

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

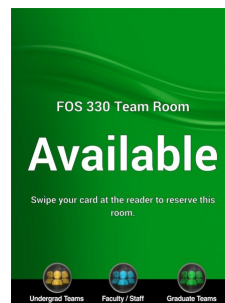
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1. Reserving a Room at the Panel

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.

Available:



In Use:



New reservation

Event name (recommended)

FOS 330 Team Room

07/06/2016 10:45:00

1 hour

Who else can open the door?

Would you like to receive a confirmation of your reservations?

- ☐ text no phone registered — [Edit](#)
- ☐ email no email registered — [Edit](#)
- ☒ no confirmation

☐ Attach calendar appointment to email

Would you like a reminder when your reservation is ending? If so, enter your phone number.

- ☐ text no phone registered — [Edit](#)
- ☐ email no email registered — [Edit](#)
- ☒ no reminder

CANCEL

CONFIRM

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.

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.

ROOM GROUP

FOS Undergrad Team Rooms

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.

RESERVE A ROOM

WHEN?

TODAY

@

3:15 PM

HOW LONG?

1 hour

5. Once you have selected a date, time and duration, click on RESERVE next to the room you want.



FOS 103 Team Room

RESERVE

*You may click on the calendar icon next to any room to see more details about the specific calendar for that room.

New reservation

Event name (recommended)

FOS 330 Team Room

07/06/2016 10:45:00

1 hour

Who else can open the door?

Would you like to receive a confirmation of your reservations?

- ☐ text no phone registered — Edit
- ☐ email no email registered — Edit
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CANCEL

CONFIRM

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.

DAY WEEK

< • >

FOS 231 Team Rm

SAT AUG 22

4:30 – 5:30 pm

Team Meeting

NO MORE EVENTS

DAY WEEK

FOS 231 Team Rm

< • >

1pm

2pm

3pm

4pm

5pm

6pm

7pm

Aug 16 - 22, 2015

Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22
						4:30p - 5:30p Team Meeting

Online: Additional Notes

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

MY UPCOMING RESERVATIONS

FOS 103 Team Rm

today 4pm – 4:15pm

View — Drop

Reservation

Event name (recommended)

FOS 426 Team Room

09/21/2022 10:00:00

2h 30m

Who else can open the door?

DROP

DONE

Ending a Reservation Early

- If you finish using the room before the scheduled end time, please re-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 cancellation.

FOS 330 Team Room

Event in progress

Group Project

10:45am to 11:45am

Swipe your card at the reader to reserve this room.

Release Room

Are you sure you want to end your reservation early?

Swipe your card at the reader to confirm.

Group Project

10:45am to 11:45am

Swipe your card at the reader to reserve this room.

Release Room

FOS 330 Team Room

Available

Swipe your card at the reader to reserve this room.