

# College Of The Canyons Conference Room Reservation System

## Search For An Available Room

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



### 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)



### Facility Use Calendar

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

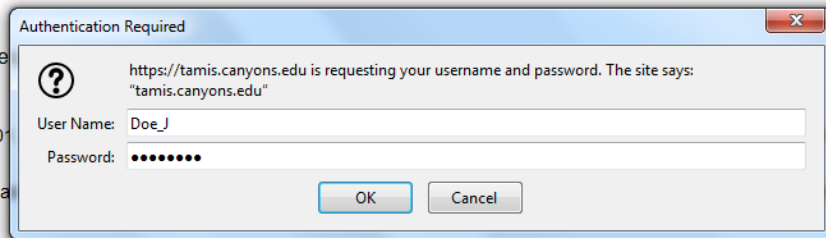
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### Screen E-1

### 3. Screen E-2 Will Appear. Click The Link Circled Below.

 **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](#).

[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

[Click Here To Reserve Conference Room\(s\)](#)

### Screen E-2

### 4. Screen E-3 Will Appear



## Conference Room Request Form

### Find An Available Conference Room

#### Option 1: Search The Conference Room Calendar

[Click Here](#) To View The Conference Room Calendar

#### Option 2: To Use A Search Wizard To Find An Available Location

[Click Here](#) To Try The Search Wizard

### Screen E-3

**Option 1** opens the conference room calendar in Screen E-4. This allows for a manual search of the calendar for open dates and times. Select an individual conference room in the pick list at the top of the calendar to search an individual location.

Conference Room: **All Locations**[Main Menu](#)[List View](#)**02 - February****2020**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145
2	3 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 8:00 AM - 5:00 PM Spring FLEX Week Workshops UCEN-258 9:00 AM - 10:00 AM Transfer Workshop - D.Butts X3450 CHCS-201  <a href="#">Show All 18 Reservations</a>	4 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 8:00 AM - 5:00 PM Spring FLEX Week Workshops UCEN-258 8:30 AM - 5:00 PM Student Services Coordinator I (Campus Life and S... UCEN-327  <a href="#">Show All 21 Reservations</a>	5 7:00 AM - 12:00 PM Replace Lectern and move equipment UCEN-258 8:00 AM - 4:00 PM HR Meeting UCEN-326 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145  <a href="#">Show All 24 Reservations</a>	6 8:00 AM - 10:00 AM Executive Committee Meeting UCEN-223 8:00 AM - 5:00 PM Dr. Van Hook's FLEX Workshop UCEN-258 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145  <a href="#">Show All 19 Reservations</a>	7 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 8:00 AM - 5:00 PM Spring FLEX Week Workshops UCEN-258 9:00 AM - 10:30 AM Marshall, Monica BONH-241  <a href="#">Show All 7 Reservations</a>	8 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 8:00 AM - 4:30 PM FKCE - Foster and Kinship Care - Vicarious Trauma/... UCEN-325 9:00 AM - 11:30 AM Not Intended For Public Announcement UCEN-222
9	10 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 9:00 AM - 11:00 AM Nguyen, Anh (Counseling) Academic CPR Workshop CHCS-201 9:30 AM - 12:00 PM Academic Affairs Deans' Council CHCS-201	11 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 8:00 AM - 5:00 PM Seminar -- Shifting from Me to We UCEN-258 8:30 AM - 2:00 PM SS Coord I (Campus Life and CHCS-201	12 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 8:30 AM - 1:30 PM FKCE - Foster and Kinship - P-Rate Preservice Trai... UCEN-325 9:00 AM - 11:30 AM Nguyen, Anh (Counseling) CHCS-201	13 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 8:30 AM - 10:00 AM Torgeson, Erika Counseling Dept Meeting CHCS-201 8:30 AM - 9:30 AM Torgeson, Erika Counseling CHCS-201	14 12:01 AM - 11:59 PM President's Day ECE-A 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 9:00 AM - 12:00 PM Peer Leaders Gina T 5576 CHCS-201	15 8:00 AM - 8:00 PM Guided Learning Activities Room (GLAs) TLC-145 10:30 AM - 11:30 AM Medlin, Rian HR/Payroll UCEN-363

Screen E-4

Option 2 on Screen E-3 allows search from a search wizard.

## 5. Open The Search Wizard




Click on Option2 on Screen E-3 to open Screen E-5.



### Facility Request Form

#### Search For An Available Conference Room

Enter Reservation Date(s) And Time(s) - (Date format: MM/DD/YY, Time format: hh:mm AM/PM)

Reservation Date \*   Start Time \*   End Time \*  

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

**Search For An Available Conference Room**

Screen E-5

The field function for Screen E-5:

**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 search to allow the entry of additional dates and times.

Screen E-6

**Add A Recurring Date (Link):** This blue hyperlink allows dates and times to be entered in bulk to the search. This screen’s function is outlined on page 5 of this document.

6. Enter Date(s)/Time(s) In Search Wizard

Screen E-7

7. Click “Search For An Available Conference Room” On Screen E-7 To Open A List Of Available Rooms For The Date(s)/Time(s) Entered

Sample results show in Screen E-8

Locations Available For Selected Date(s) And Time(s)	Attendance Limit
BONH-110	7
BONH-216	10
BONH-241	24
BONH-248	12

Screen E-8

## Add A Recurring Date

### 1. Click the “Add A Recurring Date” Link On Screen E-2 To Open Screen E-9

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)  
**No Restriction** ▼

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-9

The field function for Screen E-9:

**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)  
**No Restriction** ▼

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



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

### Screen E-10


**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 “1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, Or 5<sup>th</sup> 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-11**

**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 Search

Example: Pressing the button in Screen E-11 returns the browser to the search 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-12**