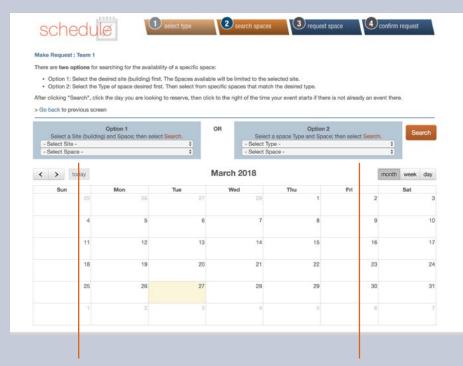
#### 3-B. Request a Specific Space

ML Schedules™ Make Reservation Calendar View, Month screen



search by Site, then Space

search by Type, then Space

## B. Request a Specific Space (Calendar View)

By specific space (calendar view)

All request types require four basic steps:

- 1. Search spaces by date(s) for availability.
- 2. Request the available space(s).
- 3. Provide additional Request information including the need for support personnel and/or equipment.
- 4. Confirm and submit your Request.

#### **Search Spaces**

There are two options for searching for a specific space:

- 1. Search by Site (e.g., High School), then Space
- 2. Search by Type (e.g., gym), then Space

From the Make Request Calendar View screen:

- 1. Select the fields in either Option 1 or 2.
- 2. Select the **Search** button.

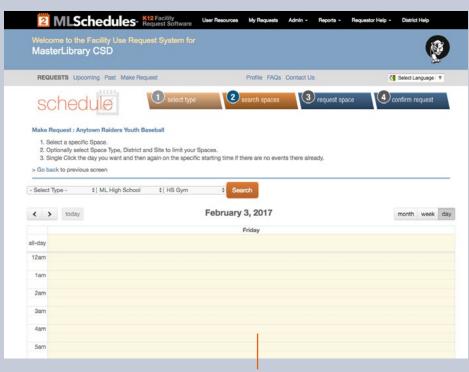
(continued on next page)



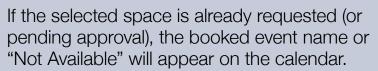
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#### 3-B. Request a Specific Space (cont.)

ML Schedules™ Make Reservation Daily Calendar View



single click on the event's starting time (including setup)





3. Click on the desired **Start Date**.

A **Daily Calendar** view of the selected Start Date will be displayed.

### **Request Space**

4. Click on the desired **Start Time** (including Setup) The **Confirm Reservation** screen will be displayed as described on pages 15 of this Guide.

# Provide Additional Information and Submit Request

5. Perform the steps on page 15 – 21 to submit the Facility Use Request for approval.