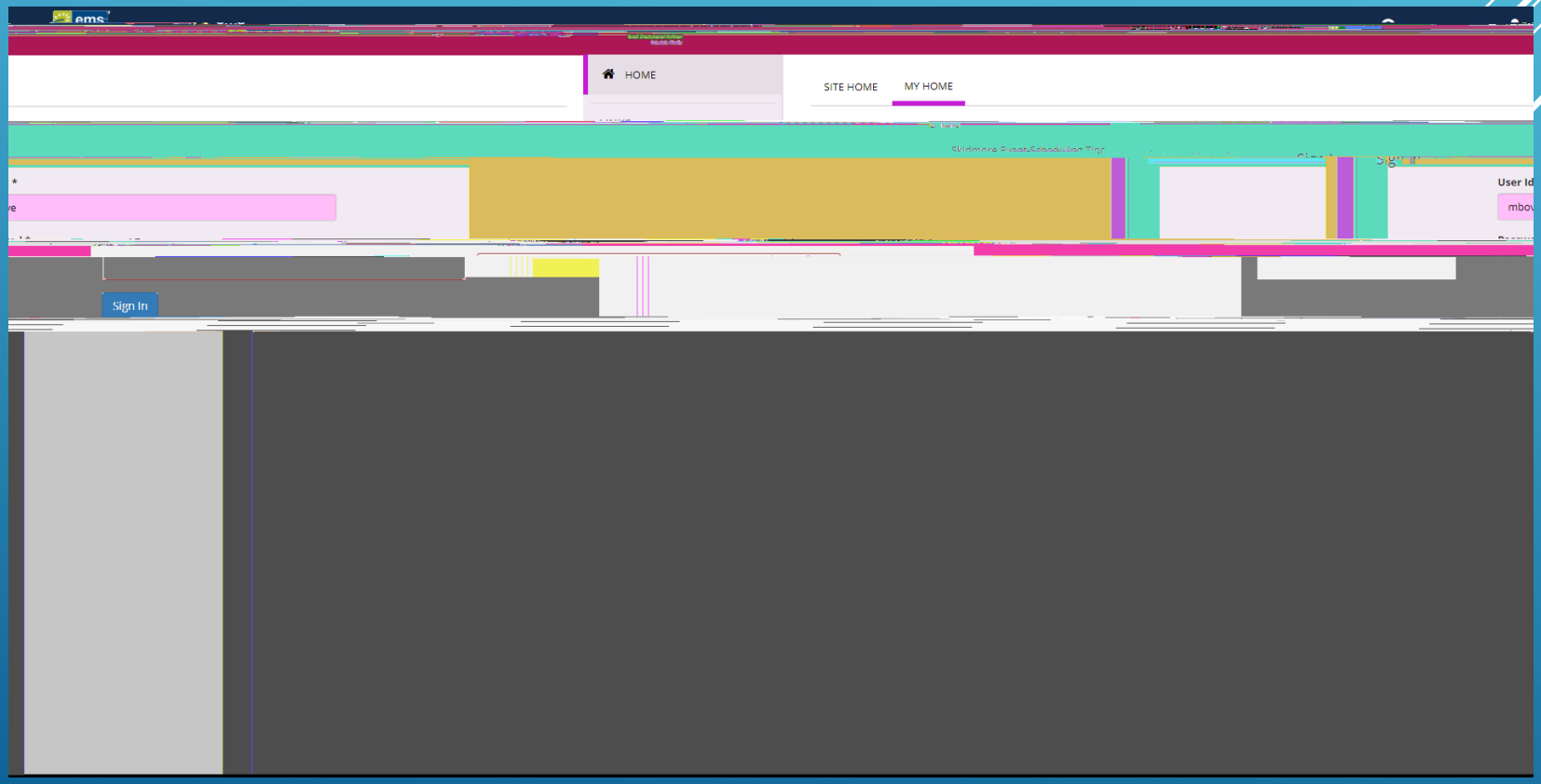
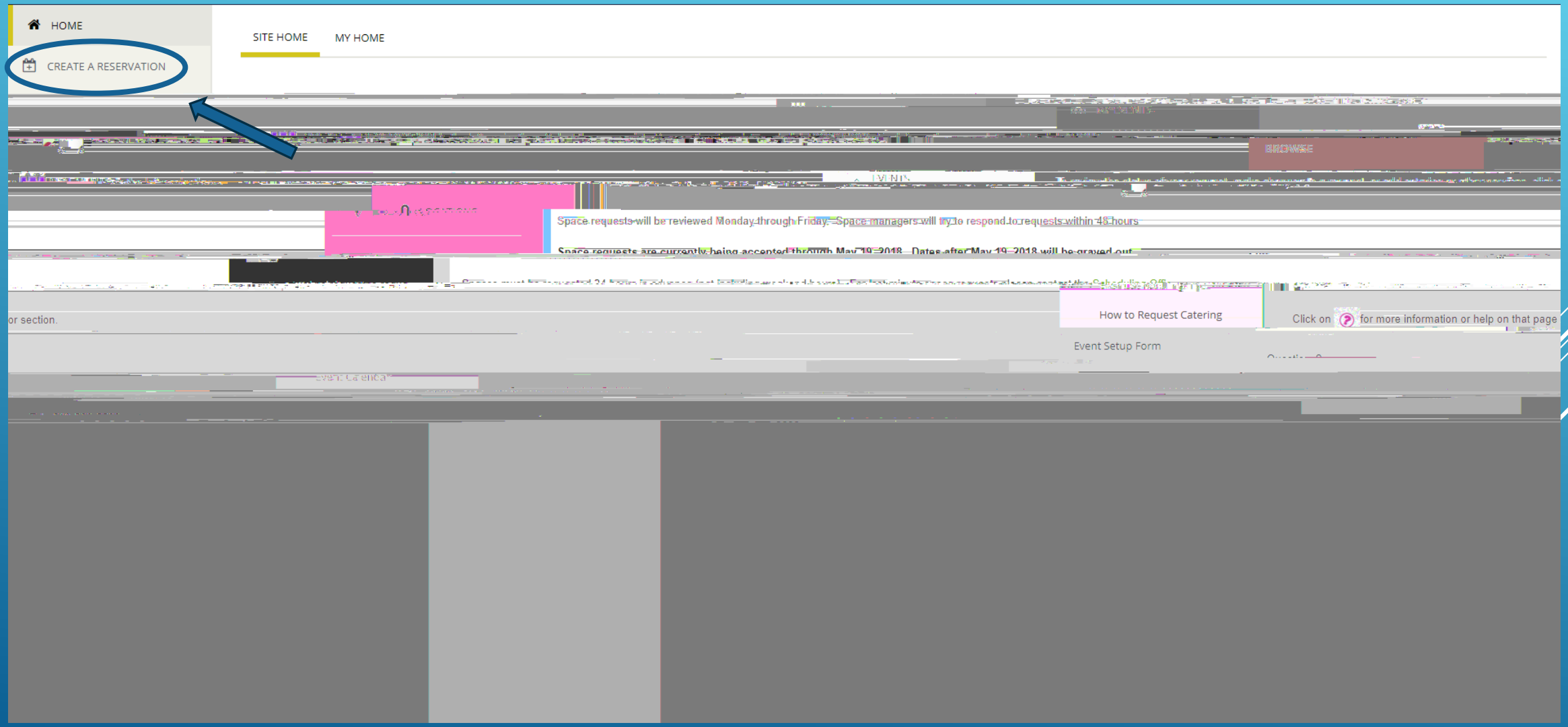
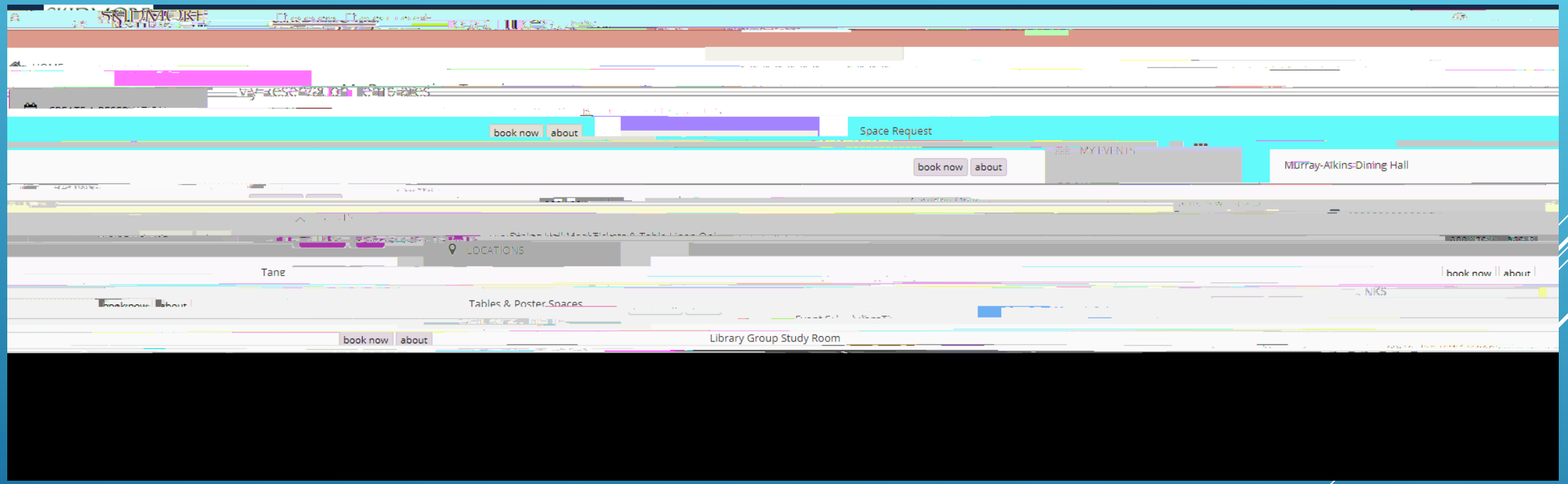
Log in using your Skidmore user name and password

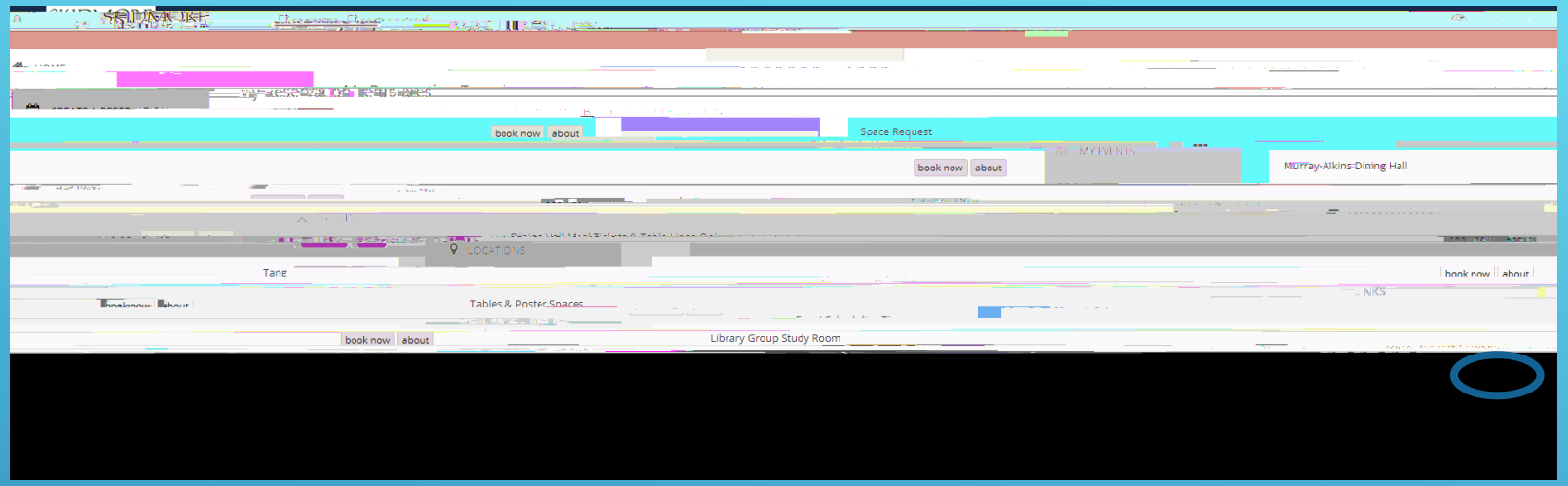
Do NOT put “@Skidmore.edu” in your username field”



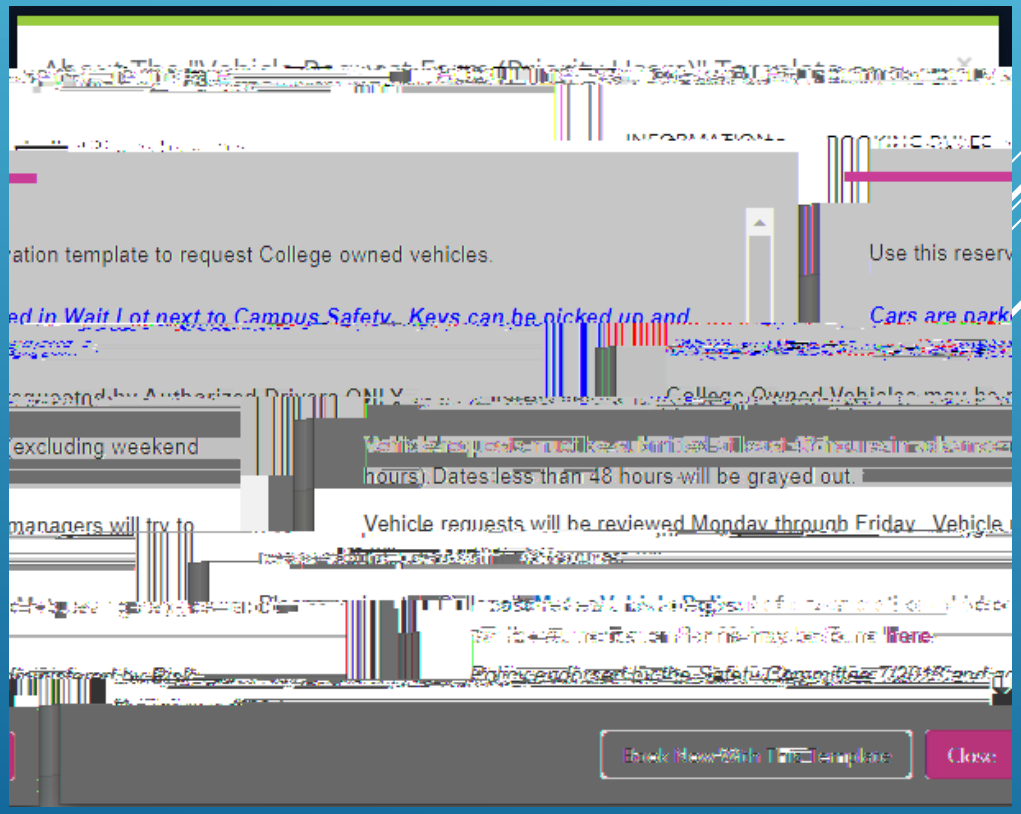
Click on “Create A Reservation” at your home screen

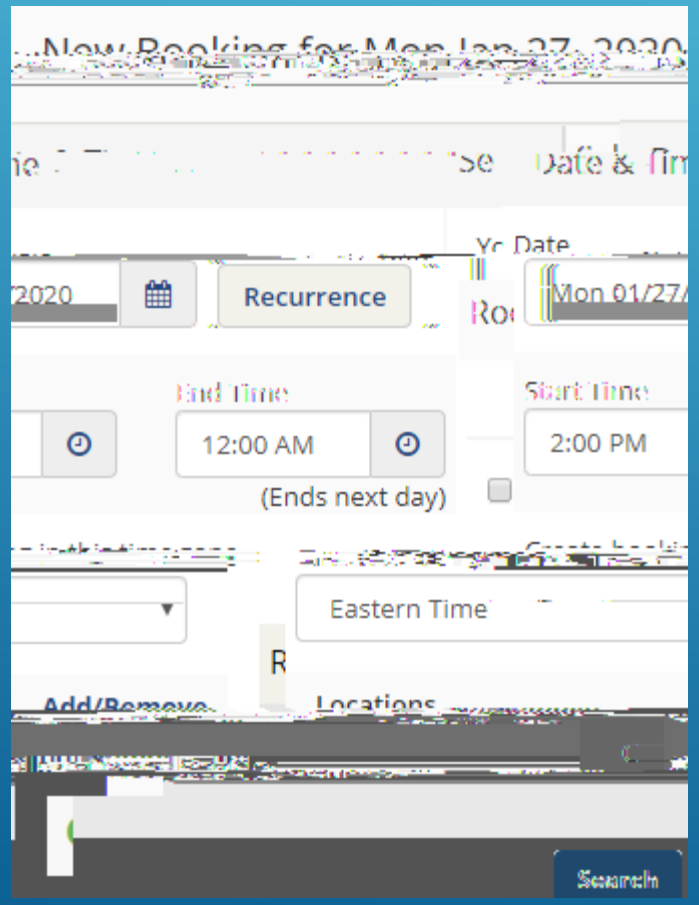



book now
about
Space Request
book now
about
Murray-Atkins-Dining Hall
LOCATIONS
Tang
book now
about
Tables & Poster Spaces
book now
about
Library Group Study Room

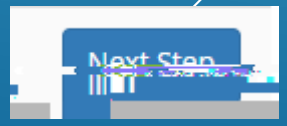


Be sure to read the “About” section of the template for additional information and booking rules

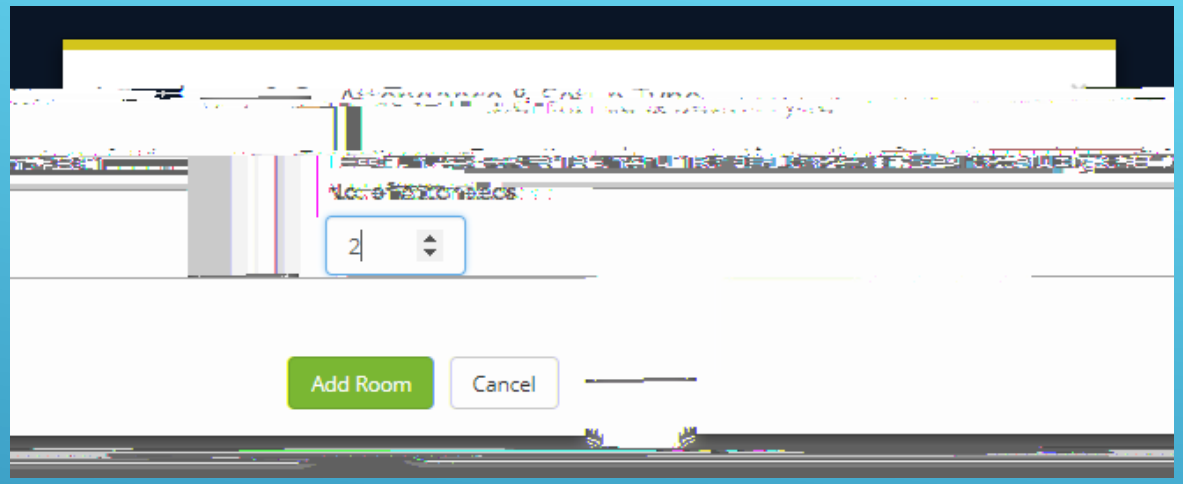



Recurrence
12:00 AM
(Ends next day)
2:00 PM
Eastern Time
Search

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

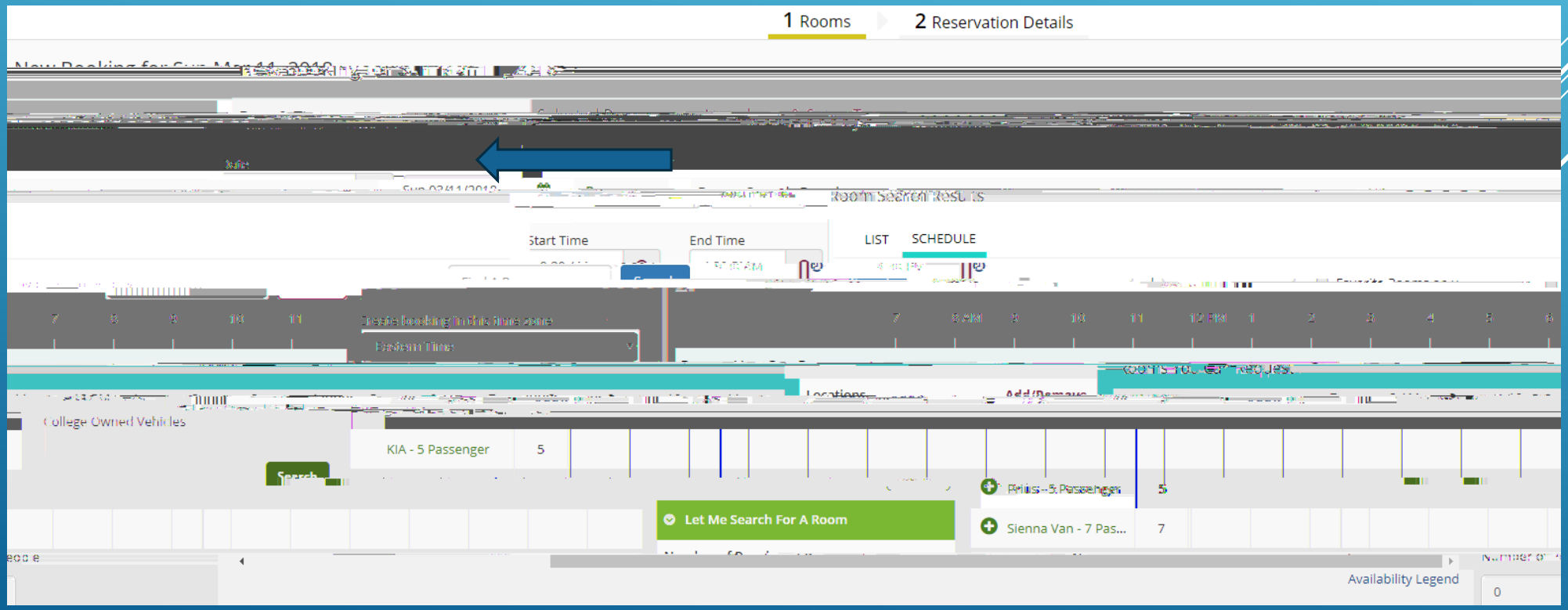
Click on the "+" to select your vehicle, then click 

Enter “No. of Attendees” and click “Add Room”

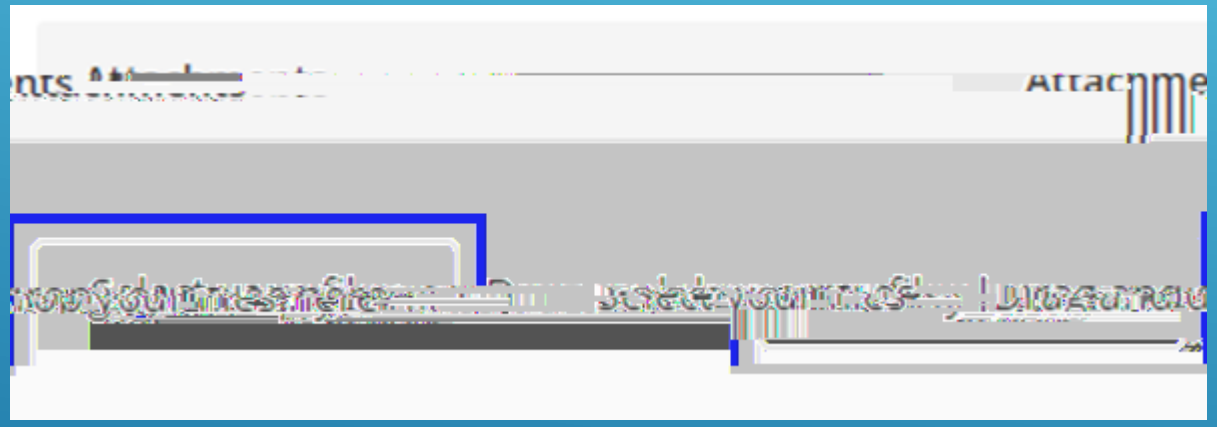


Your selected vehicle will now show under “Selected Rooms”

Click “Next Step”



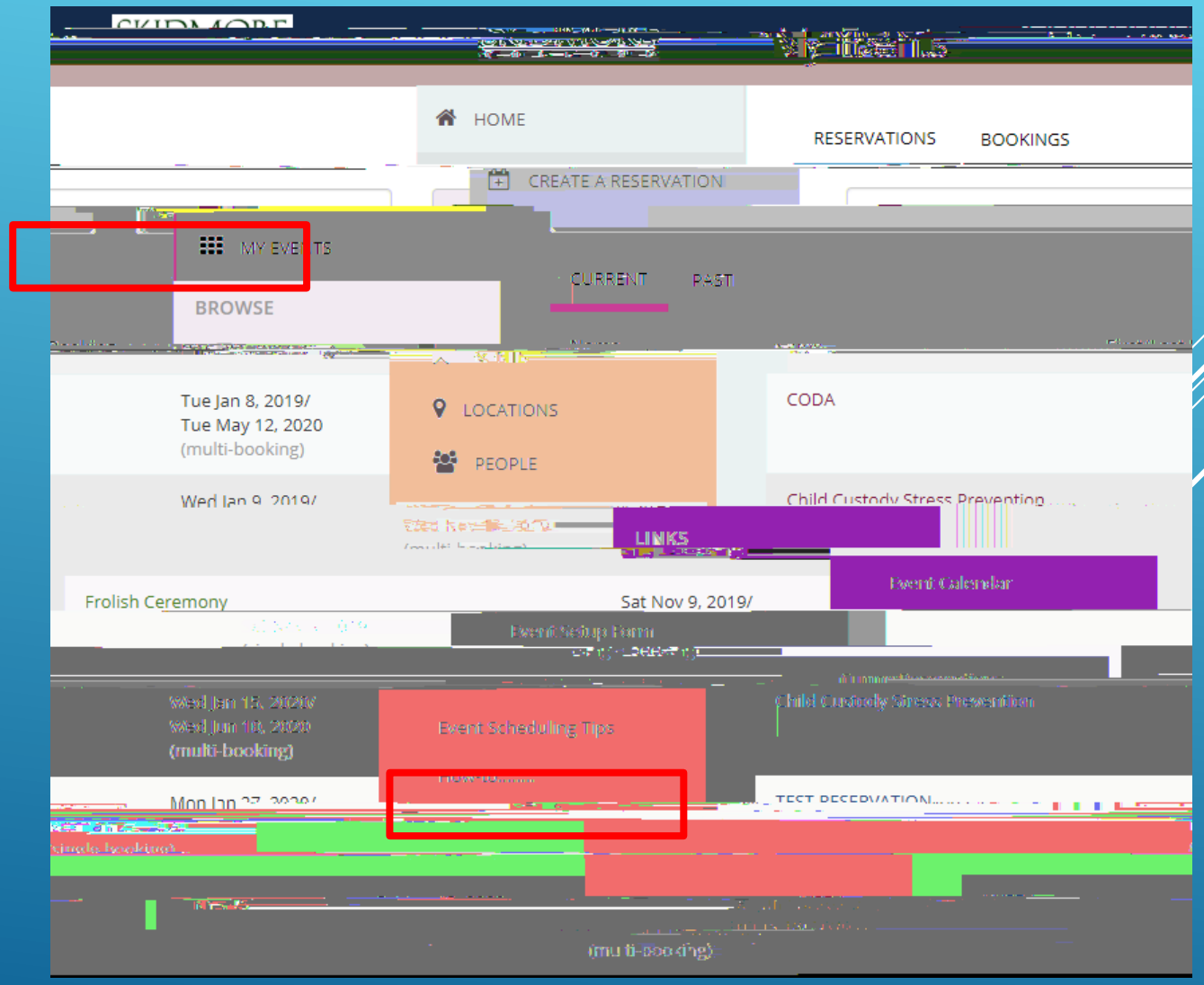
If you are reserving a vehicle for a COVID-19 vaccine appointment, you



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.

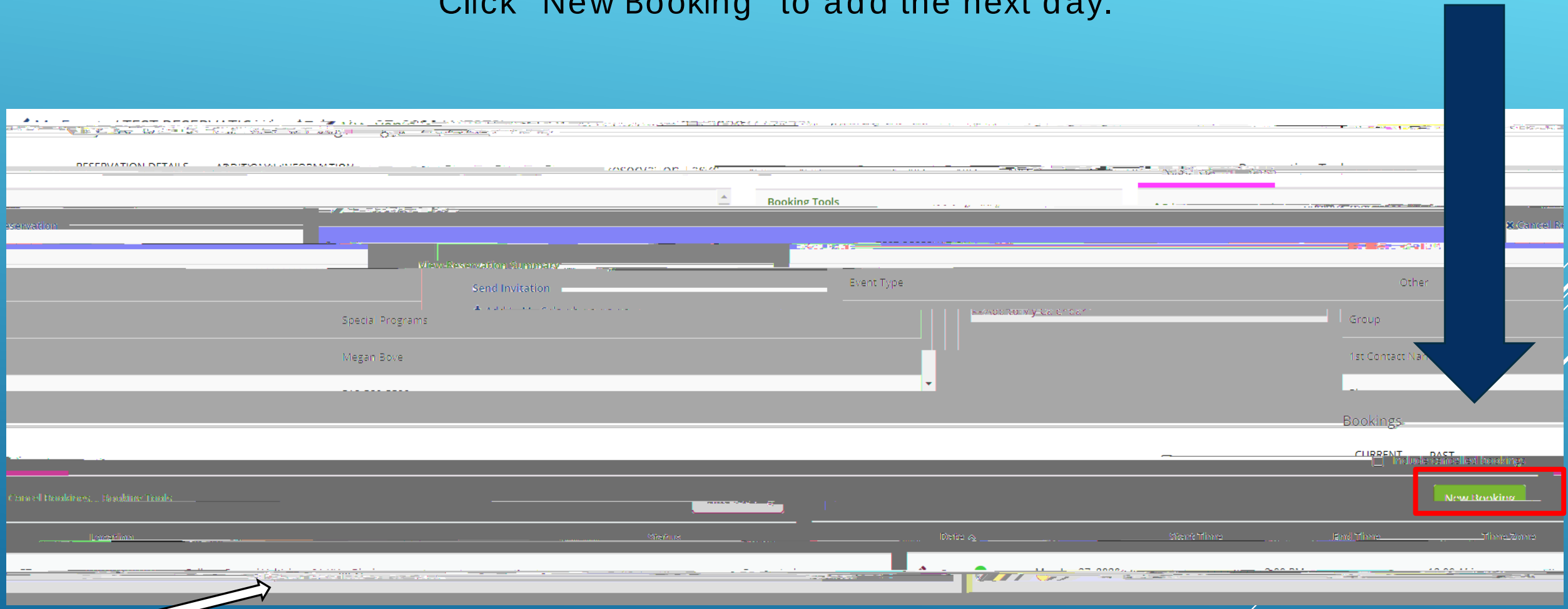
After you have submitted day 1 of your reservation you now need to go in and add the other dates.

1. Click on “My Events”
2. Click on your event Name

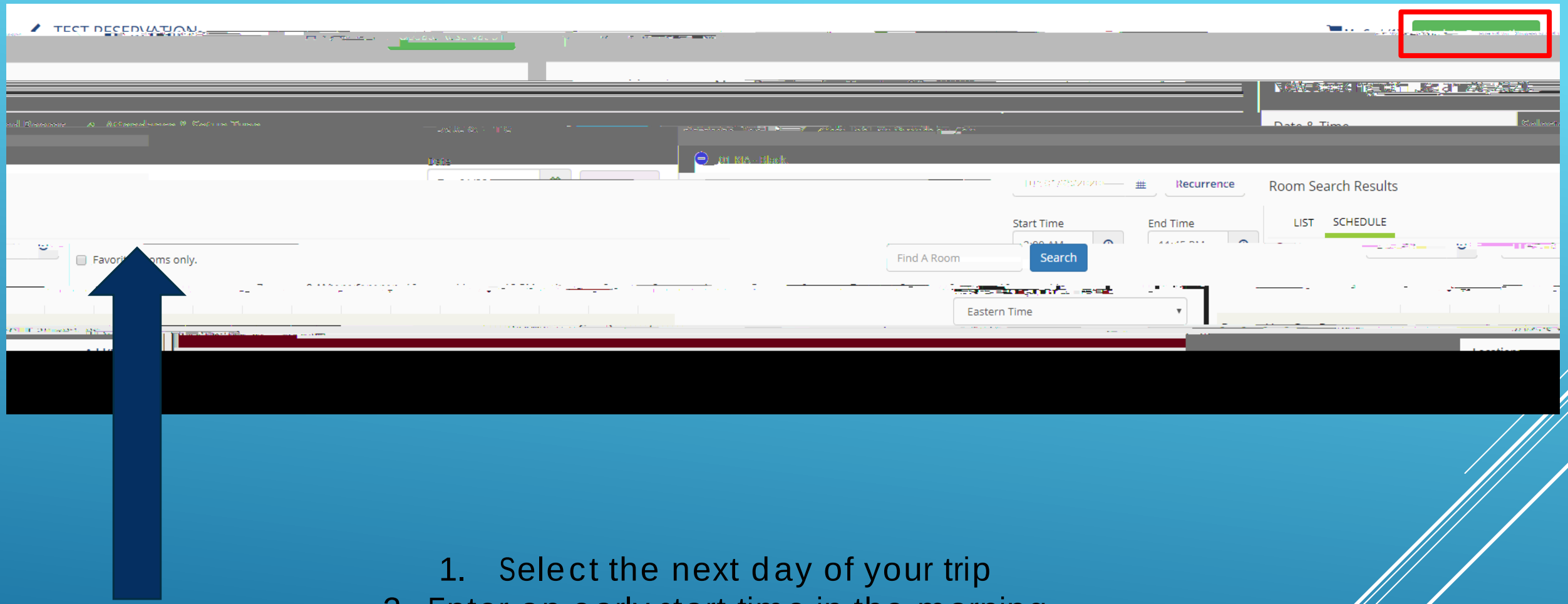


Here you will see day 1 of your reservation.

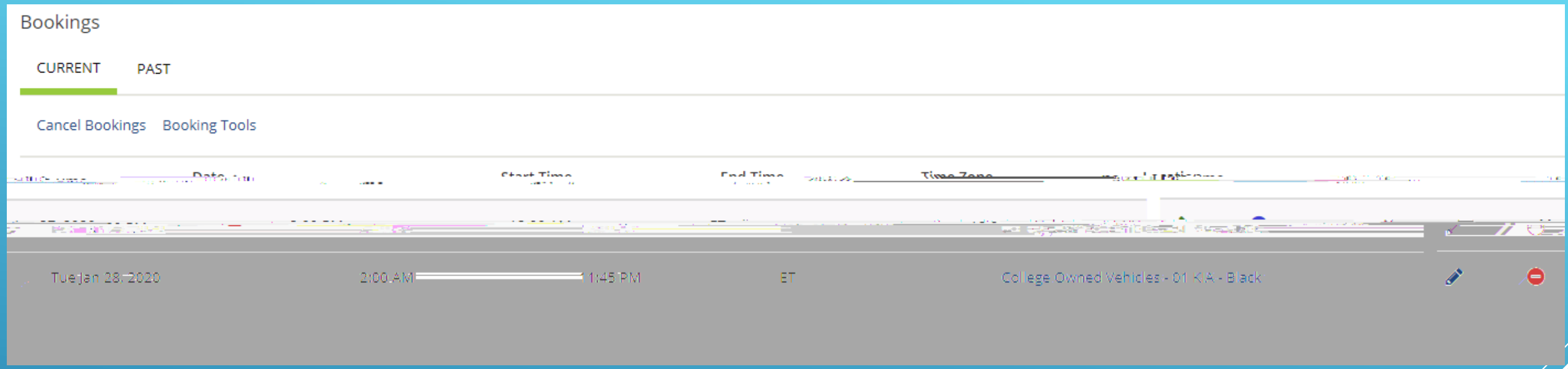
Click “New Booking” to add the next day.



Day 1 of your reservation



1. Select the next day of your trip
2. Enter an early start time in the morning
3. End time should be late into the evening
4.



You will now see 2 days listed for your reservation.

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

For your select the time you will be