Things you might not know about EventCentre or Equipment Centre
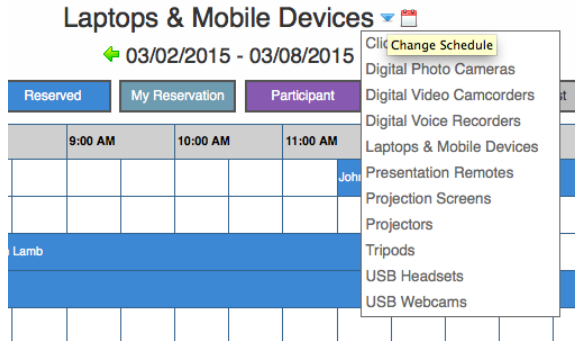
- **Changing Between Resource Schedules**
  - o To switch between resource schedules, scroll to the top of the page, and find the small blue arrow located to the right of the name of the resource schedule you are on.

  - o Place the cursor on the arrow, and a drop down menu of additional resources will appear.

- **Reserving Multiple Resources**
  - o You can book all resources that you have permission as part of a single reservation. To add more resources to your reservation, click the More Resources link, displayed next to the name of the primary resource you are reserving. You will then able to add more resources by selecting them and clicking the Done button.
  - o To remove additional resources from your reservation, click the More Resources link, deselect the resources you want to remove, and click the Done button.
  - o Additional resources will be subject to the same rules as primary resources. For example, this means that if you attempt to create a 2 hour reservation with Resource 1, which has a maximum length of 3 hours and with Resource 2, which has a maximum length of 1 hour, your reservation will be denied.
  - o You can view the configuration details of a resource by hovering over the resource name.
- **Recurring Dates**
  - o A reservation can be configured to recur a number of different ways. For all repeat options the Until date is inclusive.
  - o The repeat options allow for flexible recurrence possibilities. For example: Repeat Daily every 2 days will create a reservation every other day for your specified time. Repeat Weekly, every 1 week on Monday, Wednesday, Friday will create a reservation on each of those days every week at your specified time. If you were creating a reservation on 2011-01-15, repeating Monthly, every 3 months on the day of month would create a reservation every third month on the 15th. Since 2011-01-15 is the third Saturday of January, the same example with the day of week selected would repeat every third month on the third Saturday of that month.
- **Updating a Reservation**
  - o You can update any reservation that you have created or that was created on your behalf. To do this, choose the reservation you would like to update, and modify the information as needed.
- **Updating Specific Instances From a Series**
  - o If a reservation is set up to repeat, then a series is created. After you make changes and Update the reservation, you will be asked which instances of the series you want to apply the changes to. You can apply your changes to the instance that you are viewing (Only This Instance) and no other instances will be changed. You can update All Instances to apply the change to every reservation instance that has not yet occurred. You can also apply the change only to Future Instances, which will update all reservation instances including and after the instance you are currently viewing.
  - o Only Application Administrators can update reservations in the past.
- **Deleting a Reservation**
  - o Deleting a reservation completely removes it from the schedule. It will no longer be visible anywhere in Booked Scheduler
- **Deleting Specific Instances From a Series**
  - o Similar to updating a reservation, when deleting you can select which instances you want to delete.
  - o Only Application Administrators can delete reservations in the past.