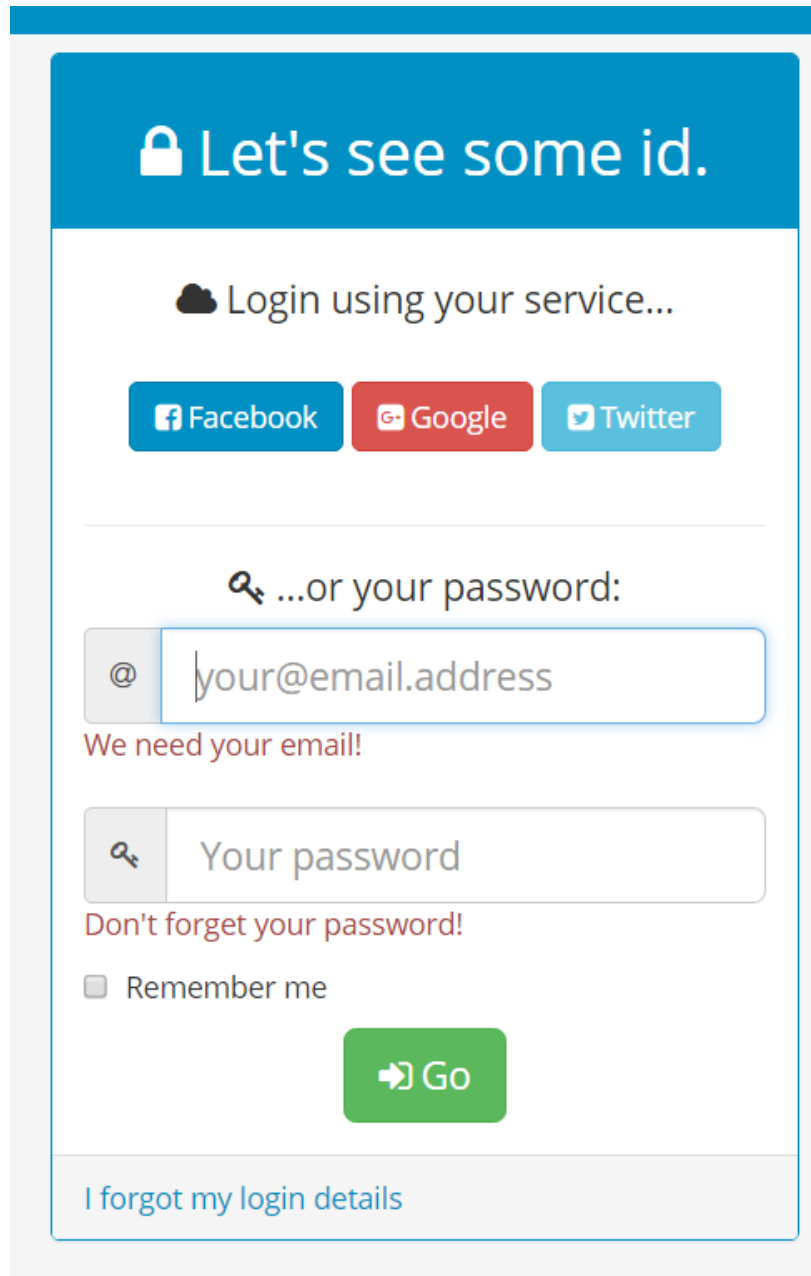# Administration Centre Online Boardroom booking instructions

To access the Administration Centre Online Boardroom booking, go to: https://www.skedda.com/account/login

You will arrive at the login screen, as shown below. Enter your email address and password.

Once you have logged in, you will arrive at the booking website as shown below, here you will see all of the boardrooms available to be booked and what has already been booked.
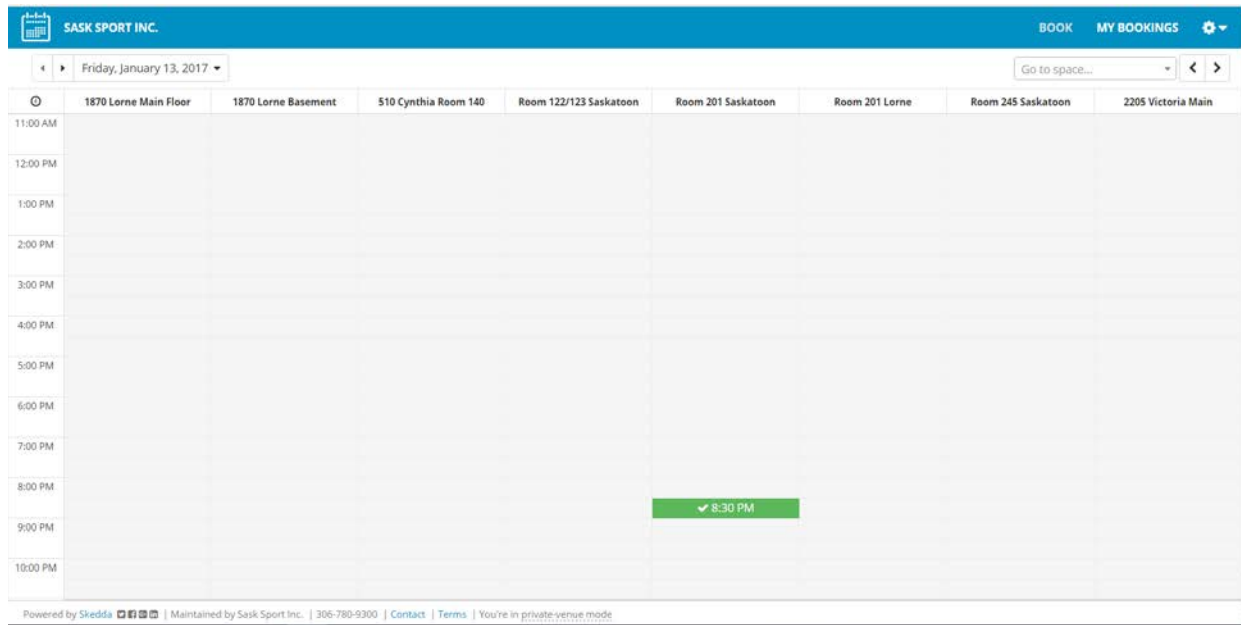

To book a single boardroom, there are two ways, you can click the start time you want and drag the box to the end time you want or you can click the start time and then double click the white box and edit the start and end times from there.

Option 1 – CLICK AND DRAG:

1. First, click the date box on the top of the screen and choose the date you want to book a boardroom for.
2. In the boardroom that you want to book, click the start time you want the meeting to start, in the example below, I have click 3:00pm on Friday January 13th for the 1870 Lorne Main Floor Boardroom

Click here to choose the date
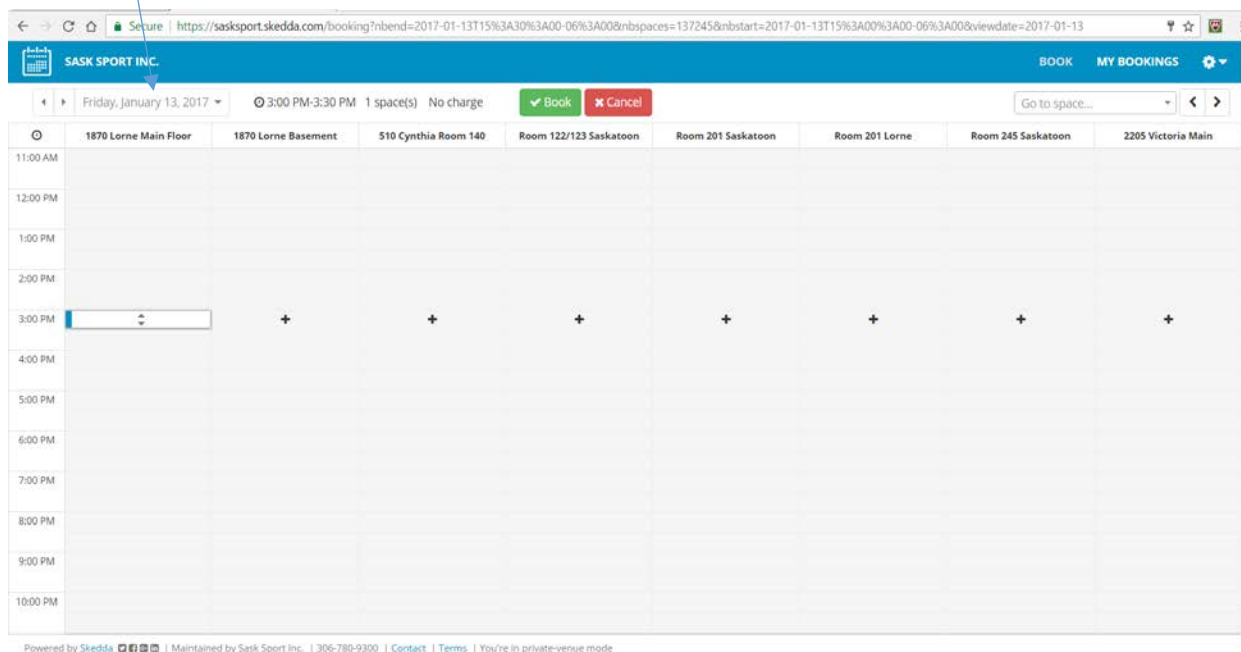
3. When you choose the start time, a box with two arrows shows up along with a plus sign on all of the other boardrooms available at that time.

4. You can now drag the arrow at the bottom to the end time, for the meeting, I have dragged it to 6:00pm, there is now a box from 3:00pm to 6:00pm as shown below.

5. Now, double click in the white box to add the details of your meeting. The information that is required is as follows:
- In the title box, please include the meeting description (this will show up in the confirmation email that you receive.)
- In the notes box, please add if you require video conference, coffee, or any other services.
- Once you have entered all of the information, press the confirm booking button. You will receive a confirmation email confirming your booking.

REQUIRED INFORMATION NOTES:

Once you hit the confirm meeting button, the meeting will show up in the calendar as below.
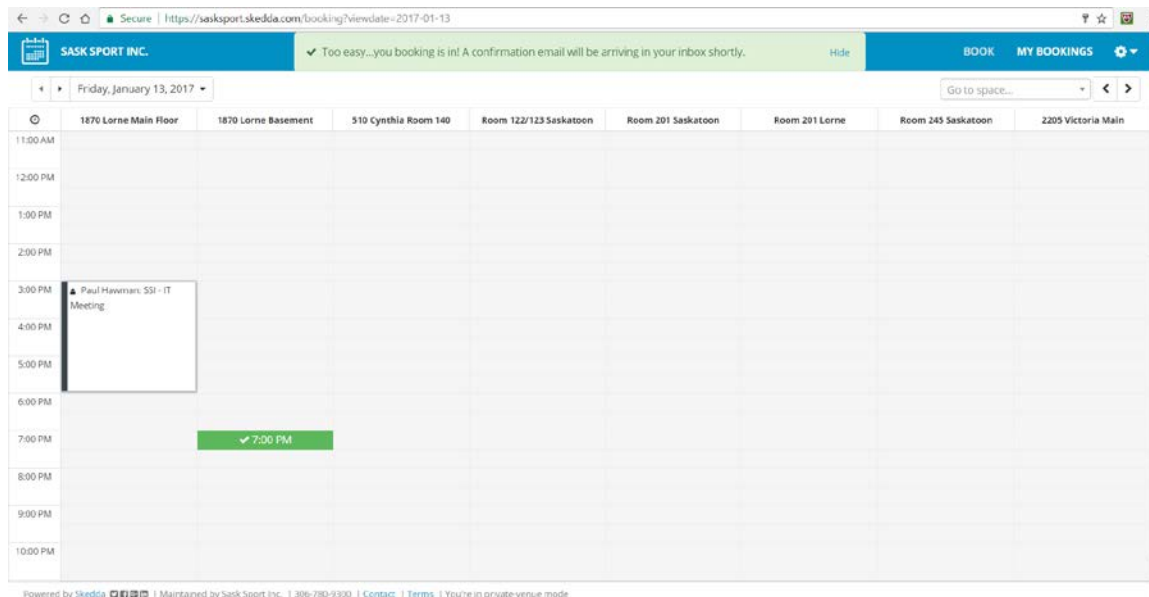
OPTION 2 CLICK AND ENTER

1. First, click the date box on the top of the screen and choose the date you want to book a boardroom for.
2. In the boardroom that you want to book, click the start time you want the meeting to start, in the example below, I have click 3:00pm on Friday January 13th for the 1870 Lorne Basement
3. Double click inside the white box. The booking details screen appears. You will notice the EDIT button on the right hand side, click it to edit the start and end times:

EDIT BUTTON

4. On this screen, you can change the start and end times of your meeting, in the example below I have changed the end time to 6:00pm and filled in all of the other required details the same as the above example.

5. Once you have entered all of the information, press the confirm booking button. You will receive a confirmation email confirming your booking.

To book more than one boardroom at a time:

1. First, click the date box on the top of the screen and choose the date you want to book a boardroom for.
2. In the boardroom that you want to book, click the start time you want the meeting to start, in the example below, I have click 3:00pm on Friday January 13th for the 1870 Lorne Main Floor Boardroom, you will notice the plus signs in each of the other boardrooms, if you wanted to book both the 1870 Lorne Main Floor and Room 140 in Saskatoon, you would click the plus sign in the Room 140 boardroom, it will automatically add block the time, as per below

PLUS SIGN

Once the plus sign is chosen, the meeting space fills in automatically. To complete the booking, the steps are the same as if you were booking a single boardroom. Double click in either of the two boxes and fill in the required information.

DELETE A BOOKING

To delete a booking, click on **MY BOOKINGS** located at the top right of the screen.

All of the boardrooms that you have booked will show up. The ones with the X, you are able to delete, the ones with the lock are either in the past or are within the 72 hours. To delete a booking, click on the X

You will receive the following dialog box. Once you cancel the booking, you will receive a cancellation email.