# Log in using your Skidmore user name and password Do NOTput "@Skidmore.edu" in your username field "



## Clickon "Create A Reservation" at your home screen

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### Be sure to read the "About" section of the template for additional information and booking rules





Please note the Prius and RAV4 seat 4-5 passengers. The Van's are for faculty and staff use only.



Next Sten

Click on the "+" to select your vehicle, then click

#### Enter "No. of Attendees" and click "Add Room"



Availability Legend

Your selected vehicle will now show under " Selected Rooms"

Click "NextStep"

## If you are reserving a vehicle for a COVID-19 vaccine appointment, you





The next 4 slides are for if you are reserving a vehicle for multiple days. If you only need a vehicle for 1 day you will not need the following slides.

After you have submitted day 1 of your reservation you now need to go in and add the other dates.

Click on "My Events"
 Click on your event Name



## Here you will see day 1 of your reservation.

### Click "New Booking" to add the next day.

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You will now see 2 days listed for your reservation.

Repeat those same steps to add your 3rd day by clicking

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