

# The McGill Engine Booked Reservation User Guide:

## Log-in & Adjusting Notification Preferences

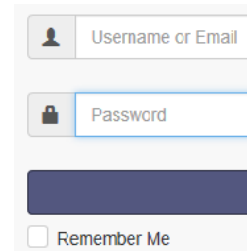
1) Connect to McGill Virtual Private Network (VPN):

[https://mcgill.service-now.com/itportal?id=kb\\_article&sysparm\\_article=KB0010687](https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687)

2) Here is the URL to the Booked site:

<https://bookings.cs.mcgill.ca/engine/Web/>

3) Log in with your McGill Username and Password:



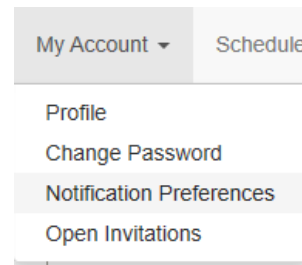
A login form with three main sections. The first section has a user icon and a text input field labeled 'Username or Email'. The second section has a lock icon and a text input field labeled 'Password'. Below these is a dark blue button. At the bottom is a checkbox labeled 'Remember Me'.

4) Read the Code of Conduct and Guidelines for Room Use

4) Select 'My Account' >> 'Notification Preferences'.

Set all preferences to 'Send me an email':

- If you do not complete this step, you won't receive email confirmations or important notifications



A user account menu with two tabs: 'My Account' (selected) and 'Schedule'. The 'My Account' dropdown menu is open, showing four options: 'Profile', 'Change Password', 'Notification Preferences' (highlighted), and 'Open Invitations'.

## Creating a New Reservation

5) Select 'Schedule' >> 'Bookings' to see the calendar

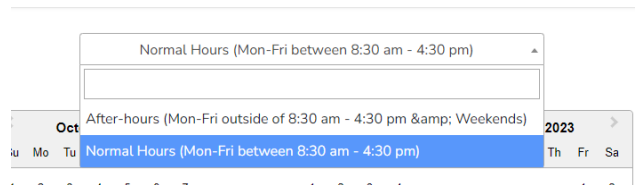
The schedule is divided into 2 sections.

- A. Normal Hours (Mon-Fri between 8:30 am - 4:30 pm)
- B. After-hours (Mon-Fri outside of 8:30 am - 4:30 pm & Weekends)

- You must select the schedule which is applicable to the timeframe/date you would like to reserve.

- **Reservations during normal hours are automatically approved while reservations during "after-hours" must be approved by the administrator.**

- **\*\*If your reservation involves both schedules (for example Wednesday from 4pm-7pm) then you must book 4pm-4:30pm in the calendar for "normal hours" and then make the remainder of your booking in "after hours" from 4:30pm-7pm.\*\***



A screenshot of a calendar interface. At the top, there are two dropdown menus for selecting a schedule. The first dropdown is set to 'Normal Hours (Mon-Fri between 8:30 am - 4:30 pm)'. Below it is a text input field. The second dropdown is set to 'After-hours (Mon-Fri outside of 8:30 am - 4:30 pm & Weekends)'. Below that is another text input field. The calendar grid shows the month of October 2023, with days of the week labeled (Th, Fr, Sa).

**6) Select the date and room on the calendar for which you want to reserve**

- On the calendar, select the time blocks which correspond to the date and room you would like to reserve.
- You can hover over the room name to see a description of the space and available amenities.

Monday, 10/21/19	12:00 AM	9:00 AM	10:00 AM
Break Out-FDA5E			
Conference-FDA5D			
Open Space-FDA5			
Seminar-FDA3			

**7) Once you select the time blocks a “New Reservation” window will appear**

- Choose your ‘Begin’ and ‘End’ time.
- Select ‘Change’ to choose a different room, or to book more than one room at once.
- ‘Repeat’ allows you to make multiple bookings according to a recurring pattern:

**New Reservation**  
test test (test@test.test) [Change](#)

Begin   End

0 days 1 hours 0 minutes

Repeat

Resources [Change](#)  
Conference-FDA5D

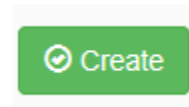
Title of reservation

Description of reservation

I agree to the Code of Conduct in Announcements \*

**MANDATORY FIELDS:**

- Fill out your reservation details: ‘Title of reservation’ MUST include either your Group’s Name, Course # or Startup Name.
- Use ‘Description of reservation’ to list the activities planned for the meeting and the number of students using the space.
- I agree to the Code of Conduct in Announcements



**8) Click on the ‘Create’ button to submit your reservation request**

You will only receive email confirmations/updates if you edited your preferences edited in step #4.

**Editing an Existing Reservation**

**9) Select ‘Schedule’>> ‘Bookings’ to see the calendar and click on an upcoming reservation you made to edit it.**

- Select ‘More’ to reveal the ‘Duplicate’ function, which allows you to make additional Reservations without having to re-type everything.
- ‘Add to Calendar’ adds the Reservation to your Outlook calendar.
- ‘Delete’ allows you to Remove (i.e. cancel) the Reservation
- Click on “update” to save any changes made

More ▾ Update

- Add to Calendar
- Add to Google
- Email
- Print
- Duplicate

---

✕ Delete