Resource Scheduler Procedures

Resources Scheduler is the name of the system that is used to reserve study rooms and classrooms at Florida Coastal.

Before using Resource Scheduler make sure that Java is installed and activated on your computer.

- To access Resource Scheduler:

Click or paste the following link into your browser:
https://roomreserve.fcsl.edu/resourcescheduler/login.asp

1. Login using your FCSL Username and Password

2. Select the area in which you wish to make a reservation by choosing a folder on the left:

The rooms will be listed on the Left and a grid will appear on the Right:

3. Move the mouse over the “+” in the time desired and click once.
4. In the Reservation Title field type:
   - Your name or
   - Name of group meeting

5. Select the desired time not to exceed 3 hours.

6. Select the More… button

• A note will pop-up reminding you to select the Privacy option. When this option is chosen no one else will be able to see your reservation title or details.
7. Click OK

8. When the Reservation Details Screen appears:
   - Check the Privacy checkbox under the Primary Information heading if you do not want others to view your reservation.

9. Double check the start and end times.

10. Click Submit button.
Editing a Reservation

1. From the Reservation Grid click on the title of the reservation:

The Reservation Details screen will appear:

2. Adjust the time of the Reservation as desired*
3. Submit

*Once a reservation is within an hour of its start time it cannot be edited.
Cancelling a Reservation

1. From the Reservation Grid click on the title of the reservation:

   ![Reservation Grid]
   
   Reservation Title

   The Reservation Details screen will appear:

   ![Reservation Details]

2. Select the Delete button at the bottom of the screen.*

   ![Delete Confirmation]

   A pop-up box will appear to confirm the deletion:

3. Select OK

   *Once a reservation is within an hour of its start time it cannot be edited or deleted.
Meetings and other Events

When scheduling meetings and events that require set-up and food service it is important to follow these steps:

From the Reservation Details screen:
- Include set-up and clean-up time
- Select the Security & Plant tab*

*This tab is very important. Security and Maintenance must be notified of all events and meetings. All fields in the tab are required:

Submit.
You will then be returned to the Reservation Details screen. Click Submit.