



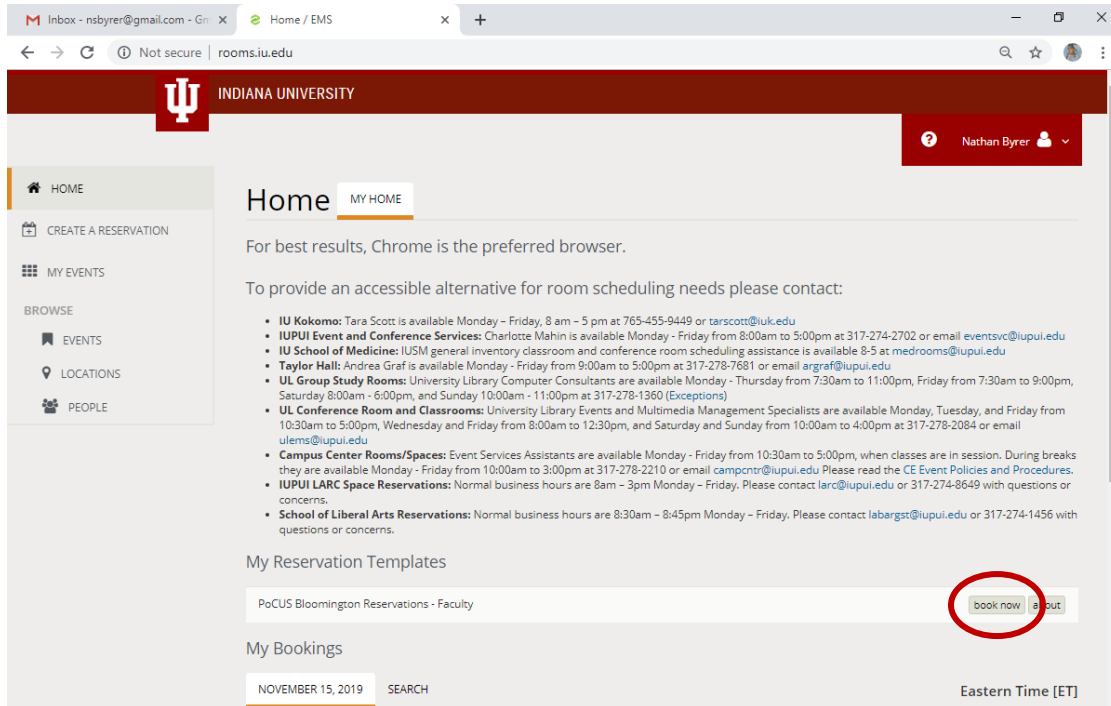




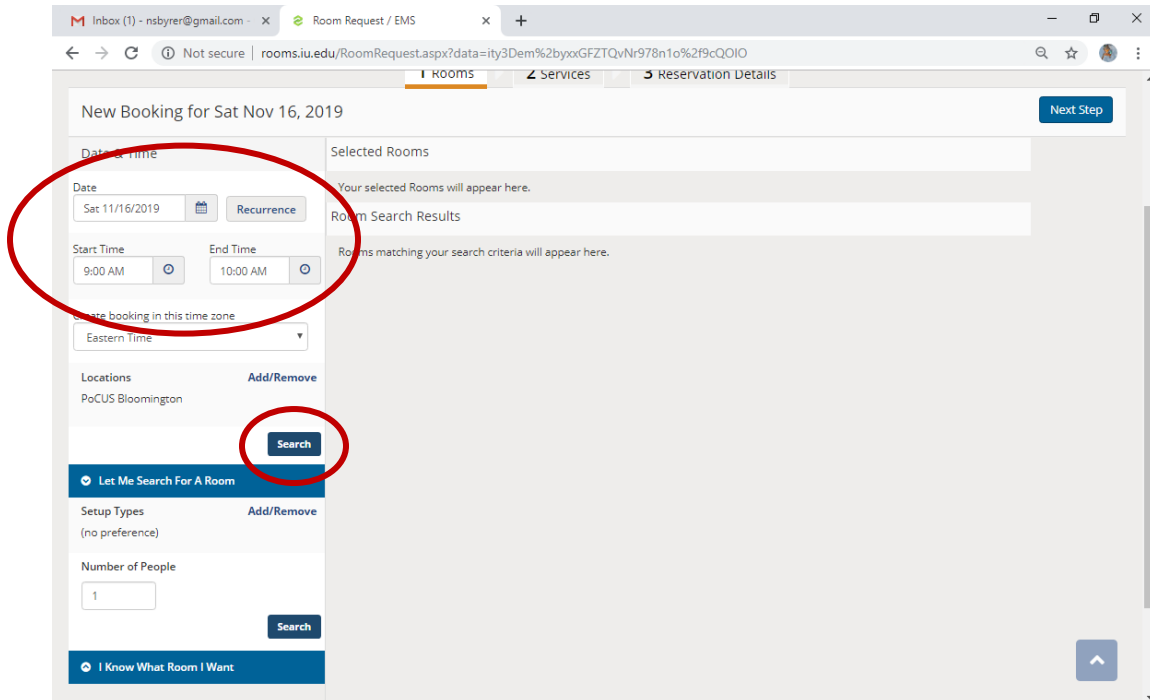




**3. Under My Reservation Templates, click the book now button for the equipment you would like to request.**



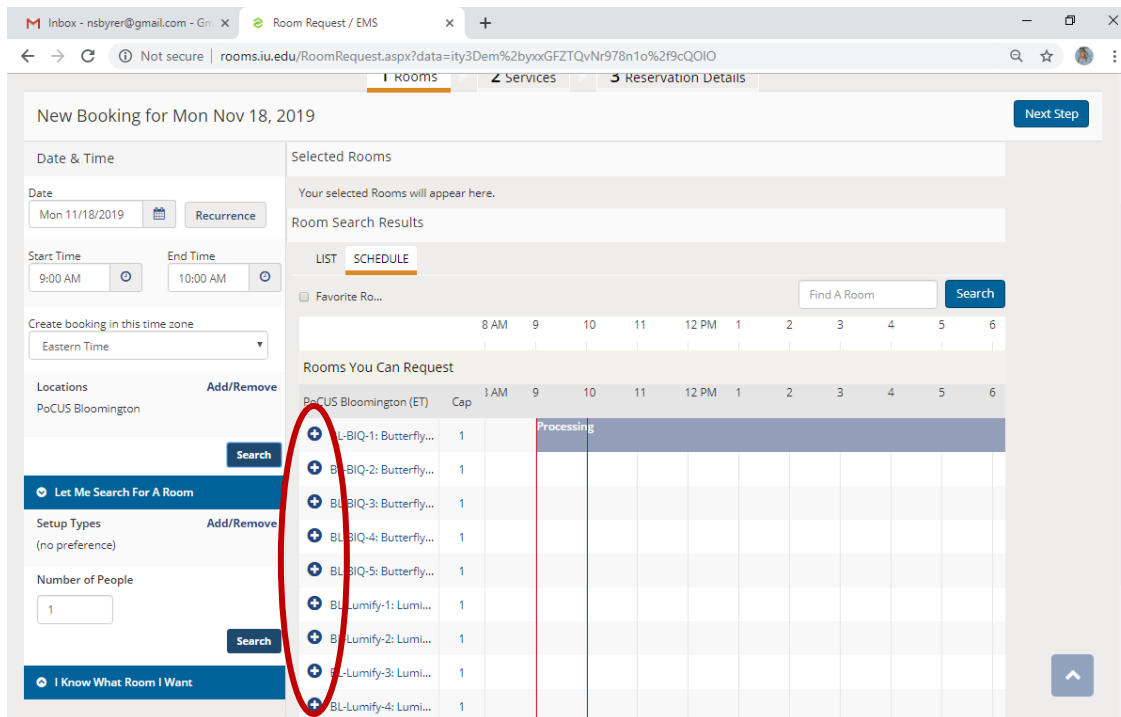
**4. Select the date, start time, and end time and click the Search button.**



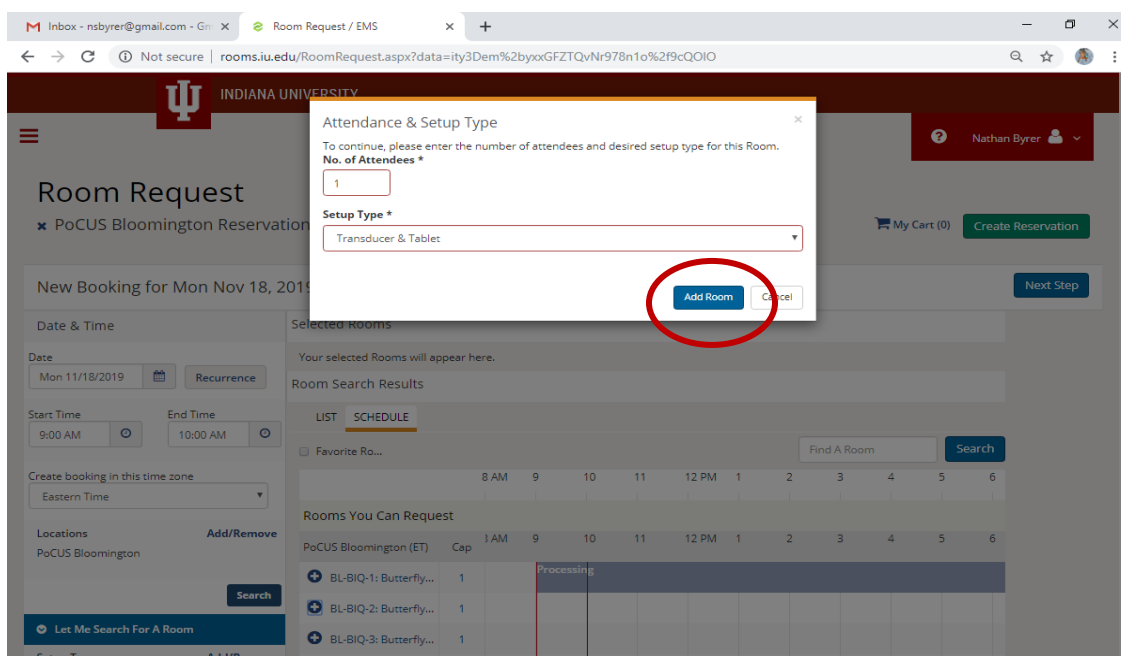


**5. Click the blue plus sign next to any equipment you would like to request.**

*Look for equipment where the space between each red line is white. These are not yet scheduled for your needed time.*

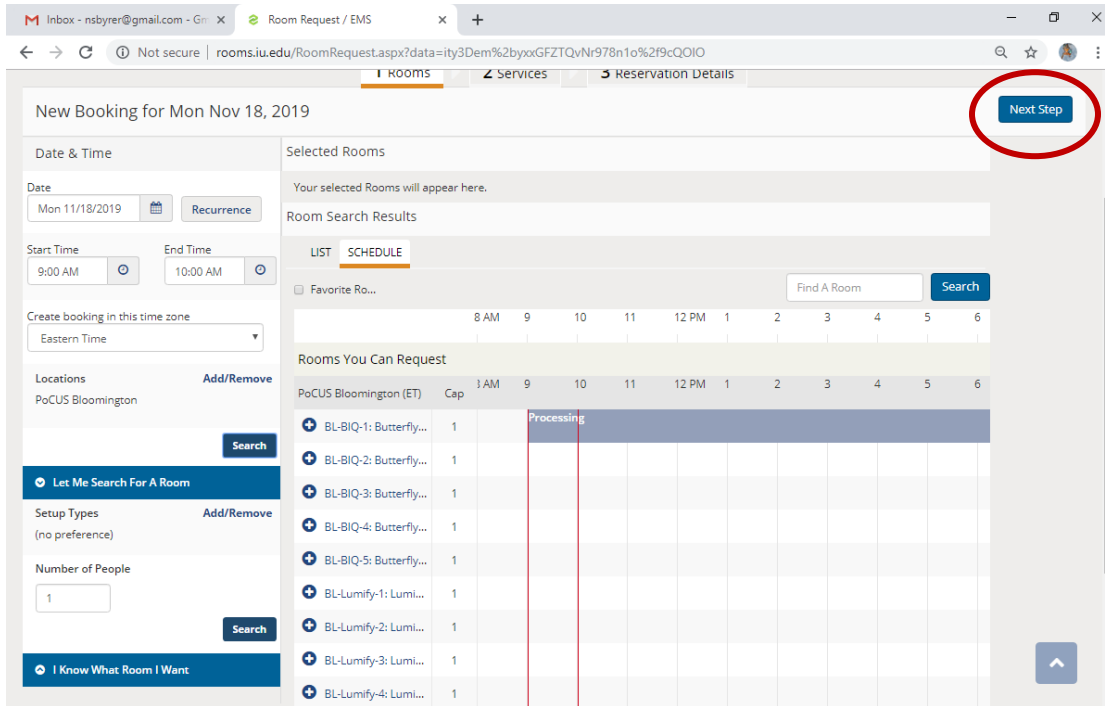


**6. After selecting a blue plus sign, a popup box will appear. Verify the settings and click the Add Room button.**

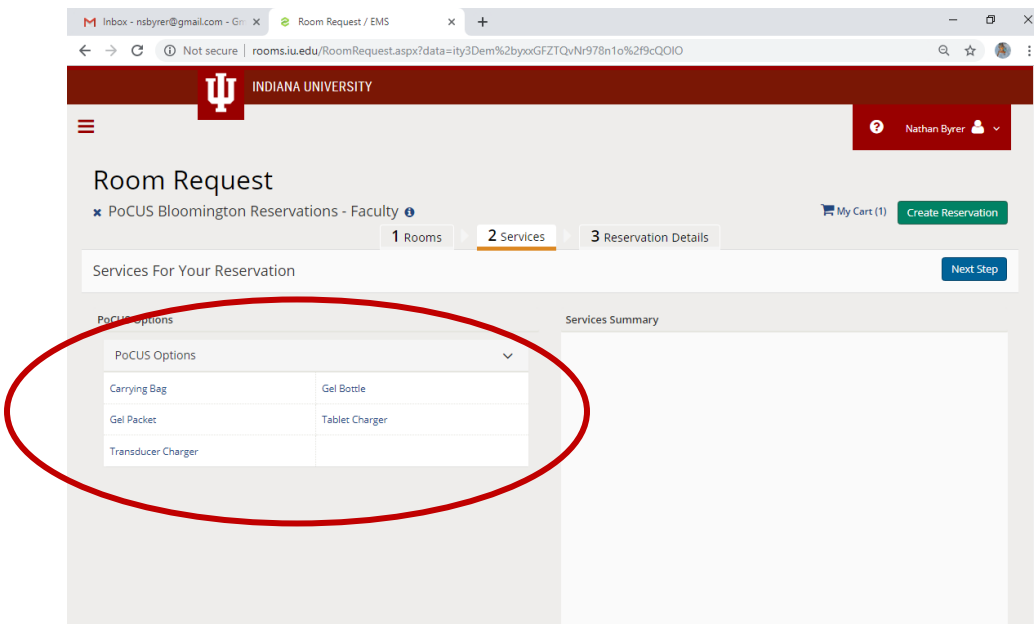




- Repeat steps #6 and #7 until you added all of the equipment you need to your cart.
- Once you have all the equipment selected, click the Next Step button in the top right-hand corner of the window.

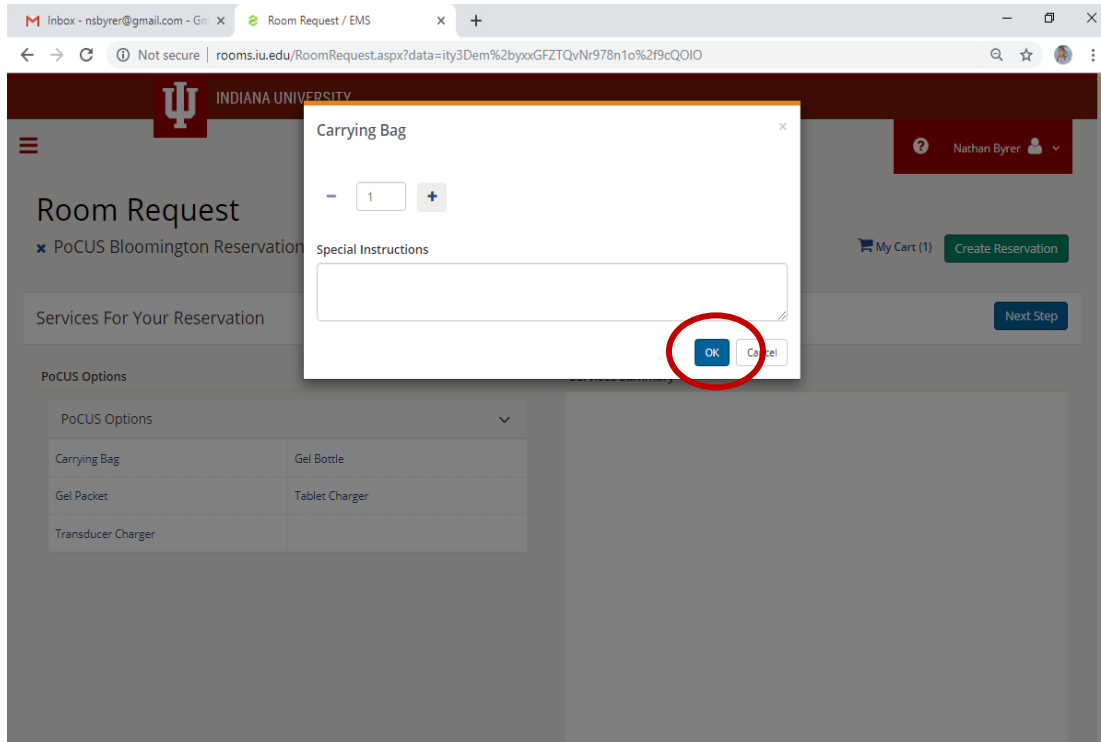


- On the Services For Your Reservation page, click the options you would like to add to your request.



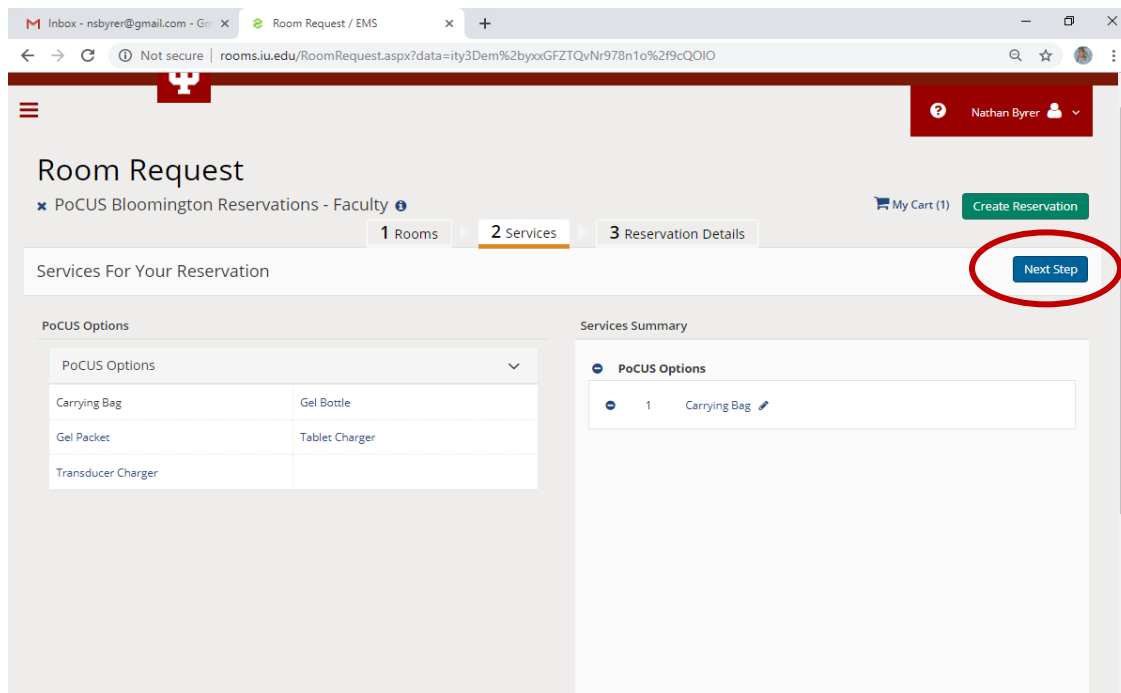


**10. After selecting an option, a popup box will appear. Enter the amount you require, and click the OK button.**



**11. Repeat steps #10 and #11 until you have added all the options you require.**

**12. Once you added all the equipment and options you require, click the Next Step button in the top right-hand corner of the window.**







**13. Enter an event name and type of event in the Event Details section.**

Room Request

PoCUS Bloomington Reservations - Faculty

1 Rooms | 2 Services | 3 Reservation Details

Reservation Details

Event Details

Event Name \* Training

Event Type \* PoCUS - Faculty Training

Group Details

**14. Select your group name from the Group dropdown list.**

Room Request

PoCUS Bloomington Reservations - Faculty

1 Rooms | 2 Services | 3 Reservation Details

Reservation Details

Event Details

Event Name \* Training

Event Type \* Faculty Training

Group Details

Group \* Division of Undergraduate Education

Contact (temporary contact)

1st Contact Name \* (temporary contact)

1st Contact Phone \* 1st Contact Fax

1st Contact Email Address \*

2nd Contact



15. Select the person who will be responsible for the equipment from the dropdown list.  
If the person is not in the list, select (temporary contact).
16. If you select the contact person from the list, verify the contact information is correct.  
If you select (temporary contact), enter your name, phone number, and email address in the 1<sup>st</sup> Contact textboxes.

A screenshot of a web browser displaying the 'Room Request / EMS' form. The browser address bar shows 'rooms.iu.edu/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr978n1o%2f9cQOIO'. The form includes a 'Group' dropdown menu set to 'Division of Undergraduate Education'. Below this, the '1st Contact' section is highlighted with a red circle. It contains a dropdown menu for selecting a contact person (currently showing '(temporary contact)'), a text box for '1st Contact Name \*' (with '(temporary contact)' as a placeholder), and text boxes for '1st Contact Phone \*' and '1st Contact Email Address \*'. To the right of the phone field is a '1st Contact Fax' field. Below the 1st Contact section are fields for '2nd Contact' (dropdown), '2nd Contact Phone', '2nd Contact Fax', and '2nd Contact Email Address'. At the bottom, there is an 'Additional Information' section with a 'Cell Number \*' field.

17. If someone other than the 1<sup>st</sup> contact will pick up the equipment, select that person from the 2<sup>nd</sup> Contact dropdown. If the person is not on the list, select (temporary contact) and fill out the name, phone number, and email address of the 2<sup>nd</sup> contact.

A screenshot of the same 'Room Request / EMS' form. In this view, the '2nd Contact' section is highlighted with a red circle. The '1st Contact' section is now filled out with '(temporary contact)' in the dropdown, name, phone, and email fields. The '2nd Contact' dropdown menu is open, showing '(temporary contact)' as the selected option. The '2nd Contact Name', '2nd Contact Phone', and '2nd Contact Email Address' fields are empty, indicating they need to be filled out. The '2nd Contact Fax' field is also empty. The rest of the form, including the 'Additional Information' section, remains the same as in the previous screenshot.



**18. Enter your cell phone number in the Cell Phone textbox and click the Create Reservation button.**

*You will receive a confirmation e-mail once your equipment reservation is approved.*