

The McGill Engine Booked Reservation User Guide:

According to the New McGill Procedures for Room Bookings as of January 2025, until further notice, **all student booking requests** must be processed by following the steps below:

1. Read the Code of Conduct and guidelines for room usage under the [Engine website](#).
2. To book on behalf of a club or organization, you must belong to or be affiliated with one of the following Student Associations. www.mcgill.ca/eventsbookings/apply/students
All other students must submit their room request with event.permits@mcgill.ca
3. Check for the availability and put in the reservation request. The room reservation request will be in 'pending' status.
4. You will receive an automated email with the reference number (see below).



The screenshot shows the McGill Engine Booked Scheduler interface. At the top left is the McGill logo. On the right is a 'Log In' button. Below the header is the section 'Reservation Details'. The details include: User: (blank), Start: 01/31/2025 @ 3:00 PM (America/New_York), End: 01/31/2025 @ 4:00 PM (America/New_York), Title: Please fill in your event name, Description: Please fill in the event details and specify if there will be alcohol served. Resource: Conference-FDA5D. Below this is a checkbox for 'I agree to the Code of Conduct in Announcements True'. The 'Reference Number: 6C420D96' is highlighted with a red box. At the bottom of the details section are links for 'View this reservation' and 'Log in to Booked'. The footer of the interface reads '© 2022 Twinkle Toes Software • Booked Scheduler v3.4.0'.

5. Fill out the [Central Room Booking](#) Reservation form (**at least 10 business days before the event**) and put in the Reference Number in Q23 (event details). For e.g.:

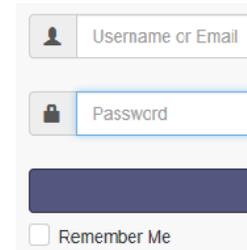
23. Details of event *

Engine Reservation Confirmation no: 6C420D96.
This is <Event Name> for <McGill students...> taking place on <Date> at <FDA3/5> hosted by <Student Association>. We are expecting <X no. of attendees>.

6. The Room Reservation request needs to be approved by both the Central and the Engine Team. The Engine Team will notify you once your reservation is processed. If your reservation takes place outside of the regular open hours (8:30AM - 4:30PM, Mon-Fri), the Engine Team will reach out to arrange the after-hour card access after the reservation is approved.

Log-in & Adjusting Notification Preferences

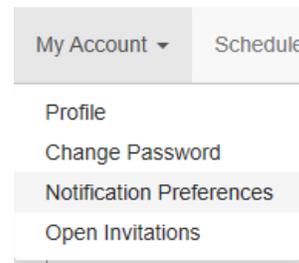
- 1) Connect to McGill Virtual Private Network (VPN):
https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687
- 2) Here is the URL to the Booked site:
<https://bookings.cs.mcgill.ca/engine/Web/>
- 3) Log in with your McGill Username and Password:
- 4) Read the Code of Conduct 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



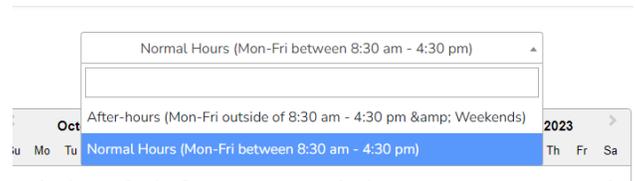
Creating a New Reservation

- 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.****



- 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.

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

- You can hover over the room name to see a description of the space and available amenities.

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 10/17/2019 12:30 PM End 10/17/2019 1:30 PM
0 days 1 hours 0 minutes
Repeat Does Not Repeat

Resources Change
Conference-FDA5D

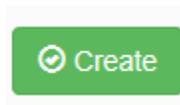
Title of reservation
Description of reservation

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

