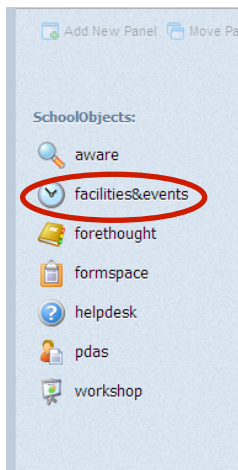
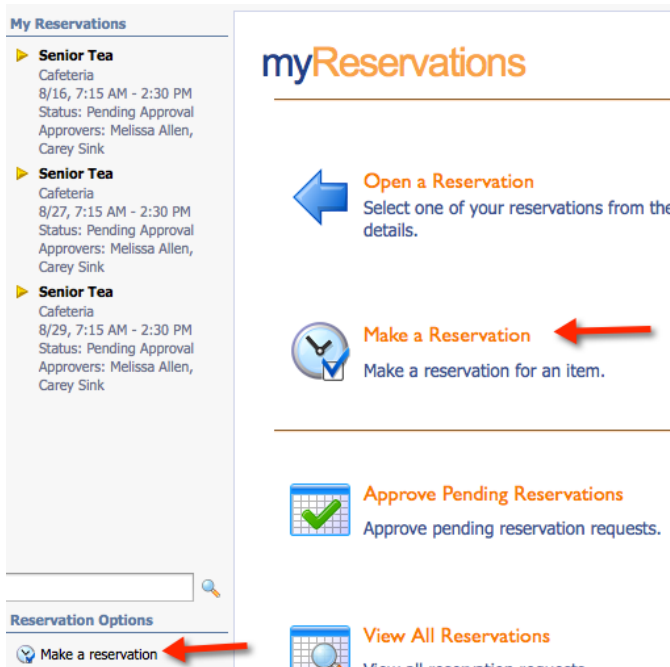


## Facilities and Events- Reserving a Room/Item

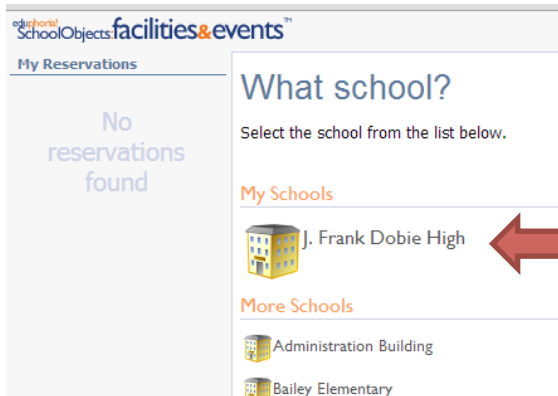
1. Login to **Eduphoria** ([www.eduphoria.pasadenaisd.org](http://www.eduphoria.pasadenaisd.org))
2. Select **Facilities and Events** in the menu on the left.



3. Select **Make a Reservation**. Either link is okay to select.

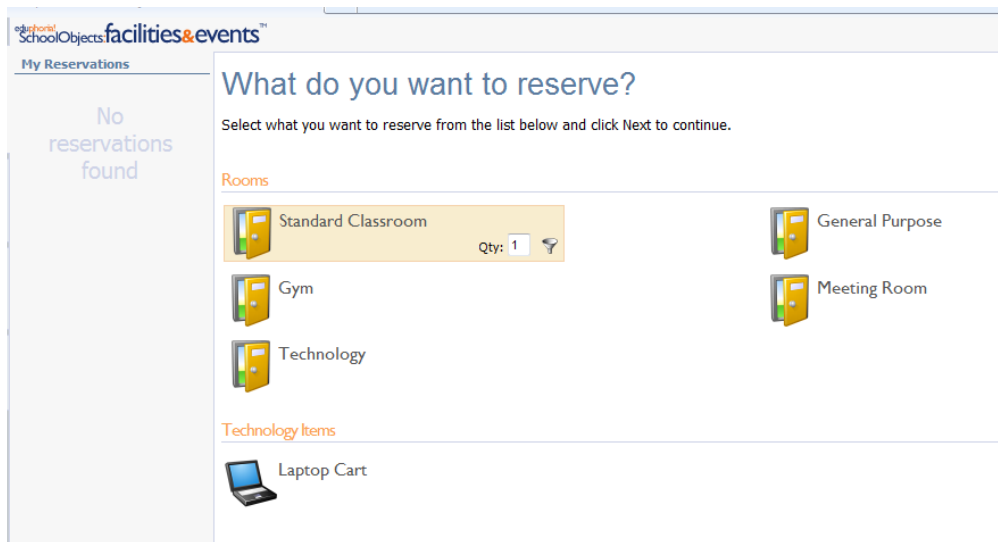


4. Select **J. Frank Dobie High** from My Schools



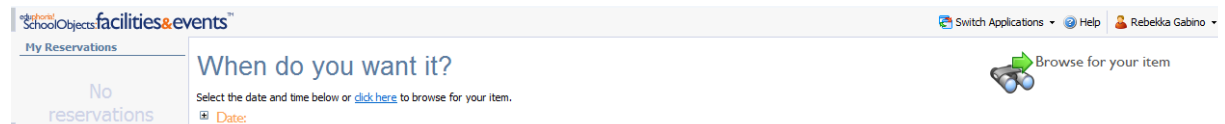
**5. What do you want to reserve?**

- Click on the type of item/room
- Select the quantity *Note: You can search more than one room/item at the same time.*
- Click Next



**6. Reserving a room/item**

- a. Browse for your item



If you select browse, it will ask you to choose your room/item from the right side of the screen. Select the room/item of choice.

August 2013						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

**Items**

J. Frank Dobie High

Items

General Purpose

Annex

Cafeteria

Front Foyer

**b. Search for multiple days.**

Select the first and last day from the options below. [Click here](#) for more options.

Specific Date  
 Between Specific Dates  
 Multiple Dates

**Start Date:** 
**End Date:**

Reserve for each day

If you select by date, you will add each date you would like to use.

**Date:**

Select each day from the calendar below and click Add. [Click here](#) for more options.

**Select a date:**

Reserve for each day

**Selected Dates:**

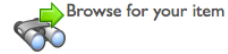
Friday, August 16, 2013

Tuesday, August 27, 2013

Thursday, August 29, 2013

7. Select the check box **Only find items and times without any pending reservations.**

## When do you want it?



Select the date and time below or [click here](#) to browse for your item.

Date:

Select each day from the calendar below and click Add. [Click here](#) for more options.

Multiple Dates

Select a date:

8/29/2013



Add



Remove

Selected Dates:

Friday, August 16, 2013

Tuesday, August 27, 2013

Thursday, August 29, 2013

Reserve for each day

Time:

Select the start time and end time from the options below. [Click here](#) for more options.

Specific Time

Start Time:

07 : 15 : AM

End Time:

02 : 30 : PM

Search Options:

Only find items and times without any pending reservations.



8. **Select the room/item** you would like to reserve. Select **Next**.

## Available items

The following items are available for the times you have selected. Select each item

General Purpose	Max Seating
Annex	25
Cafeteria	500
Front Foyer	25

9. Complete **request details**. Select **Next**.

## Request Details

Enter a short description and reason for your requests below:

Title:

Senior Tea

Reason:

Celebration for the senior class of 2014.

Complete all information requested in the form. All this information will drop into your Forethought Lesson Plans for an appraiser to view.

## Cafeteria

Event/Activity

Senior Tea

Organization

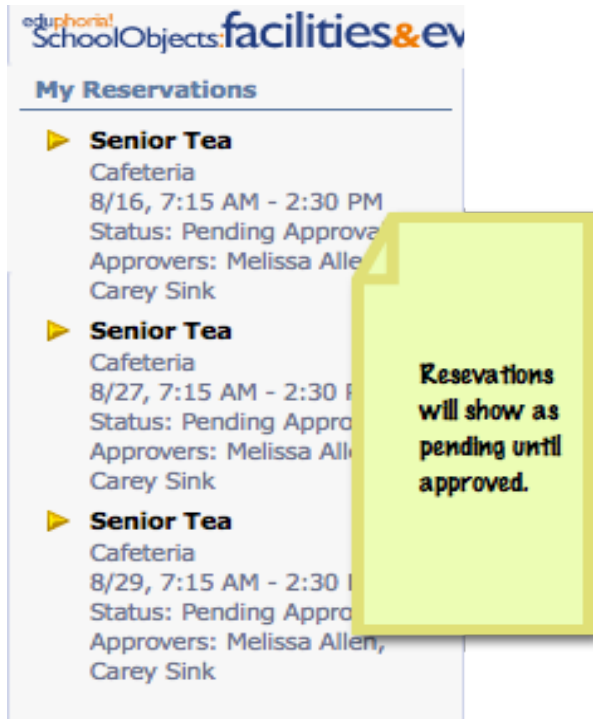
Senior Class

Enter any special requests/needs for the area.

Curtains hung.  
Assistance with projector and screen.

Click Next > to continue.

10. Your reservations will appear in the left column.



eduphoria! School Objects: facilities & ev

### My Reservations

- ▶ **Senior Tea**  
Cafeteria  
8/16, 7:15 AM - 2:30 PM  
Status: Pending Approval  
Approvers: Melissa Allen, Carey Sink
- ▶ **Senior Tea**  
Cafeteria  
8/27, 7:15 AM - 2:30 PM  
Status: Pending Approval  
Approvers: Melissa Allen, Carey Sink
- ▶ **Senior Tea**  
Cafeteria  
8/29, 7:15 AM - 2:30 PM  
Status: Pending Approval  
Approvers: Melissa Allen, Carey Sink

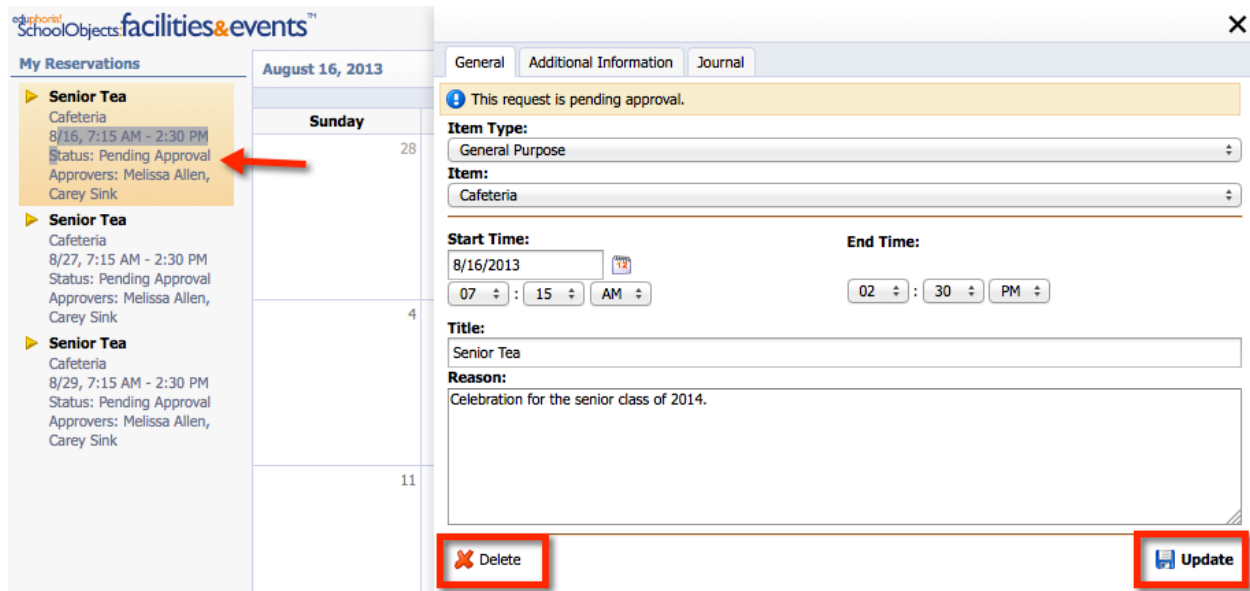
Reservations will show as pending until approved.

11. Click **Finish**.

## Deleting/Updating a Reservation

1. Click on a reservation. A pop-up window with the reservation will appear.

- Click the **Delete** button to remove a reservation.
- Click the **Update** button to update a reservation.



The screenshot shows the 'facilities&events' web application interface. On the left, a 'My Reservations' sidebar lists three 'Senior Tea' reservations for August 16, 2013, 27, and 29. A red arrow points to the first reservation. The main area displays a calendar for August 16, 2013, with a detailed view of the reservation for Sunday, August 16. The reservation details include: Item Type: General Purpose; Item: Cafeteria; Start Time: 8/16/2013 07:15 AM; End Time: 02:30 PM; Title: Senior Tea; Reason: Celebration for the senior class of 2014. At the bottom of the reservation details, there are two buttons: 'Delete' (with a red 'X' icon) and 'Update' (with a blue document icon), both highlighted with red boxes.

2. A prompt will become visible to delete a reservation.



The screenshot shows a 'Delete' confirmation dialog box. The dialog has a yellow background and a red 'X' icon in the top left corner. It contains a yellow warning triangle with a black exclamation mark. The text inside the dialog reads: 'Are you sure you want to delete this reservation?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'.

3. An email will be sent notifying you that the reservation has been canceled.