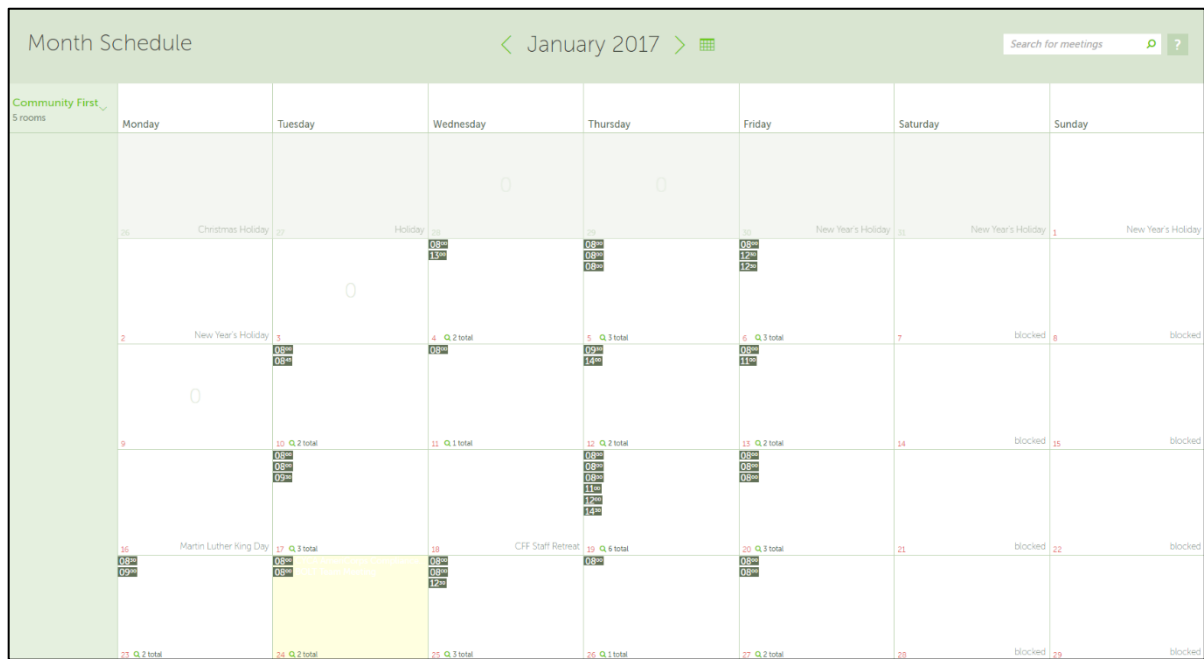


Quick Room Reservation Software Reference Guide Created 1.24.17

Requesting a meeting using the Community First Foundation Online Reservation System

1. After logging in to your user account click on Schedule.
2. Select your desired date for your meeting.



- a. Monthly View—Useful for showing overall usage on a given day, but doesn't give specific information until you look at a closer view (weekly or daily)
 - i. Hover your cursor over the white plus in the green field in the lower right corner of the box for your day and meeting room. Click the plus.
 - ii. Enter meeting title, select desired room and start/end times. The description is optional.
 - iii. Click +Book
 - iv. Wait for an email from meetings@CommunityFirstFoundation.org.

Week Schedule		< 23 Jan - 29 Jan >				
Community First 5 rooms	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	
Changemaker Capacity: 36	0	0	08:00 Arvada Center Board Meeting 12:30 Participant-Directed Programs... Q. 2 total	08:00 Food Insecurity Quarterly Gran... Q. 1 total	0	
Collaborator Capacity: 8	09:00 Cheryl, Noah, Pamela Gould, A... Q. 1 total	0	0	0	0	
Connector Capacity: 12	08:00 Board Alumni Council Q. 1 total	08:00 BOLT Team Meeting Q. 1 total	08:00 Management Strategic Plannin... Q. 1 total	0	08:00 Hold - CGD Debrief Meeting Q. 1 total	
Innovator Capacity: 20	0	08:00 CYCA AmeriCorps Compliance... Q. 1 total	0	08:00 Food Insecurity Quarterly Gran... Q. 1 total	08:00 FIC January Meeting Q. 1 total	
Combined Chang... Capacity: 56	0	08:00 CYCA AmeriCorps Compliance... Q. 1 total	08:00 Arvada Center Board Meeting 12:30 Participant-Directed Programs... Q. 2 total	08:00 Food Insecurity Quarterly Gran... Q. 1 total	08:00 FIC January Meeting Q. 1 total	

- b. Weekly view—Shows each meeting room for each day of the week. A quick way to view availability.
- Hover your cursor over the white plus in the red field in the lower right corner of the box for your day and meeting room. Click the plus.
 - Enter meeting title and start/end times. The description is optional.
 - Click +Book
 - Wait for an email from meetings@CommunityFirstFoundation.org.

Day Schedule		< We, 25 Jan 2017 >									
Community First 5 rooms	08	09	10	11	12	13	14	15	16		
	00 15 30 45	00 15 30 45	00 15 30 45	00 15 30 45	00 15 30 45	00 15 30 45	00 15 30 45	00 15 30 45	00 15 30 45		
Changemaker Capacity: 36	Arvada Center Board Meeting 08:00-11:00 By Michelle Osgood				Participant-Directed Programs Policy Collaborative 12:30-16:30 By John Barry						
Collaborator Capacity: 8											
Connector Capacity: 12	Management Strategic Planning Meeting 08:00-17:00 By Anna Duran										
Innovator Capacity: 20											
Combined Chang... Capacity: 56	Arvada Center Board Meeting				Participant-Directed Programs Policy Collaborative						

- c. Daily view—Shows the hourly booking status for each room.
- Left click on the time AND room you wish to book.
 - Enter meeting title and start/end times. The description is optional.
 - Click +Book
 - Wait for an email from meetings@CommunityFirstFoundation.org.

Editing or canceling a room reservation

If you have requested a meeting but have not received approval for that meeting, send an email to meetings@CommunityFirstFoundation.org asking that the reservation be canceled. Be sure to give the date, meeting room and meeting name.

To cancel an approved meeting

1. Left click on your meeting.
2. Click "Edit" on the pop-up.
3. To change date, time or room:
 - a. Make changes
 - b. Save by clicking the button in the lower left corner of the screen
4. To cancel meeting:
 - a. Click on the red "Cancel Booking" button in the lower right corner of the screen.
 - b. Click "Delete" in the popup.
 - c. If your meeting is set to start in 24 hours or less, you must call or email the Meeting Space Administrator to cancel.