

How to Subscribe to a Rooms, Etc. Room Calendar

You don't have to subscribe to a Rooms, Etc. room calendar but it can be useful to see a room calendar in your Google calendar. Here's how to add it:

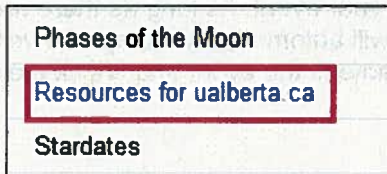
1. If the resource isn't already in your **Other calendars** list, at the bottom left corner of your Calendar, click the **Add** down-arrow and select **Browse Interesting Calendars**.



2. Click **More**.



3. Click **Resources for ualberta.ca**.



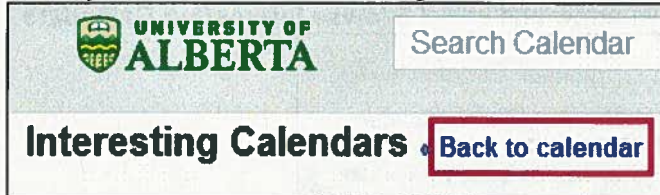
4. Click **ECHA**



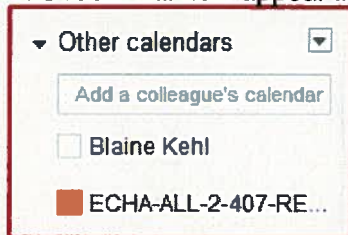
5. Find the desired resource and click **Subscribe**. If you see an entry in blue and/or a blue > to the far right it means that there are additional rooms in that category, click the blue text or > to expand that category.

ECHA-ALL (36)	>	
ECHA-CE-2-100-RESERVABLE (10) (None)		Preview Subscribe
ECHA-DENT-5-472-RESERVABLE (14) (None)		Preview Subscribe
ECHA-ECHA (2)	>	

6. Clicking **Subscribe** adds the resource to your **Other calendars** list.
7. When you are finished subscribing to calendars, click **Back to calendar**



8. The room will now appear in your **Other calendars** list.



Reservable vs. Requestable?

You will find two types of rooms in the new system. Reservable and requestable.

Reservable

Reservable rooms are rooms that you may simply add to your event. As long as there are no scheduling conflicts for the time you requested the room will automatically accept. To verify that a room has been successfully added to your event you can edit the event and check the status of the invitation to the room in the guest list.

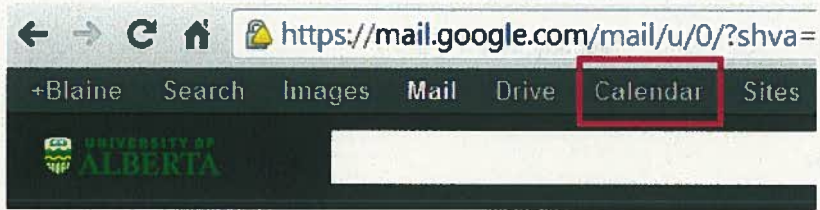
Requestable

Requestable rooms are rooms that you can request be added to an event but that require confirmation from the room manager before they are actually added to an event

How to Reserve/ Request a Room

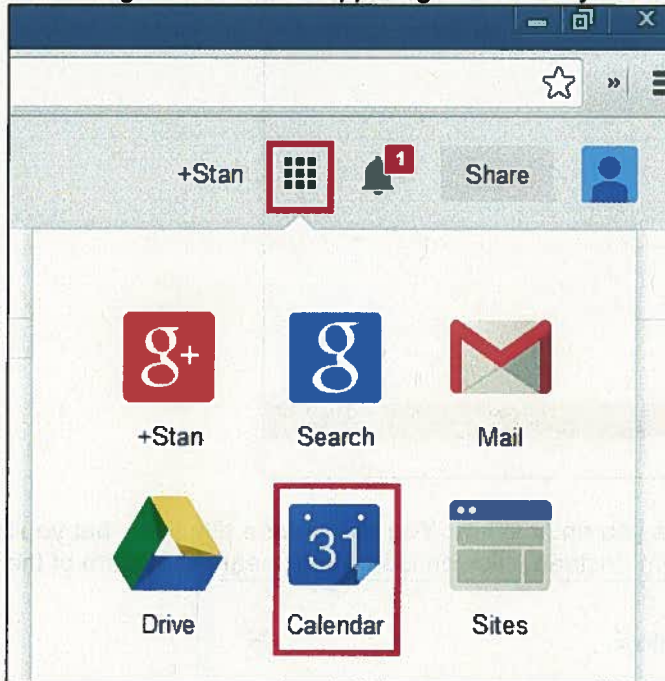
As with most things in Google Apps there are multiple ways to accomplish most tasks. The preferred method is to follow these steps:

1. If you're using the Google web interface, just click **Calendar** near the upper left corner.

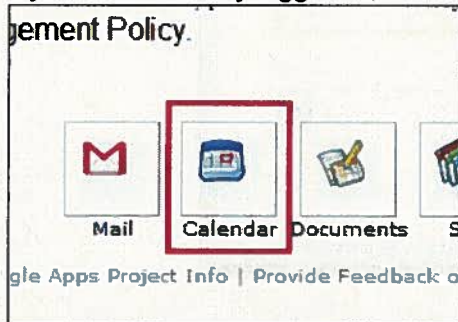


OR:

Click the grid close to the upper right corner of your browser and click calendar.



If you're not already logged in, visit apps.ualberta.ca, log in and click **Calendar**.



2. Find the date and time you're looking to schedule and click on it.

Today < > Monday, Nov 11, 2013

GMT-07

< >

F	S	3am
1	2	
8	9	4am
15	16	
22	23	5am
29	30	
6	7	6am
		7am
		8am
		9am 9 - 9:30

- You'll get a pop-up that lets you enter **What**: You can enter a title here, but you'll need to do more to reserve the room. Instead, click on **Edit event** near the bottom of the pop-up.

Event | Appointment slots X

When: Fri, November 1, 11:00am - 11:30am

What:

e.g., Breakfast at Tiffany's

Calendar: Blaine Kehl

Create event Edit event »

- On the **Edit the Event** page:
- Fill in a descriptive title. Include the purpose of booking (no acronyms or vague titles like 'meeting', 'group meeting', etc. will be accepted).
 - Check to see that the date and times are correct. You can change them if necessary.

Nursing Student Orientation

11/18/2013

8:00am

to

8:30am

11/18/2013

Time zone

6. Fill in a concise description, be sure to include :

- Number of attendees
- Target audience
- Brief purpose of booking

NOTE: Be aware that anyone who is allowed to book a specific room is able to see all details regarding any event happening in that room. Avoid including sensitive information in calendar entry.

Description

- 7
 - Nursing students
 - Susan Jackson

7. Select a room by clicking **Rooms, etc.** next to the **Guests** option.

Add: **Guests** | **Rooms, etc.**

Enter email addresses

Add

8. Type **ECHA** in the box where it says **Filter room**.

Add: **Guests** | **Rooms, etc.**

ECHA

Show only available

▼ ECHA

- [Add](#) ECHA-ALL-1-447-REQUESTABLE (24) (All)
- [Add](#) ECHA-ALL-2-407-REQUESTABLE (16) (All)
- [Add](#) ECHA-ALL-3-001-REQUESTABLE (20) (All)

- By default, it will show only available rooms.
- You may also click the drop down next to **ECHA** in the list.

Add: [Guests](#) | [Rooms, etc.](#)

Filter room

Show only available

- ▶ ECE
- ▶ ECERE
- ▶ **ECHA**
 - [Add](#) ECHA-ECHA-101-Requestable (8) (None)
 - [Add](#) ECHA-ECHA-505-Requestable (24) (Type 1)
- ▶ ED
- ▶ EXMPL
- ▶ F&O
- ▶ Other Resources

Close

9. Select the desired room that you need by clicking **Add**.

- When a room is selected, Google Calendar populates the **Where** box.

Where ECHA-ALL-1-447-REQUESTABLE (24) (All)

Add: [Guests](#) | [Rooms, etc.](#)

ECHA

Show only available

▶ ECHA

- [Remove](#) ECHA-ALL-1-447-REQUESTABLE (24) (All)

Video call [Add video call](#)

Calendar [Blaine Kehl](#)

Description

- Make changes by clicking **Add** or **Remove** in the room drop down box, not in the **Where** box, which is only a text box and will not change the room reservation.
- Use the **Find a time** option, which is just to the right of **Event details**, it allows you to view the availability of each guest and room that you invited. If you see a conflict, you can change the date and time (boxes at the top of the page) to find a better time.

All day Repeat...

Event details [Find a time](#)

Where ECHA-ALL-1-447-REQ

10. Click **Save** near the top. If you skip this step, you'll lose the entry!

 [Search](#)

[←](#) [SAVE](#) [Discard](#)

11. Depending on how the resource is managed, you may still receive a message denying your booking even if it appeared to be available, since a room manager may be manually rejecting requests, this is true for requestable rooms.

If you have questions, contact your room manager or Tamara Mitchell-Schultz (780-248-1122).

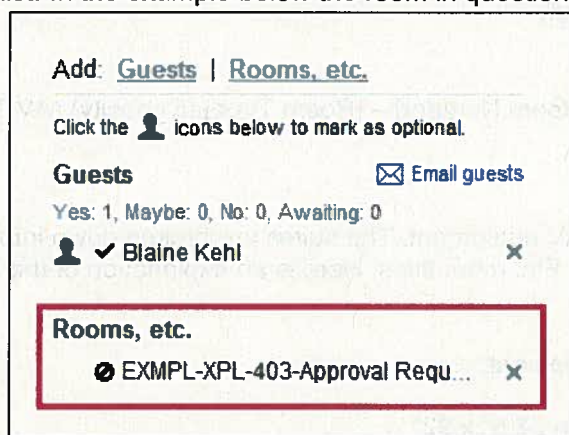
FAQ

How do I know if my room reservation was successful?

If the room you booked is a reservable room as was available at the time of booking then it will accept your reservation automatically.

If the room you booked is a requestable room you can check the status of your room in one of two ways.

1. You will receive an email confirming or declining your reservation.
2. You can edit your event in Google Calendar and check the room's status in the guest list. In the example below the room in question has declined the reservation.



What if I need a room and it is busy or I can't find anything available to meet my needs?

Tamara Mitchell-Schultz (780-248-1122) has the ability to override previously scheduled reservations. However, you should contact the person who has made the reservation and discuss the situation first.

How do I cancel or change a reservation?

If you created the reservation, you can modify it by clicking on the event and making changes. If you need assistance, Tamara Mitchell-Schultz (780-248-1122) is able to help.

Tips, etiquette, etc.

It is a good idea to follow some basic courtesies:

- Use the **Find a time** feature when scheduling your meeting, it allows you to view the availability of each guest and room that you invited.
- Consider adding an end date to a series of recurring meetings and review your recurring meetings regularly to ensure that the meeting still needs to happen, the right people are involved, the meeting details are correct, you still need the room you are using.

- Cancel a reservation as soon as you know you won't need it
- Don't schedule standing meetings "just in case"
- Don't reserve multiple rooms unless absolutely necessary.
- If you don't see your meeting, try hitting the refresh button.
- When responding No to a calendar invite include a brief comment explaining why you are not coming.
- Always go back into your event after creating it to verify that the room has accepted the request.

Where can I go to learn more?

- Google Apps Learning Center
learn.googleapps.com
- U of A Technology Training Center
www.ttc.ualberta.ca

Room Names/Descriptions

Rooms appear like this in Rooms, Etc.:

ECHA - HSC - 6-303 - Reservable (24) (All)

Here is an explanation of the names:

[Building] – [Who can book the room] – [Room Number] – [Room Type] (Capacity) (AV Type)

AV Types

Many rooms in ECHA contain a suite of AV equipment. The suites are broken down into six types. These types appear in the Rooms, Etc. room titles. Here is an explanation of the AV Types:

None Room contains no AV equipment.

Type 1 Motorized projection screen 57.5" x 92"
 Digital LCD Video Projector
 Blu-ray Disc/DVD/CD Player
 Computer with wireless keyboard & mouse

Type 2 52" LCD Monitor
 Computer with wireless keyboard & mouse

Type 3 Motorized projection screen 57.5" x 92"
 Digital LCD Video Projector
 Blu-ray Disc/DVD/CD Player
 Computer with wireless keyboard & mouse
 Pan/Tilt/Zoom HD Video-Conferencing Camera
 Boundary Microphone

Type 4 52" LCD Monitor

All Room combines all of the AV equipment above.