

Mandel School Room Reservation Instructions

Section I: Creating room reservations - 3 business days prior)

Please go to the following website: <https://case.edu/socialwork/resources-faculty-staff/facilities/room-bookings>

1. Click on Reserve a Space

* This will take you to the Spartan Reservation System

2. Make sure you are logged in

* If not logged in click in the upper right corner where it says Welcome Guest and click Sign On.

3. Click on Create Reservation

* Do not click on the buildings below as that will only allow you to view the building schedule

4. Click Book Now, located next to Mandel School under My Reservation Templates.

* This will allow you to book in either the Mandel School Building or Mandel Center.

5. Fill out the date and times needed

a. If you need to make a one-time meeting, *please go to step 6.*

-----Start Recurring Meeting Instructions-----

b. If you need to schedule a recurring Meeting

i. Click Recurrence

ii. Choose the pattern of recurrence (Daily/Weekly/Weekdays Only/etc.

iii. Each selection will propagate either Daily weekly or choose which days depending on your selection.

iv. Double check the following:

1. Start date & End date

2. Start time & End time

v. Click Apply Recurrence

6. Click Search

7. Click the "+" sign next to the desired room to add to the reservation & provide the desired setup and number of attendees

a. If there are multiple rooms in your reservation: click more than one room click the "+" sign

b. If you require rooms on different dates or times: change the date and/or time to reflect the change and add the room you choose for each date and time. If it is part of the same series or event spaced out over the semester.

8. Click Next Step or Services to add needed services

9. Click Next Step or Reservation Details to give specific details regarding your event

a. Please be sure to set your group as Mandel School of Applied Social Sciences if you are a Faculty, Staff or Student of the Mandel School and please select the contact person for this event. (If you are not listed please email msassroom@case.edu)

b. Please answer all questions regarding room setup and needs for the event, also email msassroom@case.edu & mandelfacilities@case.edu if there is other setup information

Section II: Look up existing reservations & modifying reservations

(Looking up previously reserved reservations & how to add/ edit/ remove bookings.)

Please go to the following website: <https://case.edu/socialwork/resources-faculty-staff/facilities/room-bookings>

1. Click on Reserve a Space

* This will take you to the Spartan Reservation System

2. Make sure you are logged in

* If not logged in click in the upper right corner where it says Welcome Guest and click Sign On.

3. Click on My Events *(Located below Create a Reservation)*

* Do not click on the buildings below as that will only allow you to view the building schedule

- a. This will list all reservations that you have submitted yourself or have been selected as an everyday user.
 - i. If you click on the reservation, it will allow you to see all bookings under the reservation.

----- How to remove/cancel a reservation -----

- ii. The **X** will allow you to delete an existing reservation – if more than 3 business days away.

----- How to edit a reservation -----

- iii. The Edit symbol (looks like a pen/pencil will allow you to edit the reservation. – if more than 3 business days away)

- 1. This will allow you to adjust the date and time
 - 2. If you are making changes less than 3 business days away please contact msassroom@case.edu

----- How to add additional bookings to existing reservations -----

- iv. Bookings can be added under the previously created reservation.

- v. Make sure you click on the correct existing reservation title.

- vi. Click new booking and follow the steps below (the same as Section I, Steps 5-9)

- 1. Fill out the date and times needed
 - 2. Click Search
 - 3. Click the "+" sign next to the desired room to add to the reservation & provide the desired setup and number of attendees
 - a. If there are multiple rooms in your reservation: click more than one room click the "+" sign
 - b. If you require rooms on different dates or times: change the date and/or time to reflect the change and add the room you choose for each date and time. If it is part of the same series or event spaced out over the semester.
 - 4. Click Next Step or Services to add needed services
 - 5. Click Next Step or Reservation Details to give specifics regarding your event
 - a. Please be sure to set **group** as **Mandel School of Applied Social Sciences** if you are a Faculty, Staff or Student of the Mandel School and please select the contact person for this event. (If you are not listed, please email msassroom@case.edu)
 - b. Please answer all questions regarding room setup and needs for the event.

Section III: How to view the Building Schedule

(Existing Reservations at Mandel Building & Mandel Center)

Please go to the following website: <https://case.edu/socialwork/resources-faculty-staff/facilities/room-bookings>

1. Click on Reserve a Space

* This will take you to the Spartan Reservation System

2. Make sure you are logged in

* If not logged in click in the upper right corner where it says Welcome Guest and click Sign On.

3. Under BROWSE (on the left) Click on LOCATIONS

* Do not click on the buildings below as that will only allow you to view the building schedule

----- **Adding Filters for the 1st Time** -----

4. Click Add/Remove Locations

* This will allow you to book in either the Mandel School Building or Mandel Center.

5. Click Views

6. Select Mandel School

* This will allow you to select Mandel Building and Mandel Center at the same time.

7. Click Update Locations

- a. Mandel Center will be listed before Mandel Building (due to Alphabetical Order)
- b. To Save the Filter for Next time:
 - i. Click Save Filters
 - ii. Name the Filter and click save.

----- **Filters Previously Added** -----

8. Click Saved Filters located on the upper right

* This will open previously saved filters

9. Select Desired Filter

10. Click Load Filter

* This will allow you to select Mandel Building and Mandel Center at the same time.

11. Click Update Locations

- a. Mandel Center will be listed before Mandel Building (due to Alphabetical Order)
- b. To Save the Filter for Next time:
 - i. Click Save Filters
 - ii. Name the Filter and click save.

Section IV: Reservations for Parking behind Mandel Center

Please follow the normal room reservation instructions in Section I of this document. In addition, please also include the following information:

- Name of the person parking in the event notes, it doesn't have to be in the title, but it can.
- The person utilizing the parking must not be an employee or student of the university

Section V: Creating your room reservations Less than 3 business days prior

Please E-mail msassroom@case.edu for your reservation. Please include the following information:

- Name of Event
- Date(s)
- Time(s)
- Room Requested (if preference)
- # of participants

Section VI: Cancelling a reservation that can't be cancelled within "My Events"

Please E-mail msassroom@case.edu for your reservation. Please include the following information:

- Name of Event & Reservation Number
- Date(s) & Time(s)

Section VII: What if I need tech support for my event?

Please E-mail msass-utech@case.edu for your reservation at least 2 weeks in advance of your event, to guarantee assistance. Unfortunately, Utech is not automatically contacted when selected in booking a room reservation.

Please include the following information:

- **If you need help/training with any of the following:**
 - How to use the technology in the reserved space
 - A microphone is needed.
 - Assistance with the media wall in Noble Commons
 - Faculty or Staff Advisor is required to use Media wall if reserving for student group.
 - Date(s) & Time(s) of availability
- **Please be advised if you are looking to have someone monitor your zoom call or certain special assistance, your group may be referred to contact MediaVision at a cost for your department**