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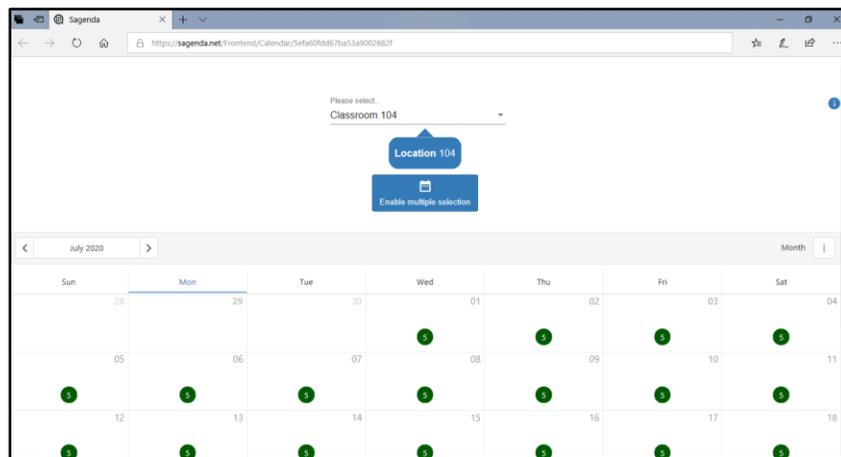
Step 2: Select the Room or Classroom you are requesting to reserve from the drop-down menu (Subject to availability).

- Click "*Enable multiple selection*"

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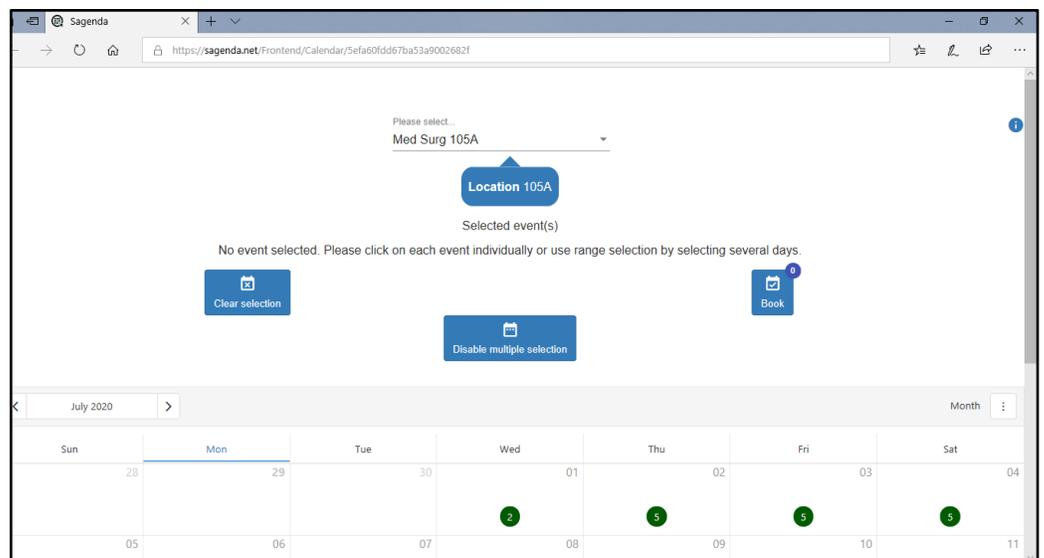
Step 3: Select the correct month.

- 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 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!***

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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.)
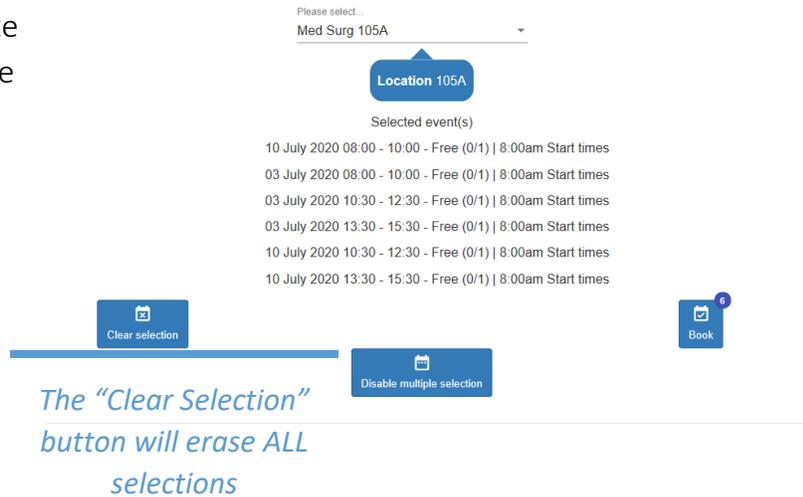
The "Clear Selection" button will erase ALL selections

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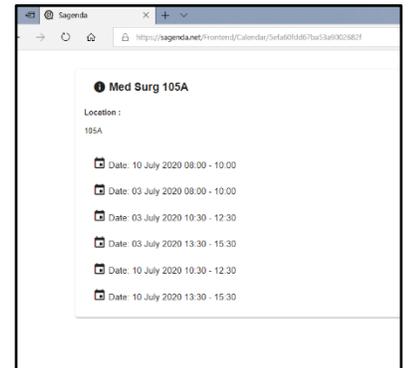
Step 5: Fill out your name, MCC Email address and phone number, and you *must list the name of the simulation in the description box.*

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.

- When you are ready to submit your reservation click the green button that says "*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*".
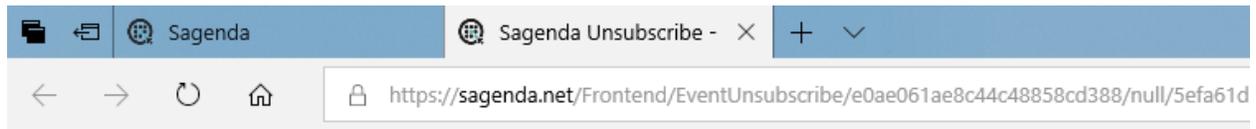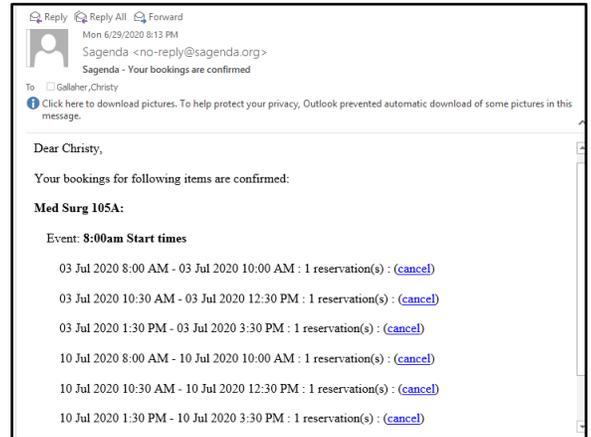
- You will then receive an email confirmation for each cancelation for your records.

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