1. Before filling out a request, the type of request being submitted needs to be determined.
   a. The type of equipment being requested:
      i. MediaSite
      ii. LifeSize
      iii. Laptop
      iv. Projector
   b. Does the request require a room reservation?
      i. MediaSite: We have a portable MediaSite system if needed, but unless the reservation is
         off-site a room reservation will always be required.
      ii. LifeSize: Any LifeSize request will always require a room reservation as there is no
         portable capability.
      iii. Laptop: Unless the laptop reservation is off-site (student competition, etc), a room
         reservation is usually required as this reservation system is intended to reserve laptop
         checkouts for a class, or student organization.
      iv. Projector: Same logic applies to projectors as it does to laptops.
   c. Based on the above information, if it has been determined that the reservation will require a
      room reservation, move to step 2. Otherwise, skip to step 3.
2. After the type of reservation has been determined, speak with Sandy Whitman to schedule a room for
   your reservation. It is highly recommended that Sandy determine the room for the request as she has
   the most up-to-date information for all COBI rooms. This will allow for a more accurate submission of a
   reservation request. Failure to secure a room for a request could result in the request being denied
   which would require the process to start over.
3. To start the reservation process, go to https://stmain.st.utoledo.edu/ReservationSystem
4. Requestor Information:
   a. Requestor Name: Name of the person submitting the request
   b. Rocket Number: The rocket number of the requestor, this field is used to authenticate the
      submission. If the rocket number is incorrect, this will result in an error and the reservation will
      not be submitted.
c. **Requestor E-Mail Address/Confirm E-Mail Address:** These fields require that a valid e-mail address be typed into the box, if there are any errors/inconsistencies between the two fields, an error message will appear.

5. **Resources:**
   a. Checking the box next to a resource will activate the fields below the resource.
   b. After the fields have been activated, there will be a red * next to each field, indicating that all fields are required for the resource.

6. **MediaSite:**
   ![MediaSite Form](image)
   a. **Event Contact Name:** Full name of the person requesting the event.
   b. **Event Name:** The name of the event to be recorded.
   c. **Is this a live event?:** This field indicates whether or not the event will be streamed live.
   d. **Number of Participants:** The number of people expected to attend the event.
   e. **Who can view the event:** The checkboxes in this field represent the security options that can be applied to the recorded event.
      i. **Everyone:** The event can be viewed by anyone
      ii. **Faculty/Staff:** Only faculty and staff can view the event
      iii. **Students:** Students can view the event
      iv. **External Contacts:** Persons outside the university can view the event

7. **LifeSize:**
   ![LifeSize Form](image)
   a. **Remote Site Contact/Contact Email** – is the person’s name/email at the remote site that is facilitating the video conference
   b. **Remote Site IT Contact/IT Email** – is the IT Support for the video conference at the remote site
      i. If the main contact/it support person are one in the same, you can put the same information in both sets of fields
c. **Phone number** – remote site main contacts phone number

d. **Time Difference** – this item is the time difference between the remote site and the University of Toledo.
   
i. If there is no time difference between UT and the remote site, check the “No time difference” box and this will disable the time difference fields to let us know the remote site is in the Eastern Time Zone

8. **Laptop/Projector:**

   ![Laptop/Projector Form](image)

   a. **Pickup/Return Time:** Specifies the pickup/return time of the equipment. All laptops and projectors are to be picked up and returned to ST0125, the COBI Virtual Lab.

   b. **# Of Laptops/Projectors Needed:** Indicated the number of laptops/projectors that are needed for the request.

9. **Reservation Information:**

   ![Reservation Information Form](image)

   a. **Recurring or one-time event?** – allows COBI Computing to identify what the expected frequency of the event will be.

   b. **Reservation Location** – this field will populate with rooms that qualify for the selected resources.
      
i. If the reservation is off-site, or does not require a room there are items in the dropdown list to accommodate those situations.

   c. **Days of Reservation** – helps COBI Computing to identify on what day (One-time event) or days (Recurring Event) the event will take place.
d. Reservation Start/End Date –

i. The start/end date of the reservation is ran by an AJAX Calendar control module, which allows the user to click on the calendar icon next to the associated field and select a date from the GUI Calendar

ii. The reservation start/end dates, coupled with the day the reservation falls on, and the type of event (One-time/Recurring) will help the COBI Computing Department to allocate the proper support for the event.

e. Reservation Start/End Times – these items indicate the time of which the event will start and stop on its scheduled days.

i. The start time of the reservation is programmed to not allow a reservation to be submitted where that time has already passed (i.e. You cannot submit a reservation with a start date of March 31, 2011 @ 2p.m when the time is 3p.m on that day)

Once the form is submitted, the COBI Computing Dept will review the submission to make sure there are no errors. After the reservation has been approved, the submitter of the request will receive an email with instructions on how to move forward with the request from the approval.