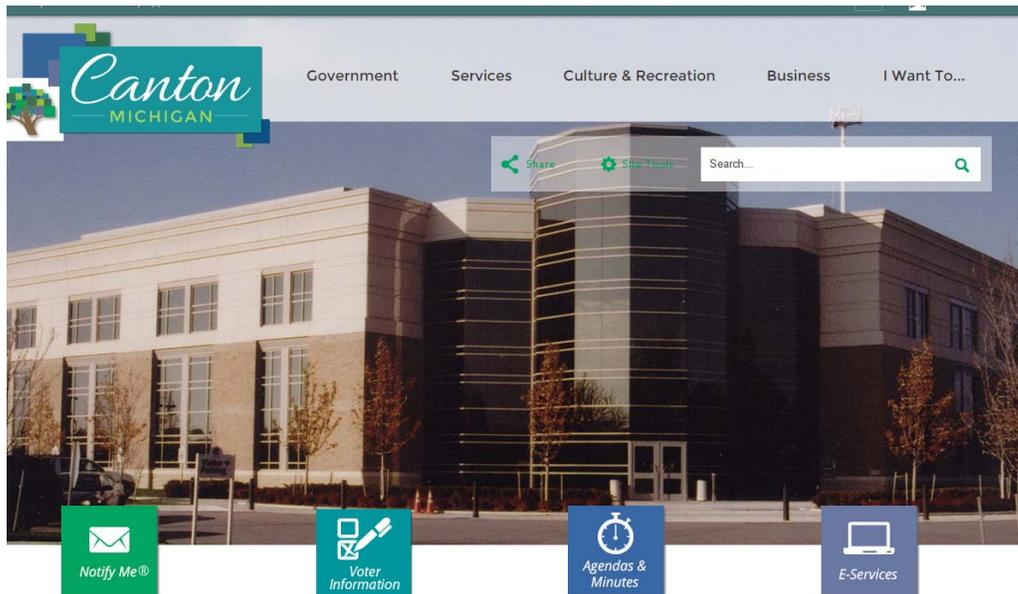


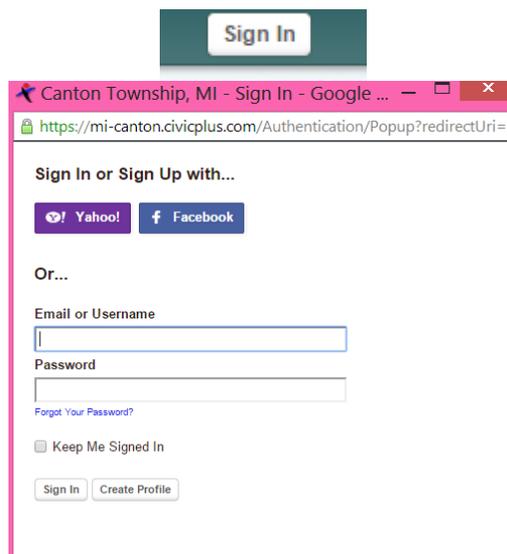
Online Meeting Room Reservations Effective January 2015

The Canton website works most effectively with the Chrome browser. We recommend that you download this browser before you reserve a meeting room. You can access it from www.google.com/chrome.

1. Type the website address: www.canton-mi.org



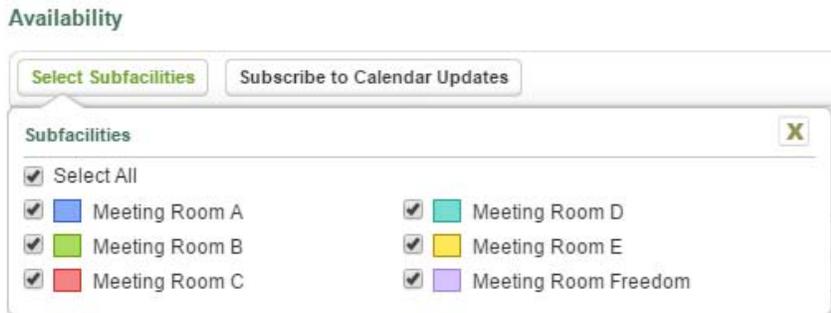
2. Choose the **Sign In** button located in the top right corner of your window. Choose the **Create Profile** button to create an account on the Canton website. You can also sign in with an existing **Yahoo** or **Facebook** account. (You DO NOT need to create a new Yahoo or Facebook account). Use an email address that you would like your notifications to be sent to and create a strong password that you will remember. Once you create a website profile, you will be able to use this profile for notifications, alerts, scheduling meeting rooms, etc. on the Canton website.



3. From the **Services** menu choose **Reserve a Meeting Room**.



4. On the **Canton Administration Building** page, you will find **The Operations Policy** document, a list of all the **Subfacilities** (Meeting Rooms: A, B, C, D, E, and Freedom), and an **Availability Calendar** of all the meeting rooms combined. To view the calendar for a specific meeting room, click on the **“Select Subfacilities”** button just above the calendar and select the meeting room of your choice.



5. Once you have selected a Meeting Room, click on the **“View Subfacilities”** link next to the chosen meeting room.

Subfacilities	
▶ Meeting Room A	View Subfacility
▶ Meeting Room B	View Subfacility
▶ Meeting Room C	View Subfacility
▶ Meeting Room D	View Subfacility
▶ Meeting Room E	View Subfacility
▶ Meeting Room Freedom	View Subfacility

6. Click on the **“Request Reservations”** button and the **New Reservation** window will appear. Enter your dates and times.

New Reservation

Reservation for Meeting Room A

Single Event
 Recurring Event

From

mm/dd/yyyy [calendar icon] hh:mm am/pm [clock icon]

To

mm/dd/yyyy [calendar icon] hh:mm am/pm [clock icon]

All Day

- Choose the **Check Availability and Continue** button. If you haven't logged into your profile, you will be prompted to login at this point.
- If the room is available, you will be taken to the **New Reservation** page. If the room is not available at the requested date/time, you will need to select another time or another meeting room.

New Reservation

Event Name*

Event Name

Event Details

Event Details

Enter the event details here

This is a recurring event

Yes

- Fill out **New Reservation** form to request the meeting room and choose the **Submit** button.
- At the **Reservation Form Submission** page, your request has been submitted successfully and is considered to be "pending". Once it has been reviewed, you will receive an email notification that your Meeting Room Request has been "**Approved**" or "**Denied**".

Thanks for reserving. Share the facility with your friends. [Facebook icon] [Twitter icon] [LinkedIn icon] [Email icon] [Close icon]

Reservation Form Submission

Your Form Has Been Submitted Successfully

Thank you for your reservation. Your request will be processed shortly and you will receive an email letting you know whether or not your reservation is approved. A copy of your submitted form will be sent to the email address specified. Please contact us if you have any questions, concerns, or need to make changes to your reservation.

Please make sure to read the *Meeting Room Guidelines* and the *Operations Policy Lower Level Meeting Room* documents. Have a copy of your confirmation when you attend the meeting.

Any questions or concerns, please send an email to meeting.rooms@canton-mi.org or call 734/394-5185.