Facilities and Events- Reserving a Room/Item

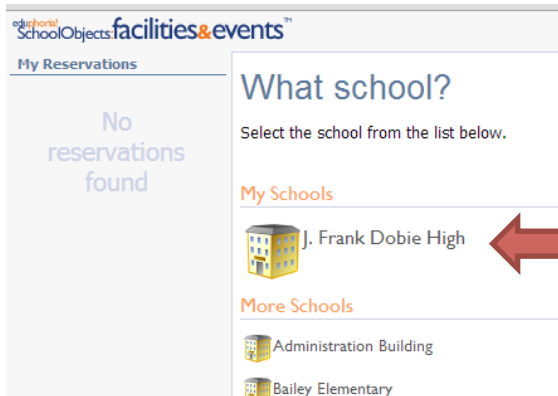1. Login to **Eduphoria** (www.eduphoria.pasadenaisd.org)
2. Select **Facilities and Events** in the menu on the left.
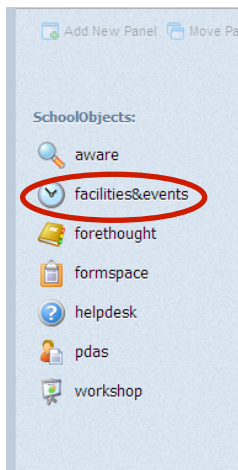
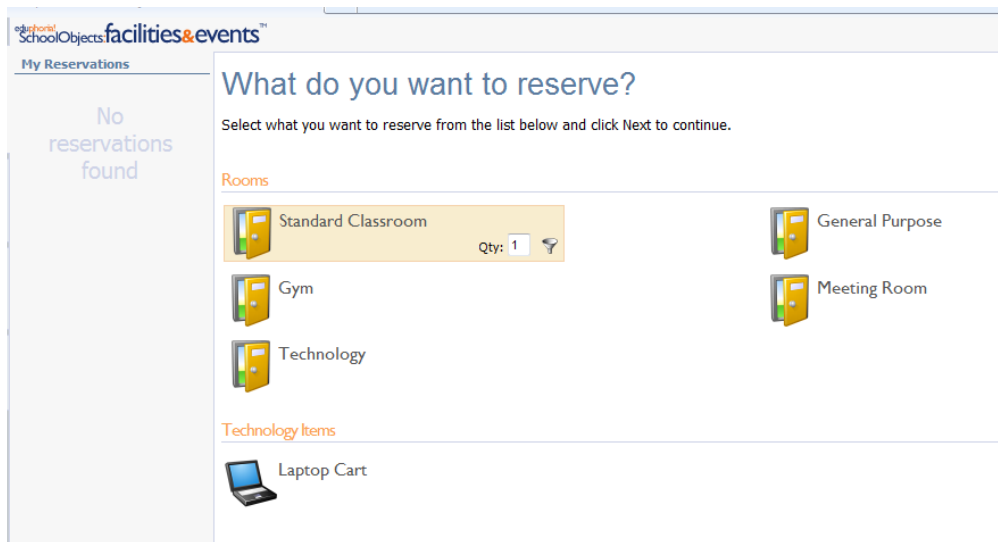3. Select **Make a Reservation.** Either link is okay to select.
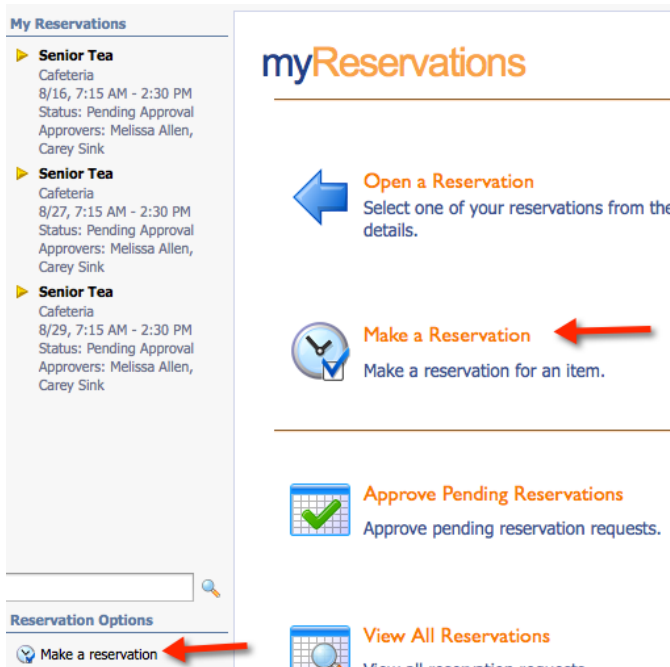
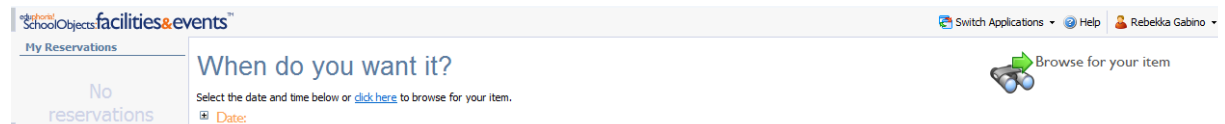4. Select **J. Frank Dobie High** from My Schools

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:**
8/16/2013   8/23/2013
☑ 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: **Selected Dates:**
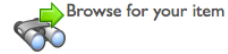8/29/2013   ➕ Add   📅 Friday, August 16, 2013
               ❌ Remove   📅 Tuesday, August 27, 2013
                              📅 Thursday, August 29, 2013
☑ Reserve for each day

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: **Selected Dates:**
8/29/2013	[📅]	➕ Add	📅 Friday, August 16, 2013
		❌ Remove	📅 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: **End Time:**
[07] : [15] [AM]   [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

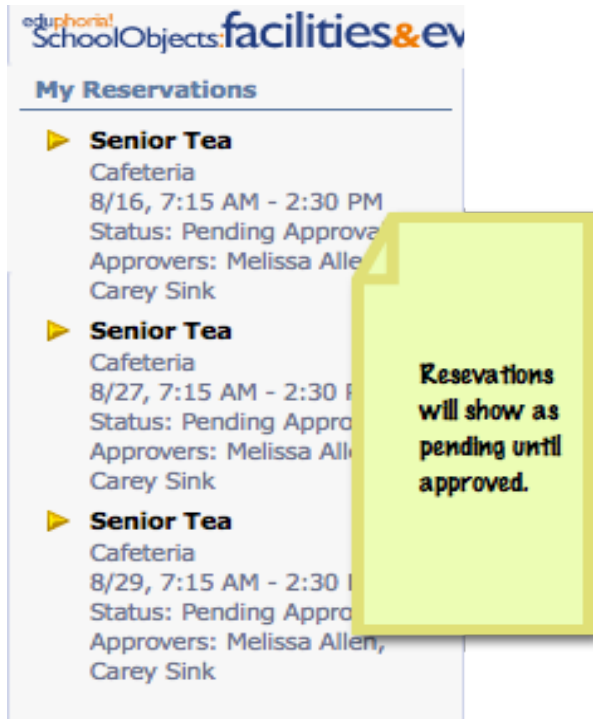**Event/Activity**

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.

SchoolObjects:facilities&ev

My Reservations

▷ **Senior Tea**
Cafeteria
8/16, 7:15 AM - 2:30 PM
Status: Pending Approva
Approvers: Melissa Alle
Carey Sink

▷ **Senior Tea**
Cafeteria
8/27, 7:15 AM - 2:30 P
Status: Pending Appro
Approvers: Melissa All
Carey Sink

▷ **Senior Tea**
Cafeteria
8/29, 7:15 AM - 2:30 I
Status: Pending Appro
Approvers: Melissa Allen,
Carey Sink

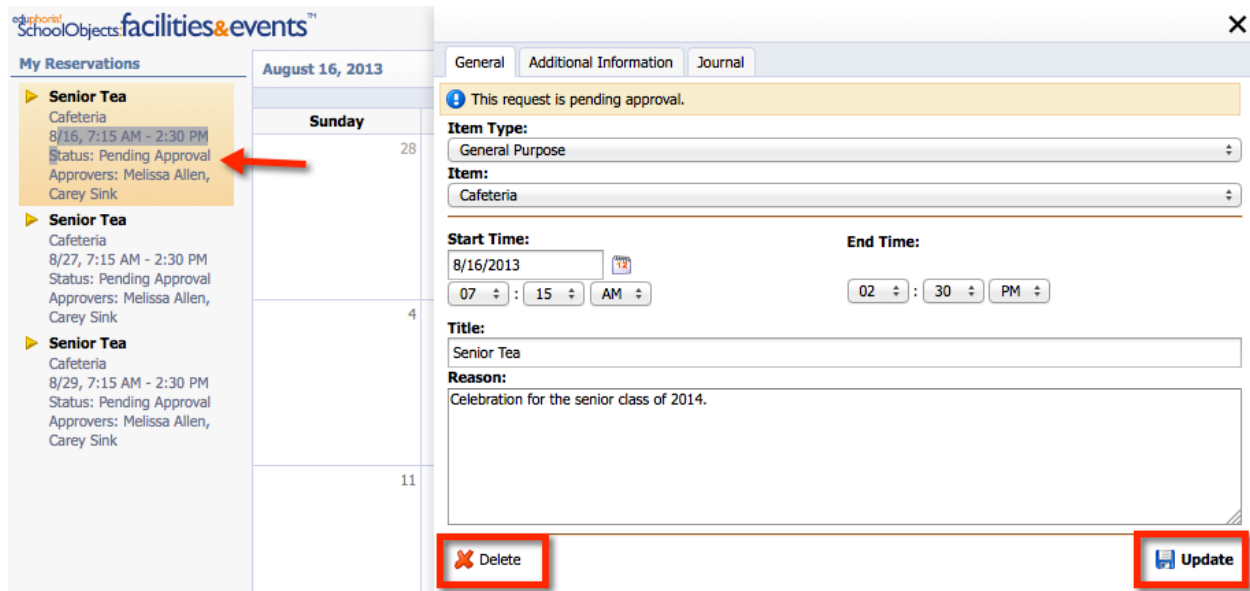> Resevations will show as pending until approved.

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.

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

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