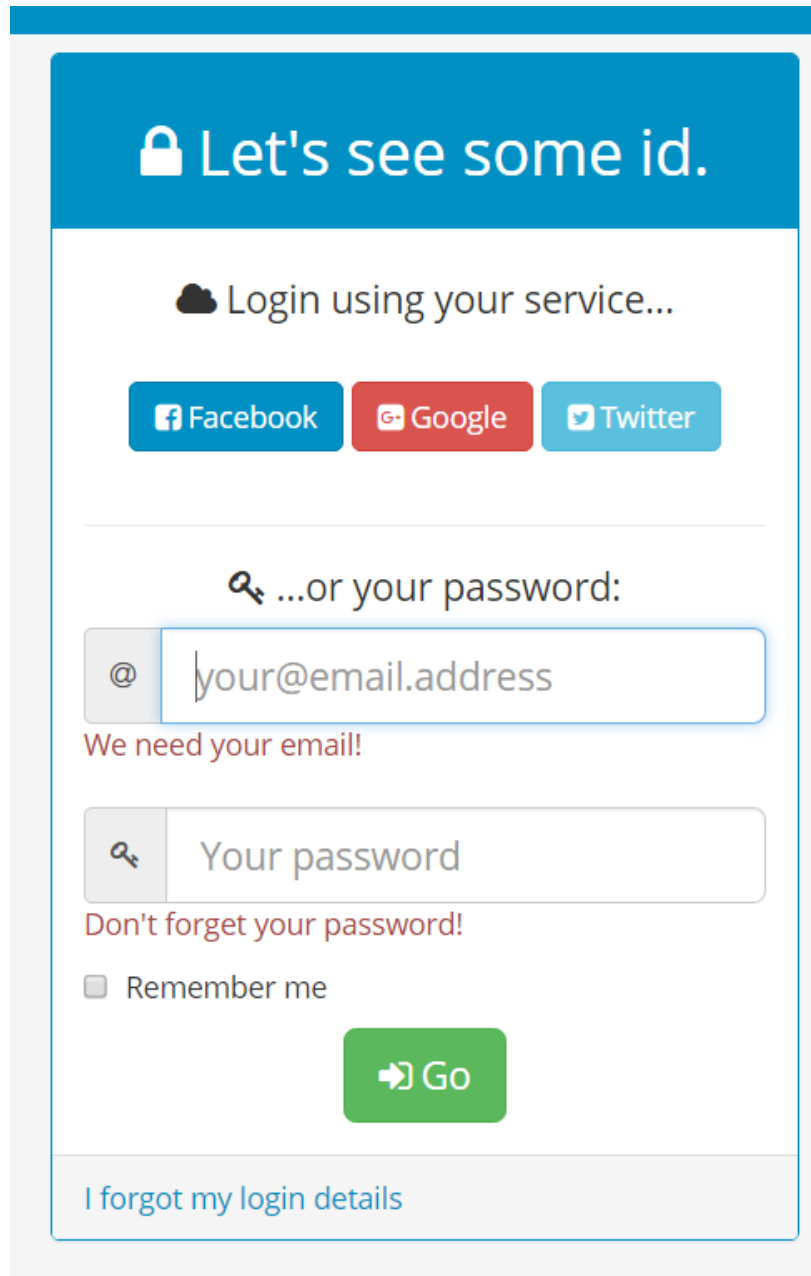


## Administration Centre Online Boardroom booking instructions

To access the Administration Centre Online Boardroom booking, go to: <https://www.skedda.com/account/login>

You will arrive at the login screen, as shown below. Enter your email address and password.



The screenshot shows a login interface with a blue header bar containing a lock icon and the text "Let's see some id.". Below this, there is a section for social login with the text "Login using your service..." and three buttons for Facebook, Google, and Twitter. A horizontal line separates this from the password login section, which starts with a key icon and the text "...or your password:". There are two input fields: the first is for an email address, with a placeholder "@ your@email.address" and a red error message "We need your email!" below it; the second is for a password, with a placeholder "Your password" and a red error message "Don't forget your password!" below it. Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a green "Go" button with a right-pointing arrow icon. A link "I forgot my login details" is located at the very bottom of the page.

Let's see some id.

Login using your service...

Facebook Google Twitter

...or your password:

@ your@email.address

We need your email!

Your password

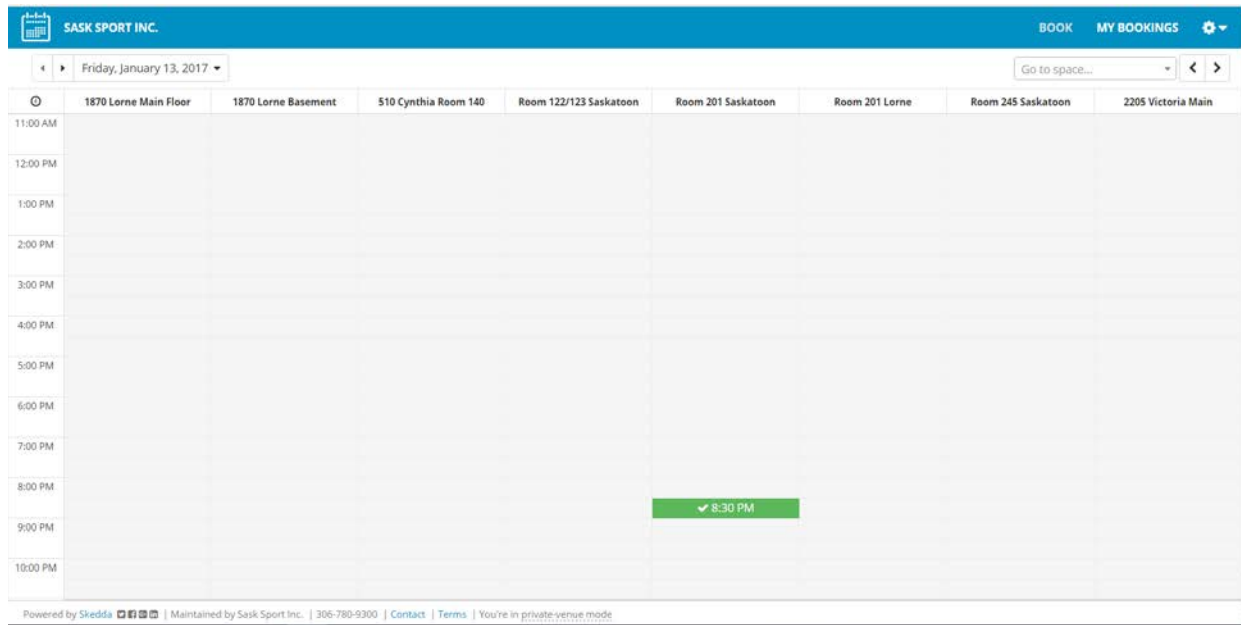
Don't forget your password!

Remember me

Go

[I forgot my login details](#)

Once you have logged in, you will arrive at the booking website as shown below, here you will see all of the boardrooms available to be booked and what has already been booked.

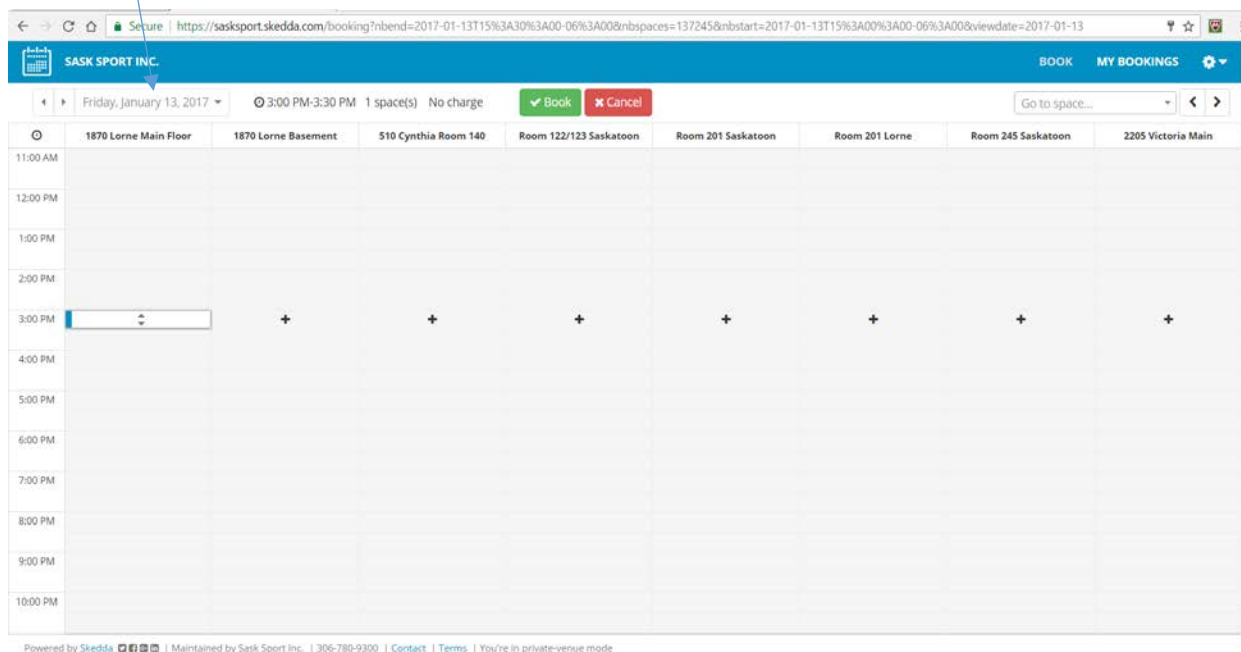


**To book a single boardroom**, there are two ways, you can click the start time you want and drag the box to the end time you want or you can click the start time and then double click the white box and edit the start and end times from there.

#### Option 1 – CLICK AND DRAG:

1. First, click the date box on the top of the screen and choose the date you want to book a boardroom for.
2. In the boardroom that you want to book, click the start time you want the meeting to start, in the example below, I have click 3:00pm on Friday January 13<sup>th</sup> for the 1870 Lorne Main Floor Boardroom

Click here to choose the date



3. When you choose the start time, a box with two arrows shows up along with a plus sign on all of the other boardrooms available at that time.

4. You can now drag the arrow at the bottom to the end time, for the meeting, I have dragged it to 6:00pm, there is now a box from 3:00pm to 6:00pm as shown below.

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5. Now, double click in the white box to add the details of your meeting. The information that is required is as follows:
- In the title box, please include the meeting description (this will show up in the confirmation email that you receive.)
  - In the notes box, please add if you require video conference, coffee, or any other services.
  - Once you have entered all of the information, press the confirm booking button. You will receive a confirmation email confirming your booking.

#### REQUIRED INFORMATION NOTES:

SSI Staff, please indicate what division to charge and a meeting description in the Title. If you require Video Conference, coffee, or any other services, please indicate that in the notes section.

1870 Lorne Main Floor, 3:00 PM - 6:00 PM, Friday, January 13, 2017

### Booking details

Title: SSI - IT Meeting

Notes: Coffee

Your details (phawman@sasksport.sk.ca)

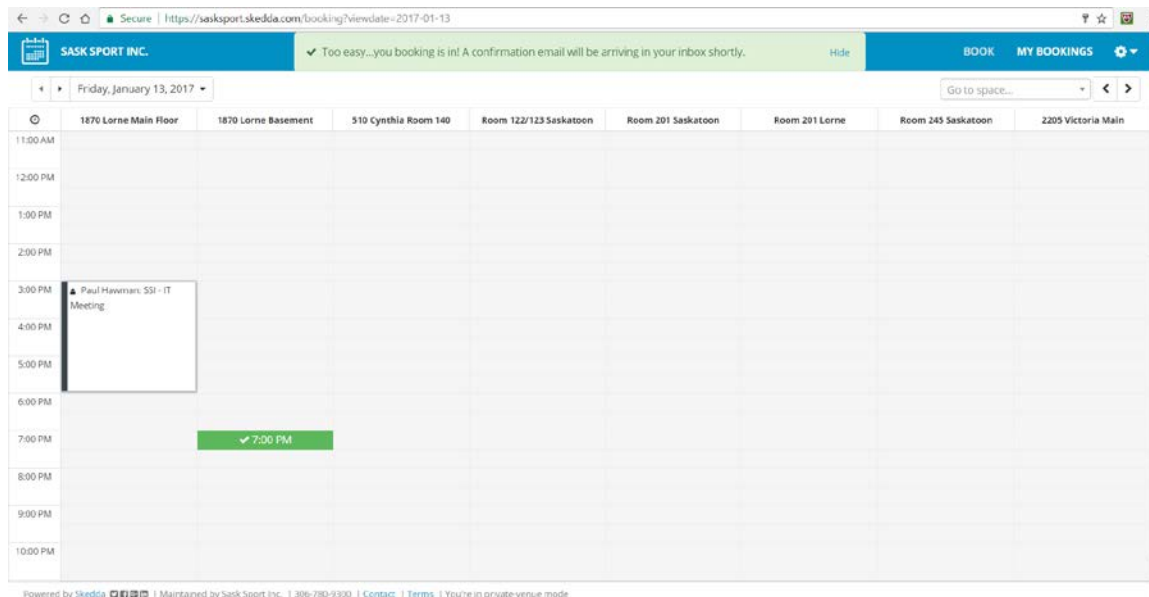
First name: Paul Last name: Hawman

Contact: (306) 780-9323 Organization: Optional

Confirm booking

Cancel booking

Once you hit the confirm meeting button, the meeting will show up in the calendar as below.



## OPTION 2 CLICK AND ENTER

1. First, click the date box on the top of the screen and choose the date you want to book a boardroom for.
2. In the boardroom that you want to book, click the start time you want the meeting to start, in the example below, I have click 3:00pm on Friday January 13<sup>th</sup> for the 1870 Lorne Basement
3. Double click inside the white box. The booking details screen appears. You will notice the EDIT button on the right hand side, click it to edit the start and end times:

EDIT BUTTON

**Your new booking** Cancel booking

SSI Staff, please indicate what division to charge and a meeting description in the Title. If you require Video Conference, coffee, or any other services, please indicate that in the notes section.

**1870 Lorne Basement, 3:00 PM - 3:30 PM, Friday, January 13, 2017** Edit

### Booking details

**Title**

**Notes**

**Your details (phawman@sasksport.sk.ca)**

**First name\***  **Last name\***

**Contact\***  **Organization**

Confirm booking Cancel booking

- On this screen, you can change the start and end times of your meeting, in the example below I have changed the end time to 6:00pm and filled in all of the other required details the same as the above example.

rt.skedda.com/booking?nbend=2017-01-13T18%3A00%3A00-06%3A00&nbspaces=137246&nbstart=2017-01-13T15%3A00%3A00-06%3A00&vie

SSI Staff, please indicate what division to charge and a meeting description in the Title. If you require Video Conference, coffee, or any other services, please indicate that in the notes section.

### Date, time and spaces

Date  Time  to

Spaces  [Click inside to add a space](#)

### Booking details

Title

Notes

### Your details (phawman@sasksport.sk.ca)

First name\*  Last name\*

Contact\*  Organization

- Once you have entered all of the information, press the confirm booking button. You will receive a confirmation email confirming your booking.

### To book more than one boardroom at a time:

- First, click the date box on the top of the screen and choose the date you want to book a boardroom for.
- In the boardroom that you want to book, click the start time you want the meeting to start, in the example below, I have click 3:00pm on Friday January 13<sup>th</sup> for the 1870 Lorne Main Floor Boardroom, you will notice the plus signs in each of the other boardrooms, if you wanted to book both the 1870 Lorne Main Floor and Room 140 in Saskatoon, you would click the plus sign in the Room 140 boardroom, it will automatically add block the time, as per below

### PLUS SIGN

The screenshot shows the SASK SPORT INC. booking interface. At the top, there is a navigation bar with 'SASK SPORT INC.' and 'BOOK MY BOOKINGS'. Below this, a header bar displays the current date and time: 'Friday, January 13, 2017' and '3:00 PM-3:30 PM 1 space(s) No charge'. There are 'Book' and 'Cancel' buttons. Below the header is a grid of boardrooms and times. The boardrooms listed are: 1870 Lorne Main Floor, 1870 Lorne Basement, 510 Cynthia Room 140, Room 122/123 Saskatoon, Room 201 Saskatoon, Room 201 Lorne, Room 245 Saskatoon, and 2205 Victoria Main. The times listed are: 11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, 6:00 PM, 7:00 PM, 8:00 PM, 9:00 PM, and 10:00 PM. A blue arrow points to the plus sign in the 3:00 PM row for the 1870 Lorne Main Floor boardroom.

Once the plus sign is chosen, the meeting space fills in automatically. To complete the booking, the steps are the same as if you were booking a single boardroom. Double click in either of the two boxes and fill in the required information.

The screenshot shows the SASK SPORT INC. booking interface. The header includes the company name, a 'BOOK' button, and a 'MY BOOKINGS' button. The main area displays a calendar grid for Friday, January 13, 2017, from 3:00 PM to 6:00 PM. Two booking boxes are open, one for 1870 Lorne Main Floor and one for 510 Cynthia Room 140. The interface includes a table of room options:

	1870 Lorne Main Floor	1870 Lorne Basement	510 Cynthia Room 140	Room 122/123 Saskatoon	Room 201 Saskatoon	Room 201 Lorne	Room 245 Saskatoon	2205 Victoria Main
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM	+		+					
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10:00 PM								
11:00 PM								

## DELETE A BOOKING

To delete a booking, click on **MY BOOKINGS** located at the top right of the screen.

The screenshot shows the ADMIN CENTRE FOR SPORT, CULTURE & REC. booking interface. The header includes the organization name, a 'BOOK' button, and a 'MY BOOKINGS' button. The main area displays a calendar grid for Thursday, April 6, 2017, from 9:00 AM to 7:00 PM. A green button labeled '2:30 PM' is visible in the 2:00 PM slot. The interface includes a table of room options:

	1870 Lorne Main Floor (Video)	1870 Lorne Basement	Room 122/123 Saskatoon	Room 140 Saskatoon (Video)	Room 201 Saskatoon (Video)	2205 Vic All 3 (up to 50)	2205 Vic 1 & 2 (up to 20)	2205 Vic Room 3 (up to 10)
9:00 AM								
10:00 AM								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								

All of the boardrooms that you have booked will show up. The ones with the X, you are able to delete, the ones with the lock are either in the past or are within the 72 hours. To delete a booking, click on the X

ADMIN CENTRE FOR SPORT, CULTURE & REC. BOOK MY BOOKINGS

### My bookings.

All the bookings you've ever had at Admin Centre for Sport, Culture & Rec...

Scheduled Time	Duration	Spaces	Price	Title	Actions
Thursday, April 6, 2017 at 10:00 AM	4 hours	1 space	No charge	Training booking	X
Friday, March 10, 2017 at 1:00 PM	3 hours	1 space	No charge	SSDI - Lottery Training	🔒
Friday, March 10, 2017 at 8:30 AM	7 hours 30 minutes	1 space	No charge	Admin Centre - Boardroom Training N/C	🔒
Tuesday, March 7, 2017 at 8:30 AM	7 hours 30 minutes	1 space	No charge	SSI- BOARDROOM TRAINING N/C	🔒
Thursday, February 23, 2017 at 9:00 AM	2 hours	1 space	No charge	SSI - IT Meeting-59000	🔒
Monday, January 23, 2017 at 9:00 AM	6 hours 30 minutes	2 spaces	No charge	SSI-IT- N/C	🔒
Friday, December 23, 2016 at 10:00 AM	1 hour 30 minutes	2 spaces	\$10.00	It Meeting	🔒
Thursday, December 22, 2016 at 1:00 PM	3 hours	2 spaces	No charge	IT Meeting	🔒

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You will receive the following dialog box. Once you cancel the booking, you will receive a cancellation email.

## Cancel Booking

Are you sure you want to cancel? Confirm it and you're done.

Go back Cancel it