



## Online Room Reservation Calendar Instructions for reserving conference rooms at 30 N. San Pedro Road, 555 Northgate Drive, and the Marin Community Foundation

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### OVERVIEW

The Room Reservation Calendar allows Marin County nonprofit organizations the ability to reserve meeting and conference rooms which are available free of charge at three Marin Community Foundation-owned facilities through an online reservation system.

### VIEW THE ROOM RESERVATION SCHEDULE

1. Open your web browser and go to [Online Room Reservation Calendar](#)
2. The reservation calendar for the current date is displayed.
3. To see the room schedule for another day, use the **navigation arrows** or **specify a date**.

The screenshot shows the Marin Community Foundation Calendar interface. At the top, there are logos for MCF PROPERTY HOLDINGS and MARIN COMMUNITY FOUNDATION. Below the logos, there are links for LOGIN and CREATE A NEW USER ACCOUNT. The main heading is "Marin Community Foundation Calendar". Below this, there are links for "View a printer friendly version of this calendar" and "View room descriptions". The current date is displayed as "Monday, April 19, 2010". There are navigation arrows on either side of the date, and a "select a date" dropdown menu. A red circle highlights the navigation arrows, and a red circle highlights the "select a date" dropdown menu. A red arrow points from the text "Navigation arrows" to the navigation arrows, and another red arrow points from the text "Or specify date" to the "select a date" dropdown menu. Below the date and navigation elements, there is a table with columns for "Redwood", "Oak", and "Maple". The first row of the table shows "8 AM" and "8:30 AM".

	Redwood	Oak	Maple
8 AM			
8:30 AM			

## CREATE A NEW USER ACCOUNT

1. Open your web browser and go to [Online Room Reservation Calendar](http://199.88.89.28/rooms/index.php) (<http://199.88.89.28/rooms/index.php>)
2. Click on the "Create a New User Account" link at the top of the page and the New User Account form is displayed.

Organization Information <i>* all fields are required</i>	
Organization Name	<input type="text"/> <small>Check if your organization is already registered?</small>
Administrative Contact	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Username	<input type="text"/>
Password	<input type="text"/>

3. Complete the form by filling in all of the fields:
  - Organization Name:** The complete name of the organization.
  - Administrative Contact:** The primary contact for the organization. Other users within the organization can make reservations once the new user account is set up.
  - Email Address:** The email address to be used for account administration.
  - Phone Number:** The phone number to be used for account administration.
  - Username:** Create a unique username to be used by all representatives of the organization when requesting new reservations.
  - Password:** Create a unique password to be used by all representatives of the organization when requesting new reservations.
4. Click the Submit Request button.



5. Once you have requested a new user account, the next step is to send us your signed Meeting Room Policies and Procedures Agreement, a copy of your 501c3 IRS letter, and a certificate of insurance naming Marin Community Foundation and MCF Property Holdings as additionally insured with our mailing address.

All three of these items should be emailed, mailed or faxed to:

MCF Property Holdings

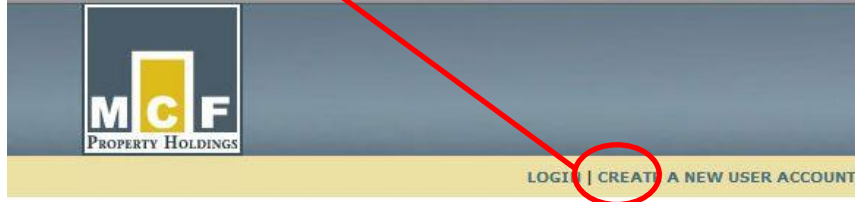
5 Hamilton Landing, Suite 200

Novato, CA 94949 FAX: 415.464.2555 EMAIL: [reservations@mcfph.org](mailto:reservations@mcfph.org) These three items are all described on the meeting room web page: [http://www.mcfph.org/meeting\\_rooms.html](http://www.mcfph.org/meeting_rooms.html)

## RESERVE A ROOM

To reserve one of the meeting rooms, follow these instructions:

1. Open your web browser and go to [Online Room Reservation Calendar](#)
2. Click on the **Login** button



3. Enter your **user name** and **password** for your organization. If you do not know this information, click on the “forgot your username/password” link, and the password will be sent to the email address of the primary contact from your organization. If you are not the primary contact, please contact the primary contact for this information.

### Login

Don't have an account? [click here to create an account](#)

We only allow one account per organization. [Click here to see if your organization already has an account.](#)

Forgot your user name and password? [Click here to request a reminder email.](#)

4. Select a building by clicking on its name and navigate to the date on which you want to schedule a reservation. You can do so by clicking the **navigation arrows**, or **specifying a date**.

ROOMS | REPORTS | EDIT PROFILE | LOGOUT

Reservation Calendars: [Marin Nonprofit Resource Center](#) | [Marin Justice Center](#) | [Marin Community Foundation](#)

### Marin Nonprofit Resource Center Calendar

[View a printer friendly version of this calendar](#) | [View room descriptions](#)

Navigation arrows ← Monday, April 19, 2010 → select a date

	Downstairs	Upstairs North	Upstairs South
	Click on a time slot to add a reservation.		
8 AM			
:30			

5. **Click once on a specific time slot** under the room that you wish to reserve. In the example below, the South Conference Room is being reserved starting at 9:00 AM on Tuesday, August 23.

Tuesday, August 23, 2005		South	North
		click on a time slot to add a r	
8	AM :30		
9	AM :30		
10	AM :30		

6. Fill in the requested information

Room Reservation	
<a href="#">click here to create a recurring event</a>	
Room	Upstairs South
Tenant	MCFPH
	OR <input type="text"/>
Date	Friday, August 29, 2008
Times	from 9:00 am to 11:00 am
Contact Name	Brian J. Van Weele
Contact Email	bvanweele@marincf.org
Contact Phone	415-464-2500
Event Title	Board Meeting
# Attending	15
Event Details	Monthly Board Meeting.
	<input type="checkbox"/> reservation pending approval
<input type="button" value="Reserve Room"/> <input type="button" value="Close"/>	

Explanations of each of these fields:

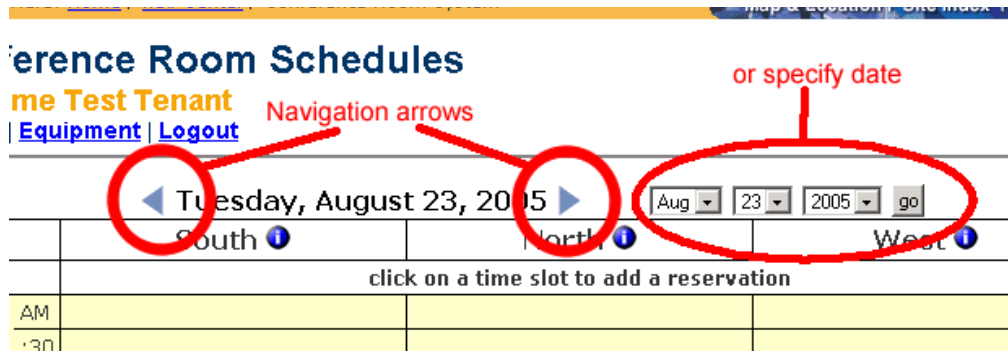
- **Room:** This is determined by the name of the room you selected on the calendar.
- **Date:** This is determined by the date you selected on the calendar.
- **Times:** Specify a start time and end time. *Note that the system default meeting duration is only 30 minutes and that it will not allow you to choose an end time that extends into an existing reservation.*
- **Contact Name:** Enter the name of the person serving as the contact for the meeting. The name of the primary contact for your organization is automatically displayed and can be changed.
- **Contact Email:** Enter the e-mail address for person serving as the contact for the meeting.



## EDIT A ROOM RESERVATION

In some cases you may want to make changes to a reservation that has already been scheduled in the system. Organizations may only edit their own reservations. Follow these instructions:

1. Log in to the system by following **steps 1-4 starting on page 3**.
2. Navigate to the reservation that you wish to edit by using the **navigation arrows**, or **specifying a date**.



3. Click on the **pencil icon** to edit the reservation.

The screenshot shows a detailed view of a reservation for 'Tuesday, August 23, 2005' in the 'South' room. The reservation is for 9 AM to 9:30 AM and is labeled 'Test Tenant'. A red circle highlights a pencil icon and a red 'X' icon next to the reservation name. The table below shows time slots for 8 AM, 9 AM, and 10 AM.

		Tuesday, August 23, 2005	
		South	
		click on i	
8	AM		
	:30		
9	AM	Test Tenant	
	:30		
10	AM		
	:30		

4. **Make changes** to your reservation as needed (see page 4 for more information regarding this reservation window)

The screenshot shows the 'Room Reservation' form. It includes fields for Room (Upstairs South), Tenant (MCFPH), Date (Friday, August 29, 2008), Times (from 9:00 am to 11:00 am), Contact Name (Brian J. Van Weele), Contact Email (bvanweele@marincf.org), Contact Phone (415-464-2500), Event Title (Board Meeting), and # Attending (15). There is a checkbox for 'reservation pending approval' and buttons for 'Reserve Room' and 'Close'.

5. Click on the **Reserve Room** button to complete the reservation update.

- You will see a window that confirms your updated room reservation information. Click on **Close Window**.

## Room Reservation Successful

Close Window

**Room:** Upstairs South Downstairs  
**Organization:** MCFPH  
**Date:** Friday, August 29, 2008  
**From - To:** 9:00 am - 11:00 am  
**# Attending:** 15  
**Contact:** Brian J. Van Weele  
**Email:** bvanweele@marincf.org  
**Overview:** Board Meeting  
**Details:**  
Monthly Board Meeting.

Press Control-P on your keyboard to print this confirmation

Close Window

- Your updated reservation is displayed on the calendar.

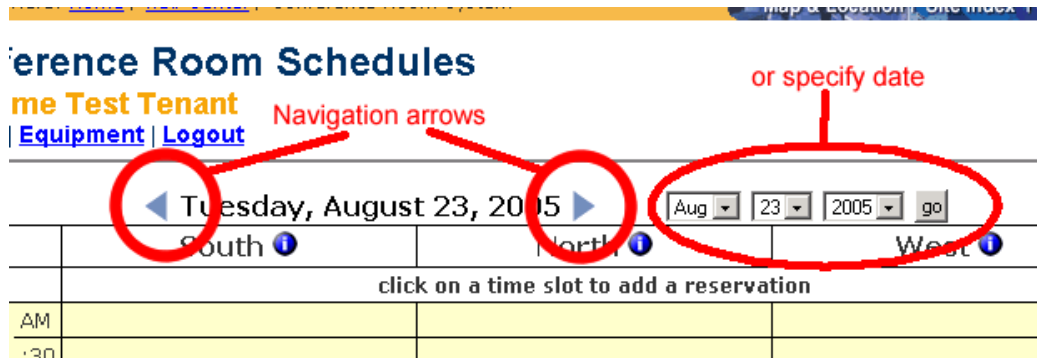
Aug 29 2008 go

North print	Upstairs South print
slot to add a reservation.	
	MCFPH Board Meeting

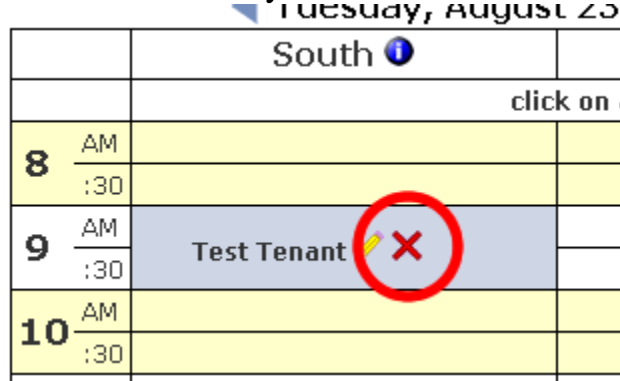
## DELETE A ROOM RESERVATION

In some cases you may want to delete(cancel) an existing reservation. Organizations may only cancel their own reservations. To cancel a reservation, follow these:

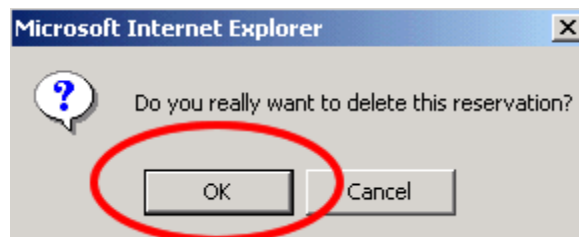
1. Log in to the system by following **steps 1-4 starting on page 3**.
2. Navigate to the existing reservation that you wish to edit by using the **navigation arrows**, or **specifying a date**.



3. Click on the **Red X icon** to delete your reservation



4. You will be asked to confirm that you wish to delete the reservation. **Click OK** to do so, or **Cancel** to leave the reservation on the schedule.



## FOR MORE ASSISTANCE

Please do not hesitate to contact the Marin Community Foundation or MCF Property Holdings for more assistance:

**Liz Linde, Reservations Coordinator**  
415.464.2550, [llinde@mcfph.org](mailto:llinde@mcfph.org)

**Brian Van Weele, MCF Property Holdings, Property Manager**  
415.464.2521, [bvanweele@marincf.org](mailto:bvanweele@marincf.org)