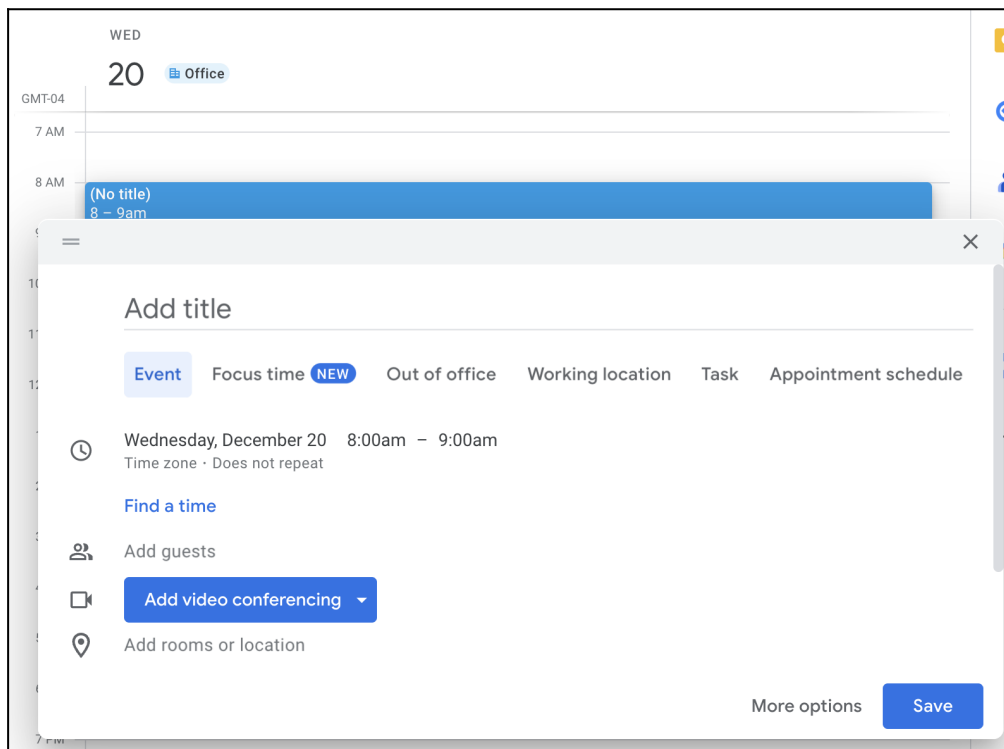# Booking a Hotel Space

Kyle Oliveira - 2023-09-06 - Comments (0) - Google Calendar
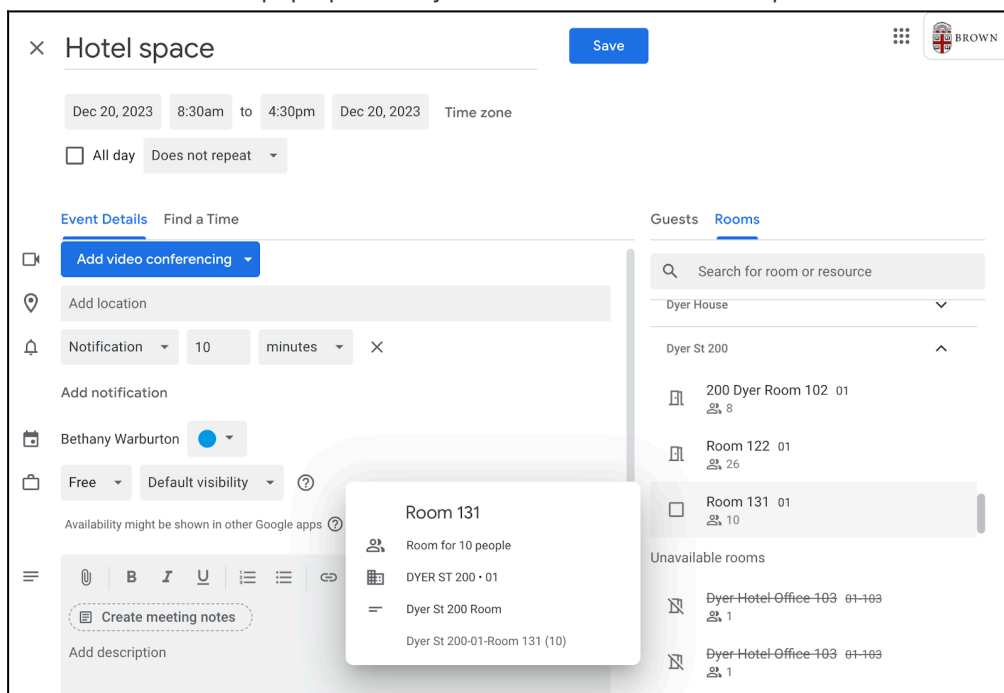
1. Open your Google Calendar.
2. Select the date for which you want to book a hotel space.

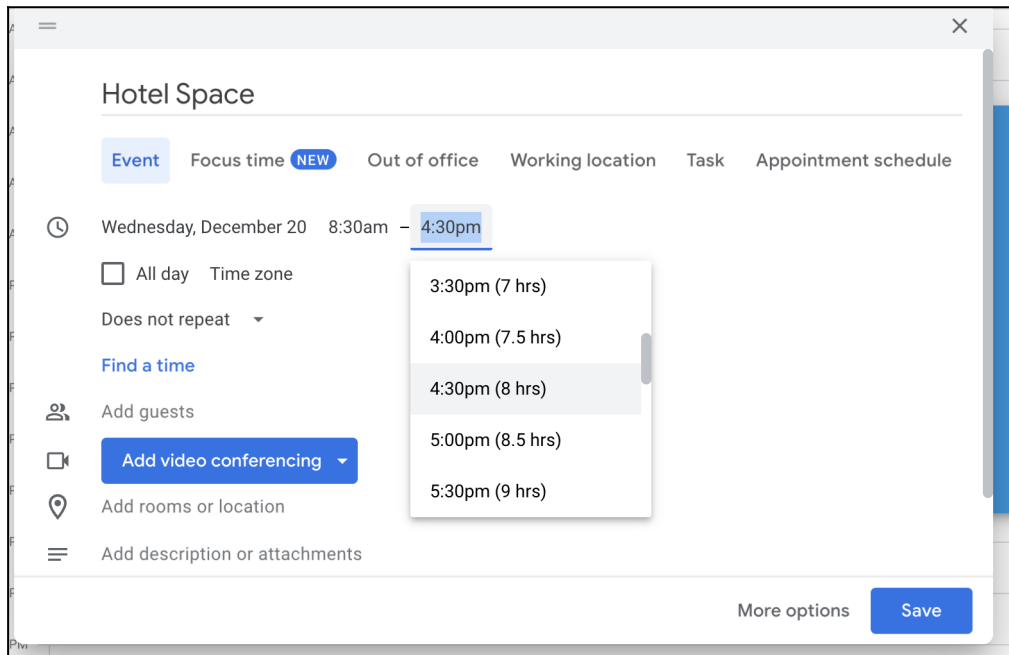
3. Click on the calendar to open a reservation pop-up.
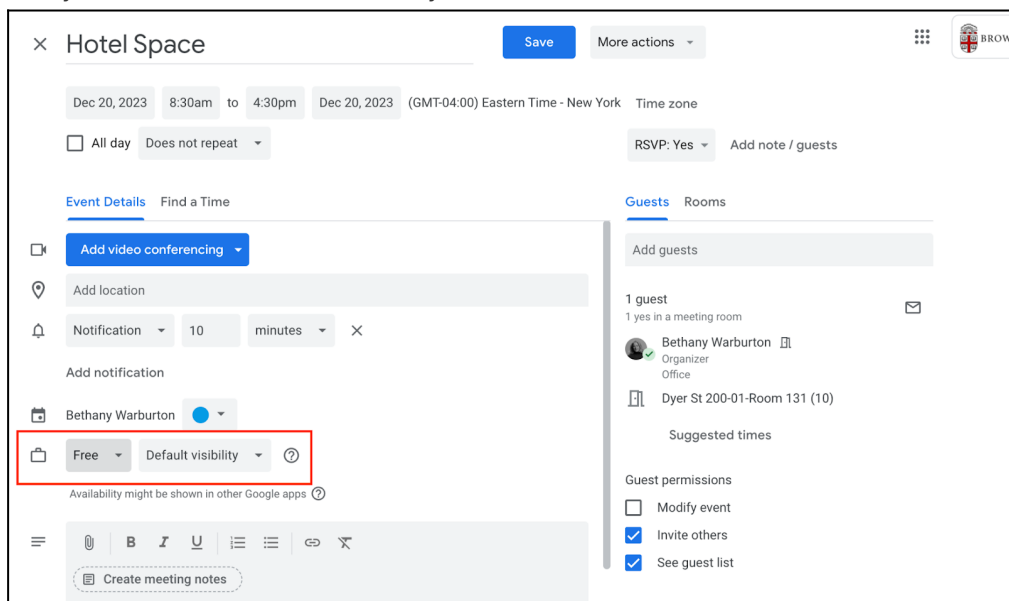
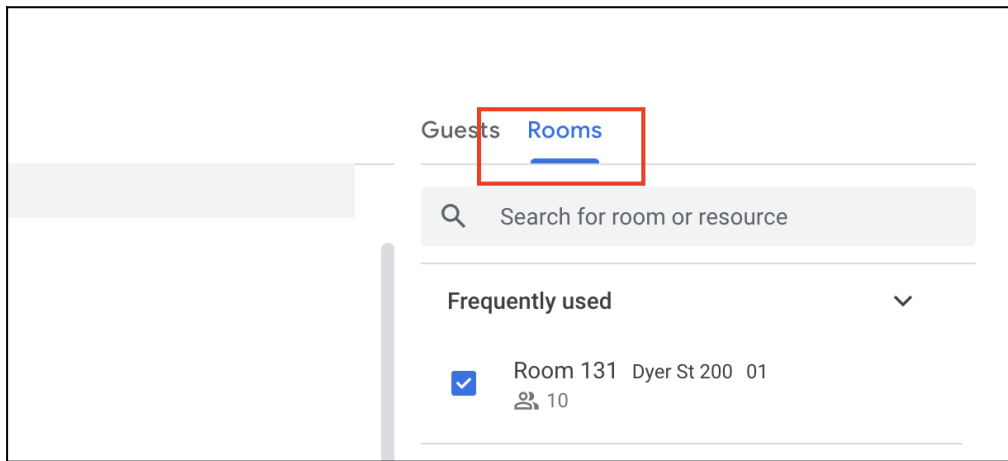4. From the reservation pop-up, name your calendar event "Hotel Space".

5. Select the date and time for your desired hotel space reservation. (Note: Please only reserve the space for the time you will actually need the space, i.e.: if you have an all-afternoon workshop in another building, do not book the space for the entire day.)
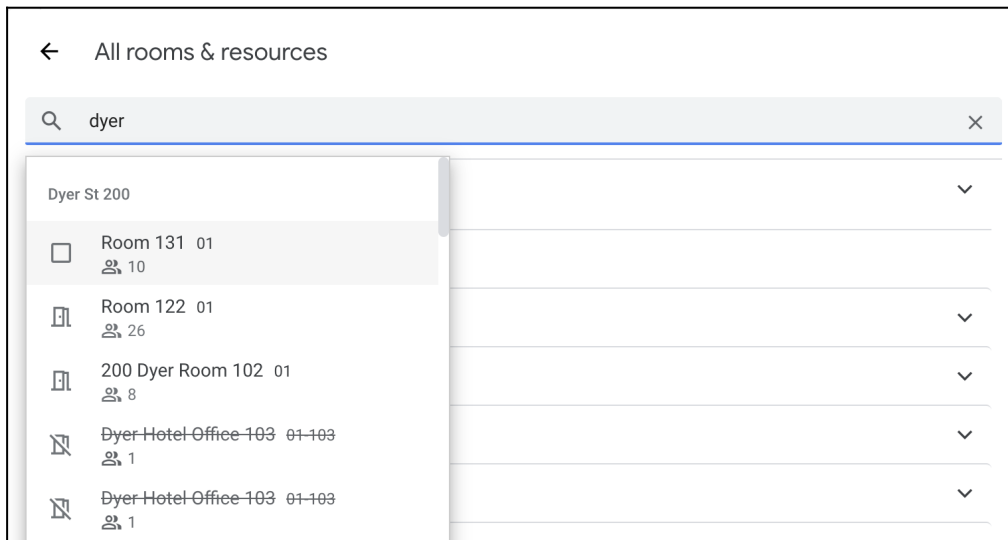
6. Consider changing the visibility to free so that it doesn't appear on your calendar that you are booked for the time of your reservation.

7. Find the "rooms" tab and search for an open room in the building.

8. The list of hotel spaces that are available during the time of your reservation will appear in the list. Rooms that are not available will show but will be crossed out indicating that they are not available.

9. Once you have selected an available hotel space, it will appear in the Google Calendar event.

10. You are now ready to save your event and reserve your hotel space.