

Room booking in the Second Student Centre (SSC); instructions by M. Laurentius

**LINK:** <http://yusc.evanced.info/spaces/>

### **Register:**

1. Go to the above link and click "Create an Account" in the top right corner.
2. Enter name (your actual name, as they sometimes check IDs), your union email, and select a password. Primary location should be Second Student Centre for simplicity's sake. Click "Create Account."
3. Unless they've changed the system, you'll need to wait for an email to your union account to confirm everything. Follow the instructions included in that email to do so.
4. Once you've confirmed your email, return to the link provided up above and click "Login" in the top right corner. Enter your email address and password; click login.
5. Now that you've logged in, you need to associate your account with CUPE 3903.
6. Click "My Account" in the top right-ish corner. Move your cursor over to the left side where it says "Organizations;" when you hover around it, a little pencil icon will appear. Click the icon to edit your organization.
7. On the Edit screen, under Join Organization, scroll down to find "CUPE 3903". Under Position/Role in Organization, type out the full title that you hold. Click Request Join, then click Save.
8. Now you wait... YUSC will take while to approve you. Sometimes a few days, some times a week. You will receive an email once you are approved as a member.

### **Transition:**

1. If an account was already set up for you by a previous Exec member, just login and go to "My Account."
2. Move your cursor over to the left side where it says the previous Exec member's name; when you hover around it, a little pencil icon will appear. Click the icon to edit the name.

### **Booking a room:**

1. Go to the link at the beginning of this email.
2. Enter the date and time information you want to book a space for and click "Search for a Space"
3. Scroll through the options and click "Pick Me!" for one you want to book.
4. SSC is the Second Student Centre; the one new Atkinson. FSC is the First Student Centre; the one new York Lanes.
5. The earliest you can book a space is 10AM and the SSC closes at 10:30PM.
6. Red or grey means periods of times already booked. Green is the booking time you mentioned on the previous screen.
7. Avoid the studios. They are large but there is no seating or tables.
8. Enter your login information and click the login button.
9. Under Purpose, type "Meeting" and under Choose Organization, select "CUPE 3903." Click Submit Request
10. You will receive an initial room booking email and you will receive another email once the booking is confirmed.

### **Day of booking:**

1. If you are entering the SSC from the entrance closest to Atkinson, the office you pick up the key from is the first door on your right.
2. The person who made the booking doesn't necessarily have to pick up the key, but if they check for IDs, it will need to be someone registered with CUPE 3903 on their system.
3. Fill in their little check-in form, get a key, and if you will need to connect a laptop to the TV in the room, ask for one of the boxes.
4. Return everything to that same office when you are done.