

## How to Make Virtual Hospital Room Reservations

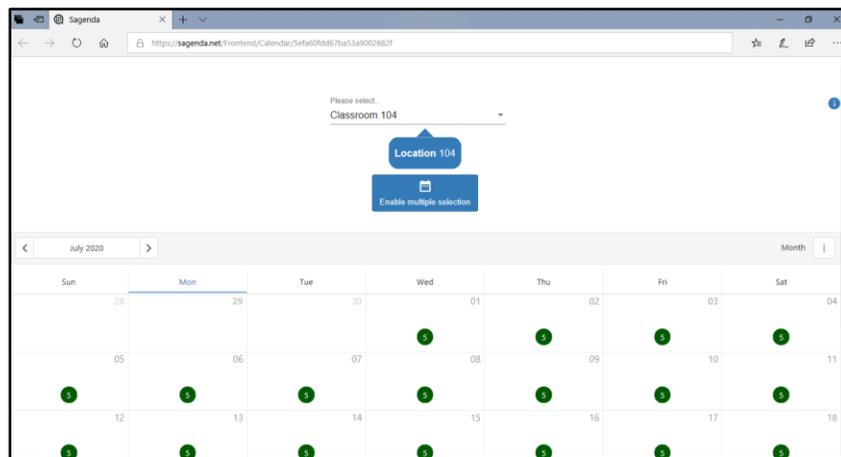
The Virtual Hospital is now accepting room reservations through the booking site, Sagenda.net

There is not a way to submit a communication tool attached to the reservation (new directions on how to submit the communication tool will be provided). This is a free program so there are limitations and it is not supported by MCC IT like the old calendar system. Please contact the Virtual Hospital Coordinator and Lab Specialist for troubleshooting issues and questions.

**Step 1:** Click this link below to view the virtual hospital room reservation calendar:

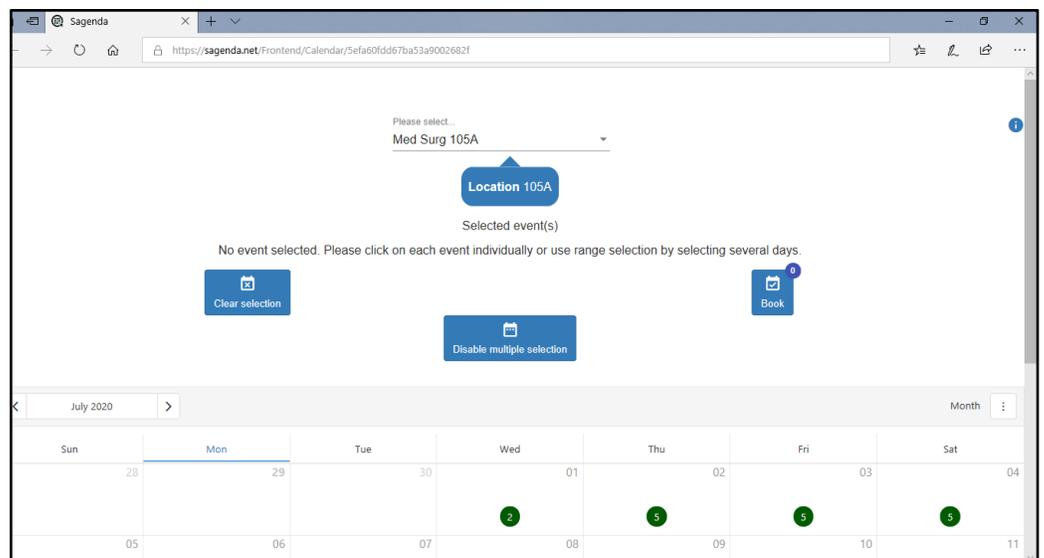
<https://sagenda.net/Frontend/Calendar/5efa60fdd67ba53a9002682f>

You should see a page like this:



**Step 2:** Select the Room or Classroom you are requesting to reserve from the drop-down menu (Subject to availability).

- Click *“Enable multiple selection”*



### Step 3: Select the correct month.

- Click the green circle on the date you are reserving
- Click the first time slot you are reserving
- Repeat for each additional time slot and date needed

The screenshot shows a web browser window with the URL <https://sagenda.net/Frontend/Calendar/5efa60fdd67ba53a9002682f>. The page title is "Selected event(s)". Below the title, there is a message: "No event selected. Please click on each event individually or use range selection by selecting several days." There are three buttons: "Clear selection", "Disable multiple selection", and "Book". The calendar shows the month of July 2020. The days of the week are Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates 02, 03, 05, and 11 are marked with green circles. Below the calendar, there is a list of time slots for 03 July 2020: 08:00 - 10:00 - Free (0/1) | 8:00am Start times; 10:30 - 12:30 - Free (0/1) | 8:00am Start times; 13:30 - 15:30 - Free (0/1) | 8:00am Start times; 16:00 - 18:00 - Free (0/1) | 8:00am Start times; 18:30 - 20:30 - Free (0/1) | 8:00am Start times. A red arrow points to the "Book" button, and another red arrow points to the green circle on the date 05. A blue box highlights the time slot list with the text: "The green circle tells you how many time slots are available each day."

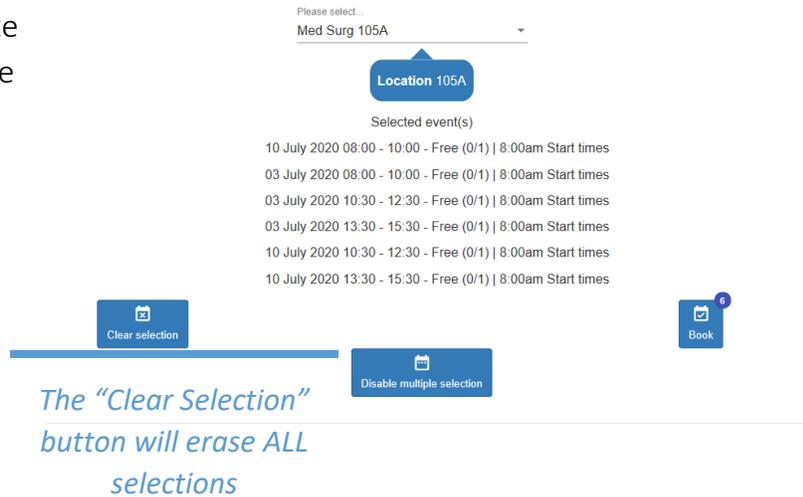
*A List of available times for the date selected will appear on the lower left side of the screen.*

- Top of the page list of all the dates and times you have selected.
- You can move from month to month and room to room before submitting your requests.
- ***Do not click the back arrow or your selections will be lost and you will have to start over!***

The screenshot shows a dropdown menu with the text "Please select..." and "Med Surg 105A". Below the dropdown, there is a button labeled "Location 105A". Below that, there is a section titled "Selected event(s)" with a list of events: 03 July 2020 08:00 - 10:00 - Free (0/1) | 8:00am Start times; 03 July 2020 10:30 - 12:30 - Free (0/1) | 8:00am Start times; 03 July 2020 13:30 - 15:30 - Free (0/1) | 8:00am Start times; 10 July 2020 08:00 - 10:00 - Free (0/1) | 8:00am Start times; 10 July 2020 10:30 - 12:30 - Free (0/1) | 8:00am Start times; 10 July 2020 13:30 - 15:30 - Free (0/1) | 8:00am Start times; 07 August 2020 08:00 - 10:00 - Free (0/1) | 8:00am Start times; 07 August 2020 10:30 - 12:30 - Free (0/1) | 8:00am Start times; 07 August 2020 13:30 - 15:30 - Free (0/1) | 8:00am Start times. There are three buttons: "Clear selection", "Disable multiple selection", and "Book".

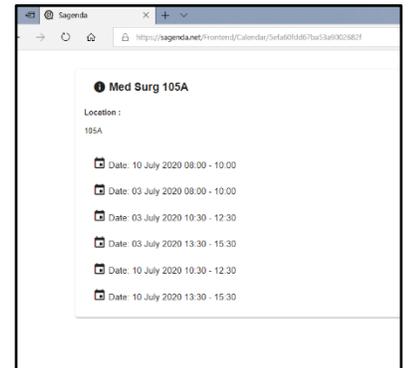
When you are ready to submit your reservation request:

**Step 4:** Click the blue button that says “Book” (note there will be a small circle with the number of time slots you have requested.)



*The “Clear Selection” button will erase ALL selections*

- The next page confirms your selections. Please review carefully and confirm room location, dates, and times are correct. Then scroll down to the bottom of the page.



**Step 5:** Fill out your name, MCC Email address and phone number, and you *must list the name of the simulation in the description box.*

The screenshot shows the Sagenda reservation form. It includes fields for "Title", "First Name \*", "Last Name \*", "Email address \*", and "Phone". A red arrow points to the "Phone" field. Below the "Phone" field, there is a note: "Please enter a valid phone number with international country code in order to be able to get SMS notifications." The "Description" field is highlighted in blue and contains the text: "*\*Important\**  
*In the “Description” box you MUST list the name of the simulation attached to the reservation.  
If there is not a simulation name attached to the reservation it will be canceled.*" At the bottom, there are two buttons: "Back" and "Book".

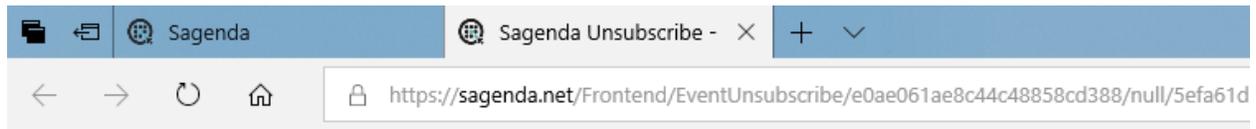
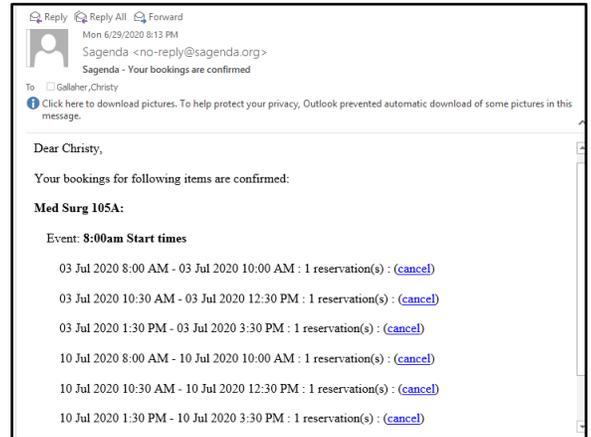
- When you are ready to submit your reservation click the green button that says “Book”

Description

Test Simulation

Back Book

- Once you submit this page you will receive an email confirmation to the email address listed above.
  - If you do not receive an email confirmation your submission was not successful
- To cancel a time slot:
  - Click the blue “cancel” button in the confirmation email.
  - Cancellation page will appear, to confirm click “Yes”.



Would you like to cancel (unsubscribe) from 8:00am Start times (03 Jul 2020 8:00 AM - 03 Jul 2020 10:00 AM)?

Yes No

- You will then receive an email confirmation for each cancellation for your records.

