Requesting a Room Using the WebApp


2. In the FIU Username field, enter your FIU username. In the Password field, enter your FIU password. If logging in as a student/student org, click on the dropdown under Domain and select panther.ad.fiu.edu.

3. Once logged in, click on CREATE A RESERVATION or MY HOME to view your reservation templates.
4. Select the reservation template that best suits your request by clicking on **book now**. For more information regarding each template click on **about**.

<table>
<thead>
<tr>
<th>My Reservation Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business Study Rooms</td>
</tr>
<tr>
<td>Events - Indoors (ex: ballrooms, multipurpose)</td>
</tr>
<tr>
<td>Events - Outdoors (ex: patios, lawns)</td>
</tr>
<tr>
<td>Marketing/Promotion (ex: decals, banners)</td>
</tr>
<tr>
<td>Meetings (ex: conference rooms)</td>
</tr>
<tr>
<td>Recreation (ex: kayak, bikes, courts)</td>
</tr>
</tbody>
</table>

5. The first step in creating your booking is **Rooms**. In this section you will select date, time, and room for your booking.

   I. Enter your desired date and time. For recurring events, select **Recurrence** to book each event under one reservation.
II. Selecting a Room: You will have two options to refine your search to select a room:

a. The first is Let me Search for a Room. This option will allow you to select the custom preferences for your booking space. There are several fields where you can narrow your search, and a pop-up will appear for each option allowing you to check your preferences. Once you click the search button, you will be able to view your choices in either a List or a Schedule format.

![Let Me Search For A Room](image)

b. The second is I Know What Room I Want. This option will allow you to select the exact room you have in mind for your booking space. You will know if the room is available if it appears with a green checkmark. Click on the room and a pop-up will appear, allowing you to enter your intended setup and number of attendees. Then click Add Room.

![I Know What Room I Want](image)
6. To add the room to your reservation, click the plus sign next to the room name, \( + \). Once you have selected a room click on **Next Step**.

7. The next step in creating your request is **Services**. In this section university and unit specific services will appear depending on the room selected. Simply click on the service needed and a pop-up will appear asking you to refine your request. You can then view all services selected under **Services Summary**. Once finished click on **Next Step**.
8. The final step is the **Reservations Detail** tab. In this section you will be asked to complete your Event Details, Customer Details, Attachments (if applicable), Billing Information and Terms and Conditions.

9. Once you have filled out all of the necessary details click **Create Reservation**. You have successfully submitted a room reservation request.

10. The following message is displayed to you after submission.
11. After clicking **OK**, you will have two options, **Add to My Calendar** and **Edit My Reservation**:

   a. **Add to My Calendar**: This option will allow you to add the reservation to your Outlook or computer calendar
   
   b. **Edit My Reservation**: This option will take you back into your reservation details and allow you to update any changes you may have realized you needed to make.