



Online Room Reservation Calendar Instructions for reserving conference rooms at 30 N. San Pedro Road, 555 Northgate Drive, and the Marin Community Foundation

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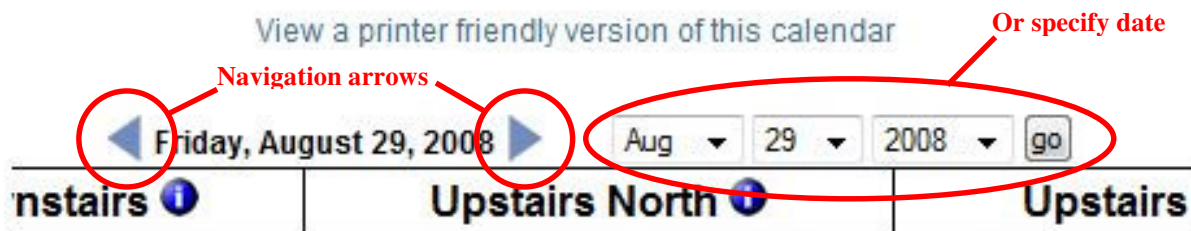
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OVERVIEW

The Room Reservation Calendar allows Marin County nonprofit organizations the ability to reserve meeting and conference rooms which are available free of charge at three Marin Community Foundation-owned facilities through an online reservation system.

VIEW THE ROOM RESERVATION SCHEDULE

1. Open your web browser and go to [Online Room Reservation Calendar](#)
2. The reservation calendar for the current date is displayed.
3. To see the room schedule for another day, use the **navigation arrows** or **specify a date**.



CREATE A NEW USER ACCOUNT

1. Open your web browser and go to [Online Room Reservation Calendar](#)
2. Click on the "Create a New User Account" link at the top of the page and the New User Account form is displayed.

Organization Information <i>* all fields are required</i>	
Organization Name	<input type="text"/>
Administrative Contact	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Username	<input type="text"/> username available?
Password	<input type="text"/>

3. Complete the form by filling in all of the fields:
 - Organization Name:** The complete name of the organization.
 - Administrative Contact:** The primary contact for the organization. Other users within the organization can make reservations once the new user account is set up.
 - Email Address:** The email address to be used for account administration.
 - Phone Number:** The phone number to be used for account administration.
 - Username:** Create a unique username to be used by all representatives of the organization when requesting new reservations.
 - Password:** Create a unique password to be used by all representatives of the organization when requesting new reservations.
4. Click the Submit Request button.

RESERVE A ROOM

To reserve one of the meeting rooms, follow these instructions:

1. Open your web browser and go to [Online Room Reservation Calendar](#)
2. Click on the **Login** button

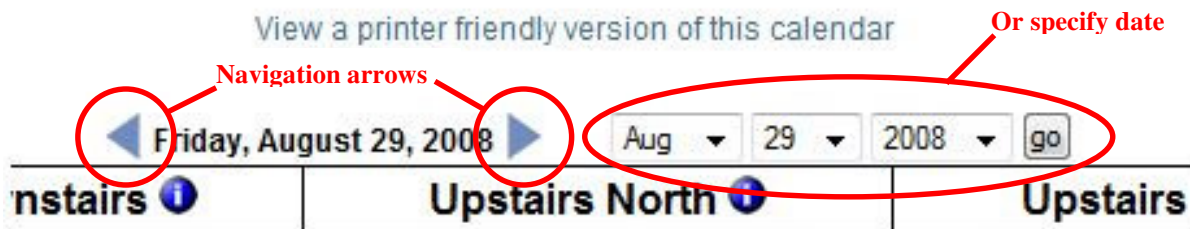


3. Enter your **user name** and **password** for your organization. If you do not know this information, click on the “forgot your username/password” link, and the password will be sent to the email address of the primary contact from your organization. If you are not the primary contact, please contact the primary contact for this information.

Login	
username:	<input type="text"/>
password:	<input type="password"/>
<input type="button" value="Login"/>	

[forgot your username / password?](#)

4. Select a building by clicking on it's name and navigate to the date on which you want to schedule a reservation. You can do so by clicking the **navigation arrows**, or **specifying a date**.



5. **Click once on a specific time slot** under the room that you wish to reserve. In the example below, the South Conference Room is being reserved starting at 9:00 AM on Tuesday, August 23.

Tuesday, August 23, 2005		Aug
South		North
click on a time slot to add a r		
8	AM	
	:30	
9	AM	
	:30	
10	AM	
	:30	

6. Fill in the requested information

Room Reservation	
click here to create a recurring event	
Room	Upstairs South
Tenant	MCFPH OR <input type="text"/>
Date	Friday, August 29, 2008
Times	from 9:00 am to 11:00 am
Contact Name	Brian J. Van Weele
Contact Email	bvanweele@marincf.org
Contact Phone	415-464-2500
Event Title	Board Meeting
# Attending	15
Event Details <input type="text" value="Monthly Board Meeting."/>	
<input type="checkbox"/> reservation pending approval	
<input type="button" value="Reserve Room"/> <input type="button" value="Close"/>	

Some explanations of each of these fields:

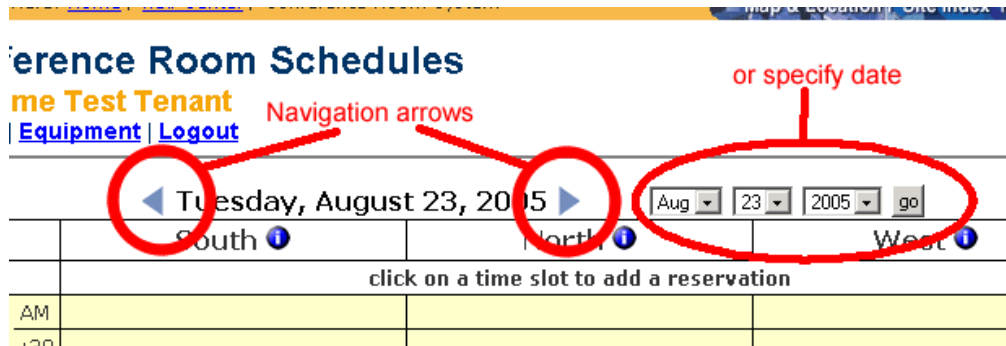
- **Room:** This is determined by the name of the room you selected on the calendar.
- **Date:** This is determined by the date you selected on the calendar.
- **Times:** Specify a start time and end time. *Note that the system will not allow you to choose an end time that extends into an existing reservation.*
- **Contact Name:** Enter the name of the person serving as the contact for the meeting. The name of the primary contact for your organization is automatically displayed and can be changed.
- **Contact Email:** Enter the e-mail address for person serving as the contact for the meeting.
- **Event Title:** Use up to 50 characters to describe your reservation. *This information will be displayed on the calendar for others to see.*
- **# Attending:** Please roughly estimate the number of participants for this reservation.
- **Event Details:** You may include notes or any other information in this field. Only the tenant and Facility Administrator can view this field.

7. Click on the **Reserve Room** button to complete the room reservation process

EDIT A ROOM RESERVATION

In some cases you may want to make changes to a reservation that has already been scheduled in the system. Organizations may only edit their own reservations. Follow these instructions:

1. Log in to the system by following **steps 1-4 starting on page 3**.
2. Navigate to the reservation that you wish to edit by using the **navigation arrows**, or **specifying a date**.



3. Click on the **pencil icon** to edit the reservation.

TUESDAY, AUGUST 23, 2015

		South	
		click on a time slot to add a reservation	
8	AM		
	:30		
9	AM	Test Tenant	
	:30		
10	AM		
	:30		

4. **Make changes** to your reservation as needed (see page 4 for more information regarding this reservation window)

Room Reservation
click here to create a recurring event

Room	Upstairs South
Tenant	MCFPH
	OR <input type="text"/>
Date	Friday, August 29, 2008
Times	from 9:00 am to 11:00 am
Contact Name	Brian J. Van Weele
Contact Email	bvanweele@marincf.org
Contact Phone	415-464-2500
Event Title	Board Meeting
# Attending	15
Event Details	Monthly Board Meeting.
<input type="checkbox"/> reservation pending approval	
<input type="button" value="Reserve Room"/> <input type="button" value="Close"/>	







5. Click on the **Reserve Room** button to complete the reservation update.
6. You will see a window that confirms your updated room reservation information. Click on **Close Window**.

Room Reservation Successful

Room: Upstairs South Downstairs
Organization: MCFPH
Date: Friday, August 29, 2008
From - To: 9:00 am - 11:00 am
Attending: 15
Contact: Brian J. Van Weele
Email: bvanweele@marincf.org
Overview: Board Meeting
Details:
 Monthly Board Meeting.

Press Control-P on your keyboard to print this confirmation

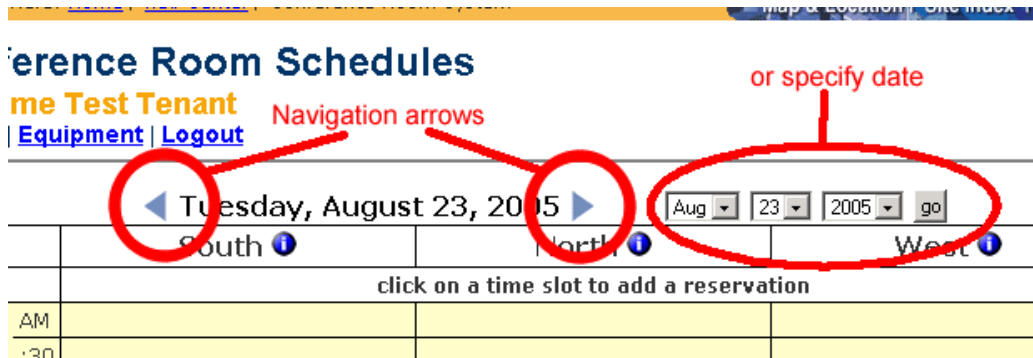
7. Your updated reservation is displayed on the calendar.

Aug	29	2008	go
North  print	Upstairs South  print		
slot to add a reservation.			
	    Board Meeting		

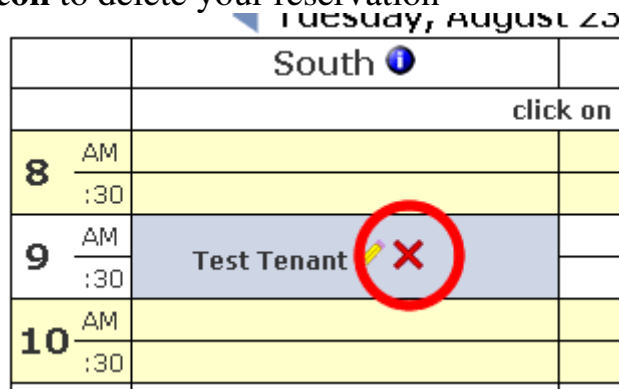
DELETE A ROOM RESERVATION

In some cases you may want to delete(cancel) an existing reservation. Organizations may only cancel their own reservations. To cancel a reservation, follow these:

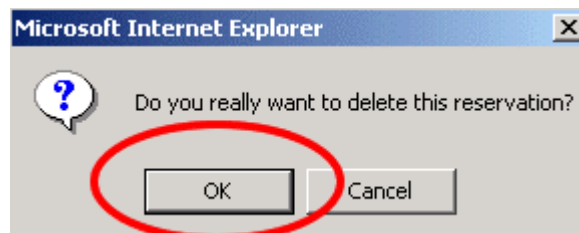
1. Log in to the system by following **steps 1-4 starting on page 3**.
2. Navigate to the existing reservation that you wish to edit by using the **navigation arrows**, or **specifying a date**.



3. Click on the **Red X icon** to delete your reservation



4. You will be asked to confirm that you wish to delete the reservation. **Click OK** to do so, or **Cancel** to leave the reservation on the schedule.



FOR MORE ASSISTANCE

Please do not hesitate to contact the Marin Community Foundation or MCF Property Holdings for more assistance:

Iphy St. Juste, Reservations Coordinator
415.464.2501, istjuste@marincf.org

Brian Van Weele, MCF Property Holdings, Property Manager
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