### Foster Room Reservation Student Guide

#### Team Room Reservation Details:
- **2 hour** time limit per reservation
- Maximum of **6 reservations** (current or future) per student
- Please visit Foster 208, the Quiet Study Room, for individual studying
- Must swipe in within 10 minutes or team room will be released

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### 1. Reserving a Room at the Panel

1. Look for a team room with a green background on the iPad indicating the room is available. If the room is in use, the background will be gold. Swipe your card at an available panel to begin reserving the room.

2. Enter an event name (recommended but not required). This name will show on the panel, so please use appropriate naming.

3. To adjust the date and time, click on the calendar icon. Time may be adjusted in 15 minute increments by clicking on arrows on the right.

4. Select the length of time you would like the reservation (minimum 15 minutes).

5. Grant other business school students in your group swipe access by typing a first or last name next to the magnifying glass. Select the students you would like to add.

6. Enter a phone number or email address for a confirmation or reservation reminder if desired. Otherwise, leave no reminder selected.

7. Click CONFIRM. The background on the iPad will change to gold and your reservation is complete.

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#### New reservation

- **Available**
- **In Use**

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#### Reserving Online

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#### Additional Notes

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2. Reserving a Room Online

1. Visit https://idcard.baylor.edu and log in with your BearID and password.
2. From the Menu on the left, choose Room Reservation.
3. Depending on your classification, you may have multiple Room Groups available on the right side. Choose a room group to see the rooms available.
4. From the top of the listing, select the date, time and duration you want to schedule a team room. Only rooms available will be shown.

5. Once you have selected a date, time and duration, click on RESERVE next to the room you want.
   *You may click on the calendar icon next to any room to see more details about the specific calendar for that room.

6. Enter an event name (recommended but not required). This name will show on the panel, so please use appropriate naming.
7. To adjust the date and time, click on the calendar icon. Time may be adjusted in 15 minute increments by clicking on arrows on the right.
8. Select the length of time you would like the reservation (minimum 15 minutes).
9. Grant other business school students in your group swipe access by typing a first or last name next to the magnifying glass. Select the students you would like to add.
10. Enter a phone number or email address for a confirmation or reservation reminder if desired. Otherwise, leave no reminder selected.
11. Click CONFIRM.
12. You can now review (and drop) upcoming reservations if no longer desired.
3. Additional Notes

Panel: Additional Notes

- At any time, with the room available or in use, you may touch the panel to see the calendar by day or by week.

Online: Additional Notes

- You can review upcoming reservations, drop reservations, or give card swipe access to additional participants by visiting the online system.

Ending a Reservation Early

- If you finish using the room before the scheduled end time, please release the room for other students to reserve. To do so, select the “Release Room” button on the panel outside the room. Swipe your ID to confirm your cancelation.