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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.

	WED
GMT-04	20 Office
9 AM	
10 AM —	
11 AM —	
12 PM —	
1 PM —	
2 PM —	
3 PM —	
4 PM —	
5 PM —	
6 PM	

3. Click on the calendar to open a reservation pop-up.

	1	WED		
GMT-04				C
8 AM	(No	o title)		
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10		Add title		
1:		Event Focus time NEW Out of office Working location Ta	ask Appointment schedule	2
	()	Wednesday, December 20 8:00am – 9:00am Time zone · Does not repeat		ł
		Find a time		
1	20	Add guests		
í.		Add video conferencing 👻		
-	0	Add rooms or location		
7 - 111			More options Save	

4. From the reservation pop-up, name your calendar event "Hotel Space".

×	Hotel space		Save			000 000	BROWN
	Dec 20, 2023 8:30am to 4:30pm Dec 20, 2 All day Does not repeat	2023 Time zone					
	Event Details Find a Time			Guests	Rooms		
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0	Add location			Dyer	House		~
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	Add notification			Ŀīt	200 Dyer Room 102 01 ぷ ⁸		
	Bethany Warburton			Ŀī	Room 122 01 ぷ 26		
	Free Default visibility (2) Availability might be shown in other Google apps (2)	Room 131			Room 131 01 꼸 10		
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	Add description	Dyer St 200-01-Room 131 (1	10)	R	Dyer Hotel Office 103 01-103 꼸 1	ł	

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.)

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A	Hotel Space		
¢ ¢	Event Focus time NEW Out	of office Working location	Task Appointment schedule
. U	Wednesday, December 20 8:30am –	4:30pm	
F	All day Time zone	3:30pm (7 hrs)	
F	Does not repeat 👻	4:00pm (7.5 hrs)	
F	Find a time	4:30nm (8 hrs)	
3	Add guests		
	Add video conferencing 👻	5:00pm (8.5 hrs)	
•	Add rooms or location	5:30pm (9 hrs)	
F _	Add description or attachments		
F			More options Save

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.

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	Dec 20, 2023 8:30am to 4:30pm Dec 20, 2023 (GMT-04:00) Eastern Time - New Yor All day Does not repeat -	RSVP: Yes V Add note / guests		
	Event Details Find a Time	Guests Rooms		
	Add video conferencing 💌	Add guests		
0	Add location	1 guest		
¢	Notification - 10 minutes - X	Bethany Warburton	_	
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	Bethany Warburton 📃 👻	Dyer St 200-01-Room 131 (10)		
۵	Free 👻 Default visibility 👻 💮	Suggested times		
	Availability might be shown in other Google apps 🕐	Guest permissions		
		Modify event		
=	U B I U i ⊟ ⇔ X (■ Create meeting notes)	See guest list		

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



 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.

÷	All rooms & resources	
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	Room 131 01	
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R	Dyer Hotel Office 103 01-103 옰 1	~

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

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	Dec 20, 2023 8:30am to 4:30pm Dec 20, 2023 (GMT-04:00) Eastern Time - New York All day Does not repeat • <t< td=""><td>RSVP: Yes + Add note / guests</td><td></td></t<>	RSVP: Yes + Add note / guests	
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0	Add location	Add guests	
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D	Bethany Warburton • • Free • Default visibility • ⑦ Availability minth be shown in other Google anns ⑦	Organizer Office Dyer St 200-01-Room 131 (10) Suggested times	
llı	Image: Interference of the state of the	Guest permissions Modify event ✓ Invite others ✓ See guest list	

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

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	Dec 20, 2023 8:30am to 4:30pm Dec 20, 2023 (GMT-04:00) Eastern Time - New York All day Does not repeat • <t< td=""><td>RSVP: Yes 👻 Add note / guests</td><td></td><td></td></t<>	RSVP: Yes 👻 Add note / guests		
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	(Create meeting notes	✓ Invite others		
	Add description	See guest list		