Once you are logged in you will see a screen like this:

<table>
<thead>
<tr>
<th>Department Calendars</th>
<th>Who Can Schedule</th>
<th>Online Scheduling</th>
<th>Scheduling Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Scheduling</strong></td>
<td>Departments and Registrars-credit earning or required courses</td>
<td>NO</td>
<td>303-492-8669</td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
<td>Athletic Clubs, Student Organizations, CU Departments, Non-University Groups.</td>
<td>NO</td>
<td><a href="mailto:John.Galvin@colorado.edu">John.Galvin@colorado.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Caitlin.Owen@colorado.edu">Caitlin.Owen@colorado.edu</a></td>
</tr>
<tr>
<td><strong>ATLAS</strong></td>
<td>Athletic Clubs, Student Organizations, CU Departments, Non-University Groups.</td>
<td>NO</td>
<td><a href="mailto:cuatlas@colorado.edu">cuatlas@colorado.edu</a></td>
</tr>
</tbody>
</table>
If you hover over the Reservations button, you will see an option that says Chemistry & Biochemistry Room Request.
Once you’ve selected that option, it’ll take you to the following page. Here is where you will enter your room request info such as: date, start time, end time, whether it’s a reoccurrence or not, you are able to choose either building, ekeley or cristol or you can select all and see all rooms.

The website will not allow scheduling with less than 12 hours notice.

The website will not allow scheduling outside of regular building hours (7am-11pm).

Instructions:

1. Choose your date/time from the drop down menus to the left.
2. (NOTE: You must enter an attendance (estimate is fine).)

Click "Find Space" Click the green "+" symbol next to the room(s) you wish to book.

1. If you make a mistake, just click the red "x" next to the room you selected.
2. Only select multiple rooms if you intend to use those rooms simultaneously for some reason.

Click the "Details" tab. Fill out all the required fields (those with a red asterisk (*)). Click the yellow "Submit" button.

You will receive an email confirmation that you have submitted a request and you will receive an email once your request has been approved and confirmed.
After all your info is put in, select **Find Space**. The view will look something like this:
From here, select the green ‘+’ to choose the room you want. After you’ve chosen the room, you can either select **Details** at the top of the page or **Continue** at the bottom to finish filling out the necessary information.
On this page you’ll enter the information that relates to the reservation as well as your personal information. Once you are finish, hit **Submit**
Once you submit your reservation you will receive a confirmation email. Also, this is the page that will appear. Here you can make changes or cancel your reservation.