the bottom of the page.
3. Choose the group of rooms to search and click **Show**. A list of available rooms is shown. Select an alternate room for this instance of your recurring meeting, and click **Submit**.
4. Click the X next to the room highlighted in red to remove the conflict. Click **Save and Done** to save your change. The Repeat Options will display all changes.
To copy a reservation

1. Click on the link to the reservation you are interested in. In the Reservation Details page, click the ‘More’ drop down menu and click ‘Copy’
2. Depending on the reservation, you will be given options of other details to copy, including Attendees, Services, etc.
3. Click Save and Done.
4. Resolve any conflicts that occur. See above for details.
Pending and Approved bookings

When you have submitted your event for approval you will receive a ‘pending approval’ email. Your event will show in your reservation page and in the scheduler with a lightning bolt to indicate it is ‘pending’

When your event is approved you will receive a ‘Final resources review complete – all resources approved’ email and the lightning bolt will disappear from your event in the scheduler.

Getting Help

If you require any assistance please contact:

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conferences@mcmasterinnovationpark.ca
(289) 339-5654

Jonathan Hunt
Conference Assistant
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