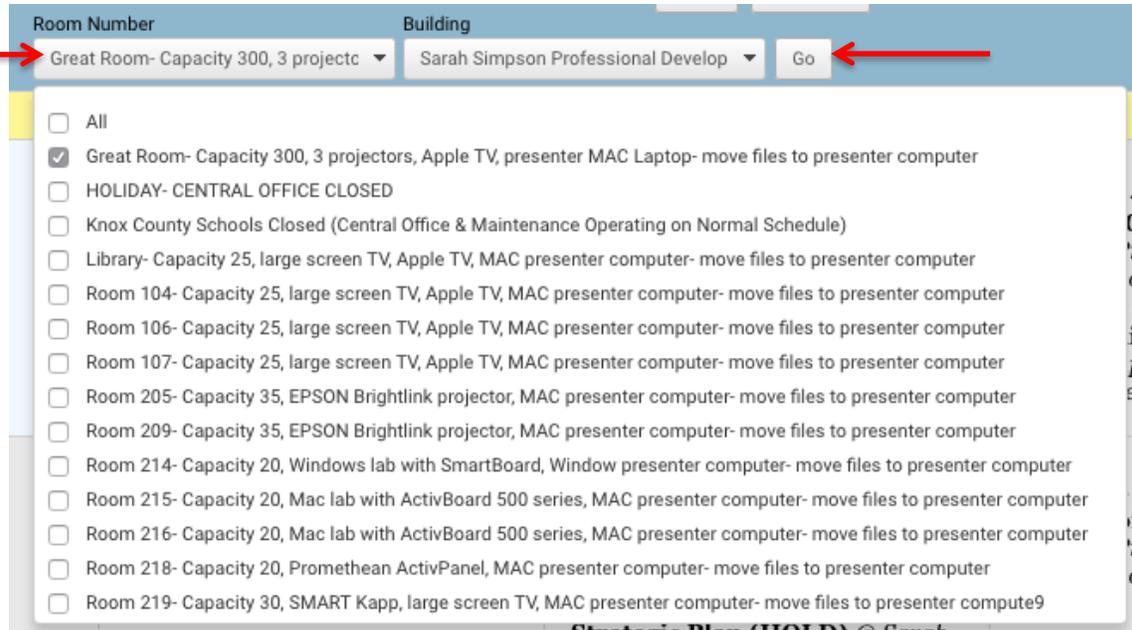


Reserving a Room at Sarah Simpson:

FIRST CHECK FOR ROOM AVAILABILITY:

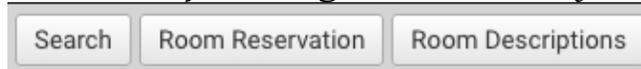


The screenshot shows a web interface for room reservations. At the top, there are two dropdown menus: "Room Number" and "Building". The "Room Number" dropdown is set to "Great Room- Capacity 300, 3 projectc" and the "Building" dropdown is set to "Sarah Simpson Professional Develop". To the right of these dropdowns is a "Go" button. Red arrows point to the "Room Number" dropdown and the "Go" button. Below the search bar is a list of rooms, each with a checkbox and a description. The first room, "Great Room- Capacity 300, 3 projectors, Apple TV, presenter MAC Laptop- move files to presenter computer", is selected with a checked checkbox. Other rooms include "HOLIDAY- CENTRAL OFFICE CLOSED", "Knox County Schools Closed (Central Office & Maintenance Operating on Normal Schedule)", "Library- Capacity 25, large screen TV, Apple TV, MAC presenter computer- move files to presenter computer", "Room 104- Capacity 25, large screen TV, Apple TV, MAC presenter computer- move files to presenter computer", "Room 106- Capacity 25, large screen TV, Apple TV, MAC presenter computer- move files to presenter computer", "Room 107- Capacity 25, large screen TV, Apple TV, MAC presenter computer- move files to presenter computer", "Room 205- Capacity 35, EPSON Brightlink projector, MAC presenter computer- move files to presenter computer", "Room 209- Capacity 35, EPSON Brightlink projector, MAC presenter computer- move files to presenter computer", "Room 214- Capacity 20, Windows lab with SmartBoard, Window presenter computer- move files to presenter computer", "Room 215- Capacity 20, Mac lab with ActivBoard 500 series, MAC presenter computer- move files to presenter computer", "Room 216- Capacity 20, Mac lab with ActivBoard 500 series, MAC presenter computer- move files to presenter computer", "Room 218- Capacity 20, Promethean ActivPanel, MAC presenter computer- move files to presenter computer", and "Room 219- Capacity 30, SMART Kapp, large screen TV, MAC presenter computer- move files to presenter computer9".

***Select the room(s) you wish to request and click “GO.” This will give a monthly view of times and dates that the room(s) are NOT available.**

HELPFUL INFORMATION:

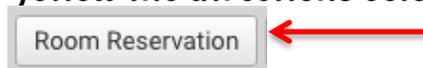
You will see the following on the Monthly Calendar View:



1. Search Button- Allows you to search by title or text in a title, by date, and by room number.
2. Room Reservation- Please see the instructions below.
3. Room Descriptions- A listing of the rooms by number, the room capacity, and the technology in each room.

****Once you have confirmed the room is available please complete the following steps.****

*Click on “**Room Reservation**” located on the top left corner and follow the directions below:*



1. This will bring up a box called "Suggest an Event." Please **READ THE GRAY BOX and fill the information out accordingly.**

Please fill this form out to make your room reservation.

****IMPORTANT:** Calendar will allow you to request a room that is already showing booked by default. Make sure to look at the date you wish to request before scheduling to make sure the room is available.**

WE ASK YOU USE THE DEVICES IN THE ROOM- NO OUTSIDE DEVICES!

Please include the following in the "Note to Calendar Administrator"
(This is ONLY viewable to the administrator):

- *Catering: Yes, No, & Details if any
- *Need extra chairs or tables in your requested room
- *Need extra items not listed in the room description

***** Please be mindful that there is ONLY Minimal Tech Support in the Main Office *****

Mac computers are in all rooms, so we ask you transfer all files to a USB drive, the cloud, or google drive.

Please call 865-579-8264, option 0 for assistance.

The calendar administrator will be notified of your room request and will review your submission for approval. Please include accurate contact information so we may contact you if there are questions.

INCLEMENT WEATHER POLICY: THE SARAH SIMPSON CENTER BUILDING WILL BE CLOSED AND ALL SESSIONS WILL BE CANCELED WHEN KNOX COUNTY SCHOOLS CENTRAL OFFICE IS CLOSED DUE TO INCLEMENT WEATHER. IF CENTRAL OFFICE IS OPEN OR ON A DELAY, CONTACT YOUR SESSION FACILITATOR TO CONFIRM THE STATUS OF THE SESSION/CLASS.

2. Please fill out completely:

Your Contact Information * required

This will **not** appear in calendar event

Full Name *	<input type="text"/>
Email Address *	<input type="text"/>
Phone Number	Contact Purposes ONLY- We <u>need</u> this information.
Organization	Outside Organizations or KCS Departments
Note to Calendar Administrator	Please enter the following here: Catering, Extra chairs or tables, or Extra items not listed in the room descriptions

3. Please fill out completely:

Event Information * required
This will appear in calendar event

Event Title *

Category *

Start Date *

All day event No end time

Start Time *

End Time *

Repeat Type **NO REPEATS ALLOWED!**

Description

Web Page Link

Optional, go to for more event information

4. Please fill out completely:

Event Location * required

Location Select a Location **Must Be Selected!**
Sarah Simpson Professional Development and Technology Center

5. Please fill out completely:

Event Contact	Must Be Completed! We will contact you and let you know if the room reservation was accepted from this information.
Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

6. Please fill out completely:

Click on the Send Suggestion button to send your request to the calendar administrator for review and approval. If you need assistance please call 865-579-8264, option 0. Thank you, SSPDTC.



You have FINISHED! Just click on "Send Suggestion" and it will go to the Sarah Simpson Calendar Administrators who will review your calendar request and notify you if the room reservation has been approved or denied.