

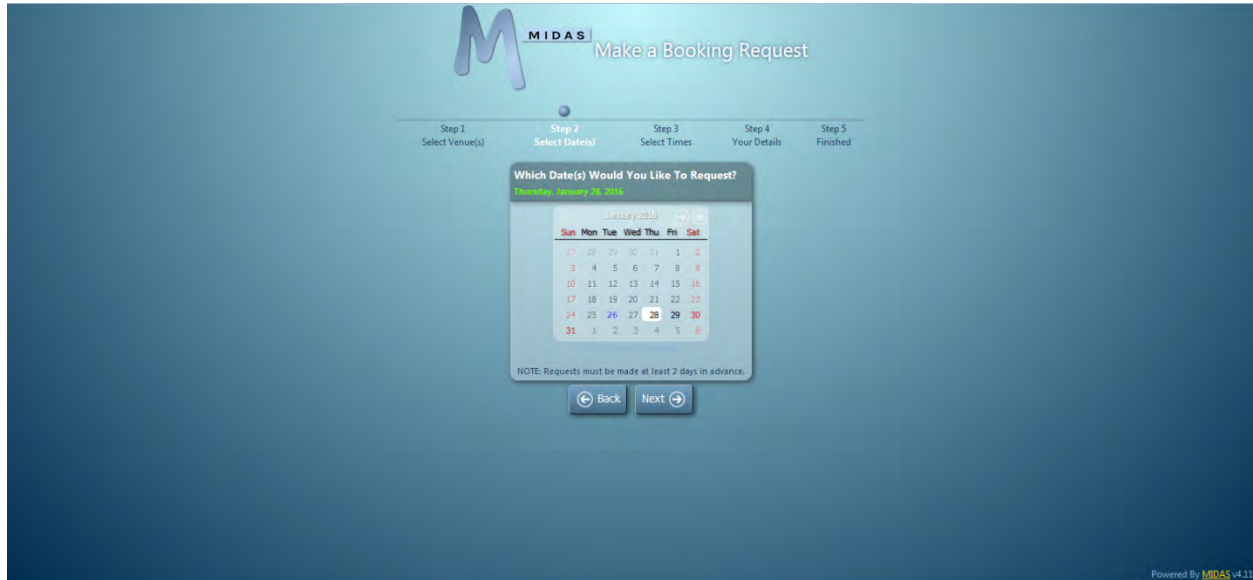
Making an Event Booking in Midas

The link for the Midas event scheduling tool is posted under the faculty and staff tabs of the college website, www.eureka.edu, and will lead to the following page:



- This page allows you to choose one or more rooms for your booking.
- Rooms may be selected by clicking the box next to their name. This will place a check mark to show that the room will be requested.
- Multiple rooms may be selected to reserve them all for the same date.
- Once all needed rooms are checked, click “Next” to advance.

After clicking next you will reach the following screen:



- Click on a date to select it for the rooms requested.
- If multiple dates are required, you can hold the control key (Ctrl on the keyboard) and click on each date needed to highlight multiple dates.
- Once all dates are selected click “Next” to advance.

The next screen will appear similar to the following:



- This screen allows you to choose the time frame of your event and what resources are needed. It will also show any existing bookings in the room(s) you have selected on the date(s) you chose.
- Red bars indicate other confirmed bookings for the space. You will be unable to request the space during a time span that is covered by the red bar.
- Click the drop down menus below “Request These Times” to select the start time and end time of your event. If you are requesting multiple rooms, you may select a start and end time for each of them.
- Number of attendees and resources can be selected using the up and down arrows next to the item. You can also click into the box and type the number of each item you need.
- Once you have selected the times and all needed resources, click “Next” to advance to the summary screen.

The summary screen appears similar to the following:

Date / Times	Venue	Venue Availability	Resource Availability
2/3/2016 @ 8:00AM - 9:00AM	Terrill Room North	Available	x10 8 Foot Rectangle Table (Available) x60 Blue Stackable Chair (Available) 10x1-60x3-

- This page will show the room, date, time, and resources selected in the previous screens for review so you can ensure that all the information is correct.
- If the resources available are insufficient to fulfill your request or if there is a conflicting booking during the time you indicated, then you will see a message warning of the problem. If there is a conflicting booking you will be unable to place your request.
- If you need to change your request, click “Change Booking”.
- If no changes are needed, click the booking description box and type any details or needs that were not covered in the previous screens. This box is also where you can detail the arrangement of your setup.
- Once this is complete, click to the boxes in “Your Details” and type your name, the group associated with your booking (if any), and an email to contact you in case of any questions. Your email will also be used for notifications regarding approval or denial of your request.
- Once complete, click “Request All Available” to place your booking.

After placing your request, you will reach the following screen:



If you have reached this point, your booking has been submitted and the manager of the room requested will be notified of the pending booking. You will receive an email confirming your event once they have approved or denied the request.