

College Of The Canyons Conference Room Reservation System

Enter A Reservation

1. From The Main Menu At <http://www.cocevents.org> Click On The Link Circled Below



Facility Use

Facility Use Calendar

[Click Here](#) To View The Facility Use Calendar

Rentals And Reservations

[Click Here](#) To Enter A Facility Use Request

- **Rent** facilities for private use
- **Reserve** facilities for college use
- **Reserve** conference rooms - CHCS-201, CHCS-211, MENH-246, MENH-342, UCEN-222, UCEN-223, UCEN-258, UCEN-301, UCEN-306, UCEN-325, UCEN-326, UCEN-327

All conference/training rooms NOT listed above are reserved through the [Conference/Training Room Request](#) form (Employees only). - [Click Here For Online Help](#)

The facilities use area works under direction of the College Of The Canyons Facilities department. We are responsible for arranging rental of college facilities and coordinating the rentals with various campus groups (custodial, grounds, athletics, food, media and sheriff's services) with outside organizations, as well as coordinating logistics for all-college sponsored events.

Screen E-0

2. Login On Screen E-1 With Your Campus User ID And Password (Example: Doe_J)



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Authentication Required

https://tamis.canyons.edu is requesting your username and password. The site says:
"tamis.canyons.edu"


User Name: Doe_J

Password:

OK Cancel

Screen E-1

3. Screen E-2 Will Appear

 **Conference Room Request Form** Before You Begin Please [Click Here](#) To Find An Available Room For The Date(s) And Time(s) Needed. [Main Menu](#) [Help](#)

Contact First Name * Contact Last Name * Contact Phone # * Emergency Phone # * Contact Email Address * (Needed for further correspondence)

Department * Supervision By * Display Reservation On Public Calendar * # Of People Expected To Occupy Room *

Reserve This Room * Please Note
CHCS-201, CHCS-211, MENH-246, MENH-342, UCEN-222, UCEN-223, UCEN-258, UCEN-301, UCEN-306, UCEN-325, UCEN-326, UCEN-327 are booked [here](#).

[Add A Second Room To Your Reservation](#)

Reservation Date * Event Start Time * Event End Time * (Dates: MM/DD/YY, Time: hh:mm AM/PM)

[Add An Additional Date](#) [Add A Recurring Date](#)

Upload Documents
[Add A Document](#)

* Indicates Required entry

[Click Here For Help With This Form](#)

Screen E-2

The field function for Screen E-2:

Contact First Name: The first name of the requestor or contact person associated with the reservation.

Contact Last Name: The last name of the requestor or contact person associated with the reservation.

Contact Phone #: The phone number of the contact person.

Emergency Phone #: The phone number to reach the contact person in the event of an emergency.

Contact Email Address: The email address of the contact person. PLEASE NOTE: All automated confirmation emails, reminders, and staff questions will be sent to this email address.

Department: The College Of The Canyons department of the contact person. Select the best fit from the list.

Supervision By: The supervising department person or persons responsible for this reservation. A default entry will appear once department is selected.

Display Reservation On Public Calendar: Determines if the meeting description will appear on calendars available to the public. The default is "Display On Public Calendar" which indicates the meeting description can be made public. Select "Require Campus Login To View" to only allow COC faculty and staff to view the description. And select "Do Not Display Anywhere" to hide the description from every user (Except system administrators).

Of People Expected To Occupy Room: Occupancy needs for the meeting. This number will be compared with the maximum occupancy for the room selected to determine if the reservation is viable.

Reservation Description (For Public Display): A brief description of the purpose of the reservation. PLEASE NOTE: Only the first 50 characters will appear on many calendars.

Reserve This Room: The conference room needed for the reservation. Once selected additional details about the room will appear. More than one conference room may be selected by clicking on the “Add A Second Room To Your Reservation” link. PLEASE NOTE: A list of several conference rooms that must be reserved through the facility use system (A separate system) appear beside the “Reserve This Room” field.

Add A Second Room To Your Reservation (Link): This blue hyperlink will add lines to the reservation to allow the entry of more than one room (If needed). Multiple rooms may be added.

<input type="text" value="Reserve This Room * - Remove Room"/>	Please Note CHCS-201, CHCS-211, MENH-246, MENH-342, UCEN-222, UCEN-223, UCEN-258, UCEN-301, UCEN-306, UCEN-325, UCEN-326, UCEN-327 are booked here .
<input type="text" value="Reserve This Room * - Remove Room"/>	Please Note CHCS-201, CHCS-211, MENH-246, MENH-342, UCEN-222, UCEN-223, UCEN-258, UCEN-301, UCEN-306, UCEN-325, UCEN-326, UCEN-327 are booked here .
<input type="text" value="Reserve This Room * - Remove Room"/>	Please Note CHCS-201, CHCS-211, MENH-246, MENH-342, UCEN-222, UCEN-223, UCEN-258, UCEN-301, UCEN-306, UCEN-325, UCEN-326, UCEN-327 are booked here .

[Add Another Room To Your Reservation](#)

Screen E-3

Reservation Date: The date in MM/DD/YY format the room is needed. Multiple dates may be entered. Use the “Add An Additional Date” Or the “Add A Recurring Date” links to add additional lines to enter additional dates.

Event Start Time: The start time for the reservation entered in hh:mm tt format (Example: 11:00 AM). If additional dates are added, additional start time entry boxes will also appear.

Event End Time: The end time for the reservation entered in hh:mm tt format (Example: 3:00 PM). If additional dates are added, additional end time entry boxes will also appear.

Add An Additional Date (Link): This blue hyperlink will add lines to the reservation to allow the entry of additional dates and times.

<input type="text" value="Reservation Date *"/>	<input type="text" value="Event Start Time *"/>	<input type="text" value="Event End Time *"/>	(Dates: MM/DD/YY, Time: hh:mm AM/PM)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove Date"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove Date"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove Date"/>

[Add An Additional Date](#) [Add A Recurring Date](#)

Screen E-4

Add A Recurring Date (Link): This blue hyperlink allows dates and times to be entered in bulk to the reservation. This screen’s function is outlined on page 7 of this document.

Upload A Document (Link): This blue hyperlink allows the addition of documents and files to your reservation. Users will be able to click on and view the documents uploaded. This screen’s function is outlined on page 9 of this document.

NOTE: All fields with a red Asterix are required entries.

4. Enter Reservation Information And Press “Click Here To Reserve Conference Room(s)” To Submit Reservation

Example of information entered shown in Screen E-5.

COLLEGE OF THE CANYONS **Conference Room Request Form** Before You Begin Please [Click Here](#) To Find An Available Room For The Date(s) And Time(s) Needed. [Main Menu](#) [Help](#)

Contact First Name * Contact Last Name * Contact Phone # * Emergency Phone # * Contact Email Address * (Needed for further correspondence)

Department * Supervision By * Display Reservation On Public Calendar * # Of People Expected To Occupy Room *

Reservation Description (For Public Display) - Please Note: Only The First 50 Characters Will Display On Some Listings *

Reserve This Room * Please Note CHCS-201, CHCS-211, MENH-246, MENH-342, UCEN-222, UCEN-223, UCEN-258, UCEN-301, UCEN-306, UCEN-325, UCEN-326, UCEN-327 are booked [here](#).

BONH-110 Information:
Description: Information Technology - Valencia Campus, Bonelli Hall 1st Floor, Conference Room 110
Maximum Attendance Capacity: 7
If a classroom is needed in addition to this Room then please contact [Angelica Franco](#) 661-259-5640 or [Nancy Mayer](#) 661-259-5474
[Add A Second Room To Your Reservation](#)

Reservation Date * Event Start Time * Event End Time * (Dates: MM/DD/YY, Time: hh:mm AM/PM)

[Add An Additional Date](#) [Add A Recurring Date](#)

Upload Documents
[Add A Document](#)

* Indicates Required entry

[Click Here For Help With This Form](#)

Screen E-5

5. A Confirmation Message Will Appear.

Contact First Name * Contact Last Name * Contact Phone # * Emergency Phone # * Contact Email Address * (Needed for further correspondence)

Department * Supervision By * Display Reservation On Public Calendar * # Of People Expected To Occupy Room *

Reservation Description (For Public Display) - Please Note: Only The First 50 Characters Will Display On Some Listings *

Reserve This Room * Please Note CHCS-201, CHCS-211, MENH-246, MENH-342, UCEN-222, UCEN-223, UCEN-258, UCEN-301, UCEN-306, UCEN-325, UCEN-326, UCEN-327 are booked [here](#).

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Reservation Date * Event Start Time * Event End Time * (Dates: MM/DD/YY, Time: hh:mm AM/PM)

[Add An Additional Date](#) [Add A Recurring Date](#)

Upload Documents
[Add A Document](#)

* Indicates Required entry

[Click Here For Help With This Form](#)

CONFIRMATION: Enter This Reservation?

Screen E-6

Click the “OK” button to continue.

6. If Problems Exist With The Reservation A Pop-Up Message Will Appear.

In example Screen E-7 the number of people for the meeting exceeds the occupancy of the room selected.

The screenshot shows the 'Conference Room Request Form' for the College of the Canyons. The form is partially filled out with contact information for John Doe. A pop-up message is displayed in the center, stating: 'Unable to continue. Number of people attending event exceeds selected Room capacity.' The form shows a reservation for room BONH-110 with an occupancy of 7, but the number of people expected to occupy the room is 10. The reservation description is 'Meeting For Our Committee'. The form also includes fields for reservation dates and times, and a section for room information: 'BONH-110 Information: Description: Information Technology - Valencia Campus, Bonelli Hall 1st Floor, Conference Room 110. Maximum Attendance Capacity: 7. If a classroom is needed in addition to this Room then please contact Angelica Franco 661-259-5640 or Nancy Mayer 661-259-5474.'

Screen E-7

If a pop-up warning message appears click "OK" to return to the entry screen. Make edits to the reservation or discard the entry. **PLEASE NOTE: Double Bookings Are Not Allowed. If another user has already reserved the selected room for the date and time entered the reservation cannot proceed and the warning pop-up will appear with that message.**

7. If No Problems Exist The Final Screen Will Appear After Clicking The "OK" Button On Screen E-6

The screenshot shows the 'Conference Room Reservation' confirmation screen. It displays the reservation details for reservation # 3083. The contact information is the same as in Screen E-7. The reservation is for room BONH-216 with a maximum attendance capacity of 10. The reservation dates and times are: 2/3/2020 from 1:00 PM to 3:00 PM, and 2/4/2020 from 1:00 PM to 2:30 PM. The event name is 'Meeting For Our Committee'. The form also includes a section for uploaded documents and a 'Return To Home Page' link. A note at the bottom states: '* Indicates Required entry'.

Screen E-8

This presents the reservation confirmation #. Also, an email will be sent to the contact email address.

An example email is shown in Screen E-9.



Screen E-9

The system will also send a reminder email the morning of the reservation.

NOTE: To add your reservation to a personal calendar or share it on social media click the “Share/Download” link next to each date and time (Circled in Screen E-10)

Conference Room Reservation # 3083

Contact First Name *	Contact Last Name *	Contact Phone # *	Emergency Phone # *
John	Doe	555-555-5555	555-555-5556
Department *	Supervision By *	Display Option *	
Admissions & Records	Janine Martinez	Display On Public Calendar	
Event Name Title With Brief Description (For Public Display) *			
Meeting For Our Committee			
Reserve This Facility *			
BONH-216			
BONH-216 Information: Description: DT/MIS - Valencia Campus, Bonelli Hall 2nd Floor, Conference Room 216			
Maximum Attendance Capacity: 10			
Event Date *	Event Start Time *	Event End Time *	<small>(Dates: MM/DD/YY, Time: hh:mm AM/PM)</small>
2/3/2020	1:00 PM	3:00 PM	Share/Download
2/4/2020	1:00 PM	2:30 PM	Share/Download
Unloaded Documents			

Screen E-10

Add A Recurring Date

1. Click the "Add A Recurring Date" Link On Screen E-2 To Open Screen E-11

COLLEGE OF THE CANYONS **Conference Room Request Form**

Step 1: Enter From Date * Enter To Date *

Step 2: Enter Days To Include
 Mon Tue Wed Thu Fri Sat Sun
Restriction(s)

Step 3: Enter Time Event Begins * Enter Time Event Ends *

Step 4: <= Click Here To Add These Entries To Your Reservation

[<< Cancel And Return To Reservation Entry](#)

Screen E-11

The field function for Screen E-11:

Enter From Date: Enter the start date for the period desired in mm/dd/yyyy format.

Enter To Date: Enter the end date for the period desired in mm/dd/yyyy format.

Enter Days To Include: The days of the week to include in the result. If a day of the week is checked it can be included in the result if it is between the from and to date. Example: The selections below will enter every Thursday between 2/1/2020 and 3/1/2020.

COLLEGE OF THE CANYONS **Conference Room Request Form**

Step 1: Enter From Date * Enter To Date *


Step 2: Enter Days To Include
 Mon Tue Wed Thu Fri Sat Sun
Restriction(s)

Step 3: Enter Time Event Begins * Enter Time Event Ends *



Step 4: <= Click Here To Add These Entries To Your Reservation

Screen E-12


Restriction(s): Advances the search by the interval selected. Example: The selections below will enter the first Monday of every month between 1/6/2020 and 12/31/2020. Select “1st, 2nd, 3rd, 4th, Or 5th In A Month” from the list to display the “Days In Month” selections.





Conference Room Request Form

Step 1: Enter From Date *  Enter To Date * 

Step 2: Enter Days To Include
 Mon Tue Wed Thu Fri Sat Sun

Restriction(s)
 

Days In Month (Example: 1st Monday In Month)
 1st 2nd 3rd 4th 5th

Step 3: Enter Time Event Begins *  Enter Time Event Ends * 

Step 4: [<= Click Here To Add These Entries To Your Reservation](#)

Screen E-13

Enter Time Event Begins: The start time for the reservations in hh:mm tt (Example 11:00 AM) format.

Enter Time Event Ends: The end time for the reservation in hh:mm tt (Example 1:00 PM) format.

2. Press The “Add Selected Date(s)/Time(s)” Button To Add The Selections To A Reservation

Example: Pressing the button in Screen E-13 returns the browser to the reservation entry page with the entries below.

Reservation Date *	Event Start Time *	Event End Time *	(Dates: MM/DD/YY, Time: hh:mm AMPM)
<input type="text" value="1/6/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="2/3/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="3/2/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="4/6/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="5/4/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="6/1/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="7/6/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="8/3/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="9/7/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="10/5/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="11/2/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>
<input type="text" value="12/7/2020"/> 	<input type="text" value="1:00 PM"/> 	<input type="text" value="3:00 PM"/> 	<input type="button" value="Remove Date"/>

[Add An Additional Date](#) [Add A Recurring Date](#)

Screen E-14

Upload A Document

1. Click the “Upload A Document” Link On Screen E-2 To Open Screen E-15



COLLEGE OF THE CANYONS **Conference Room Request Form**

For John Doe's Request:
Location(s):

Upload A Document To Reservation

File: No file selected.

File Description

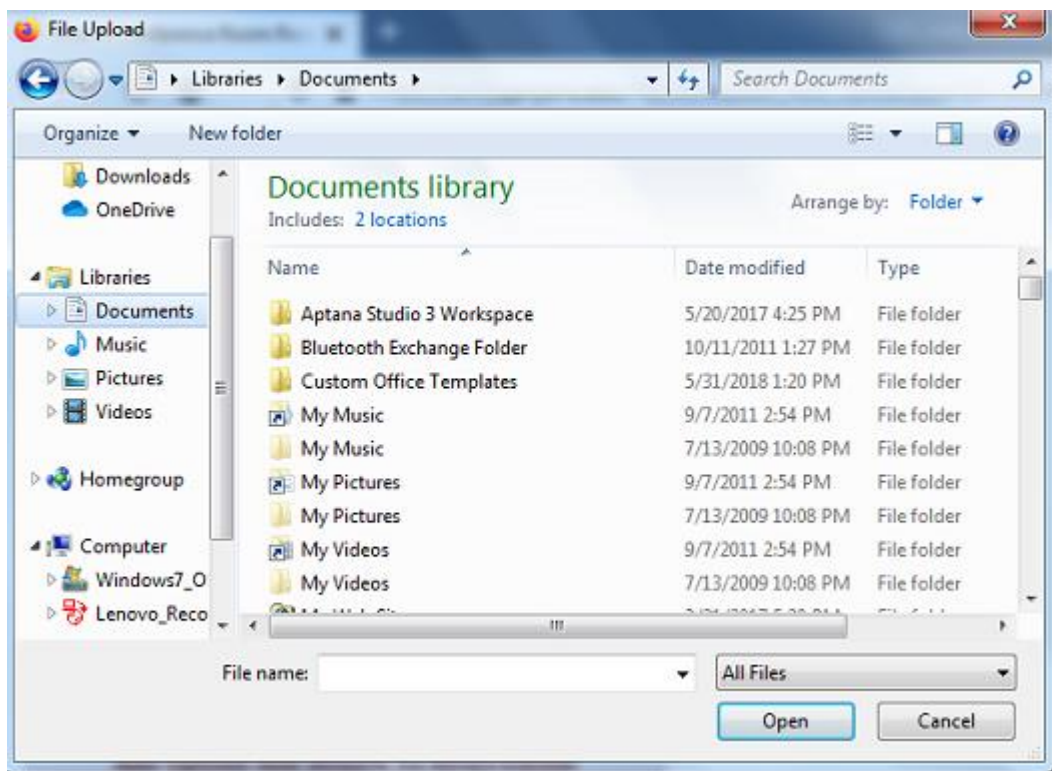
Can This Upload Be Displayed To The Public?

Add Upload And Return To Reservation

[<< Cancel And Return To Reservation Entry](#)

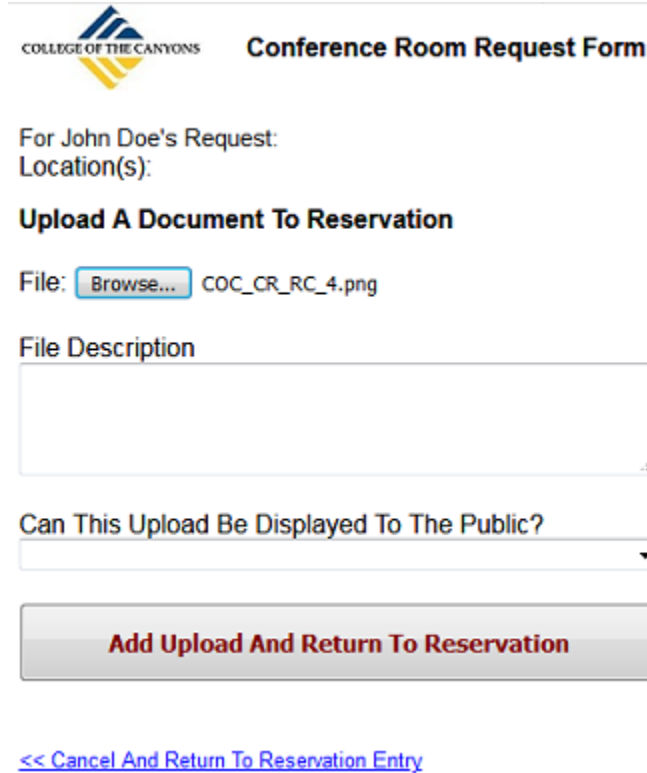
Screen E-15

Click the “Browse” button to open a local dialog window (Screen E-16).



Screen E-16

Locate a document on the PC using the dialog window shown in Screen E-16. Double click on the document to add it to the upload screen (Screen E-17). The document title will display to the right of the “Browse” button.



The screenshot shows the 'Conference Room Request Form' interface. At the top left is the College of the Canyons logo. The title 'Conference Room Request Form' is centered at the top. Below the title, it says 'For John Doe's Request: Location(s):'. The main heading is 'Upload A Document To Reservation'. Under this, there is a 'File:' label, a 'Browse...' button, and the filename 'COC_CR_RC_4.png'. Below the filename is a 'File Description' text area. Underneath the text area is a dropdown menu labeled 'Can This Upload Be Displayed To The Public?'. At the bottom of the form is a large button labeled 'Add Upload And Return To Reservation'. Below the button is a blue link that says '<< Cancel And Return To Reservation Entry'.

Screen E-17

2. Enter The File Description And Indicate If The Upload Should Be Available To The Public

Since the document name may not be illustrative of its content, please enter a file description to display alongside the attachment. If the document can be downloaded by the public answer yes to that question in the pick list provided.

3. Press The Add Upload And Return To Reservation Button To Return To The Reservation Entry Screen

The reservation entry screen is shown in Screen E-2.