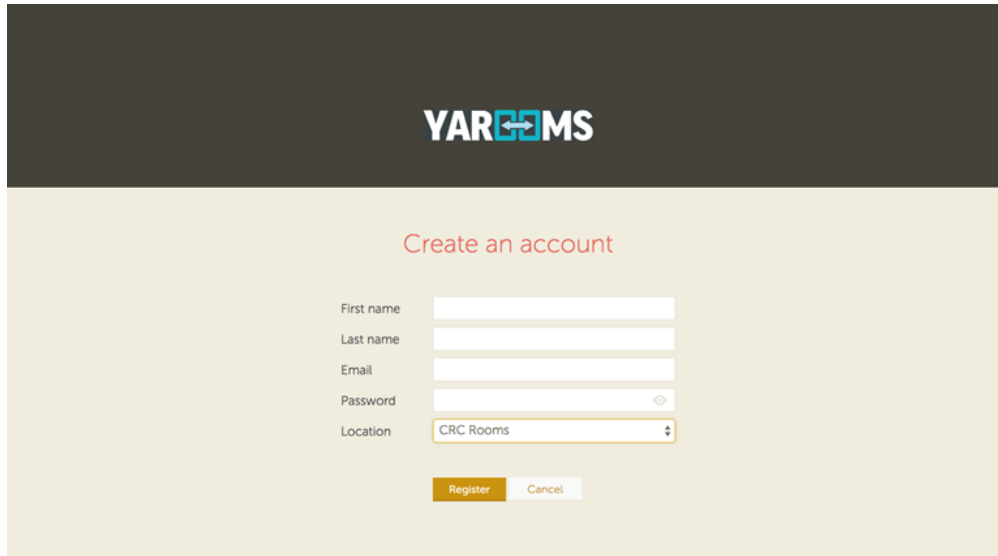


YARMS

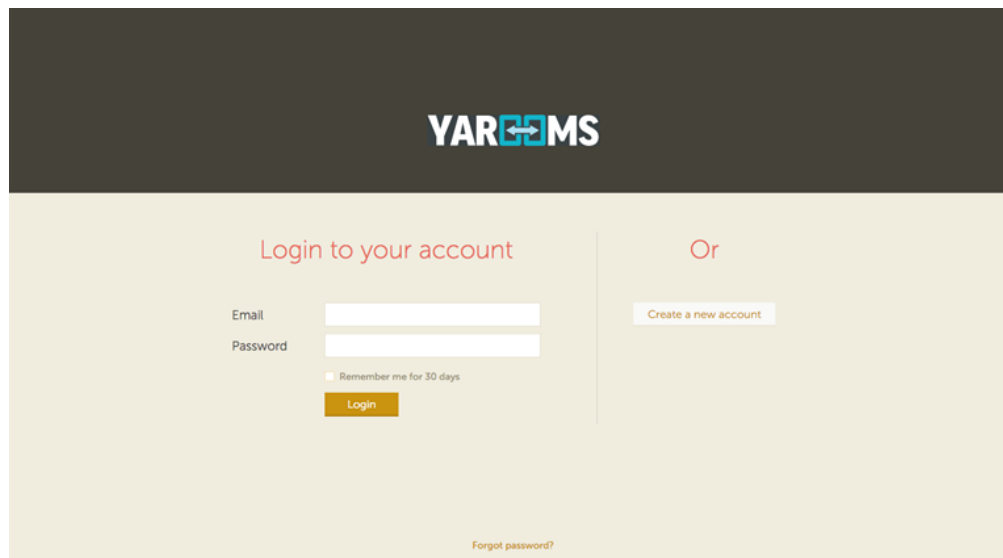
The CRC is currently using YArooms, a web based booking software package that schedules reservations for CRC facilities and technology. Below is a list of instructions on how to make reservations:

- Go to <https://bucrc.yarooms.com/account/create> to create a free account.



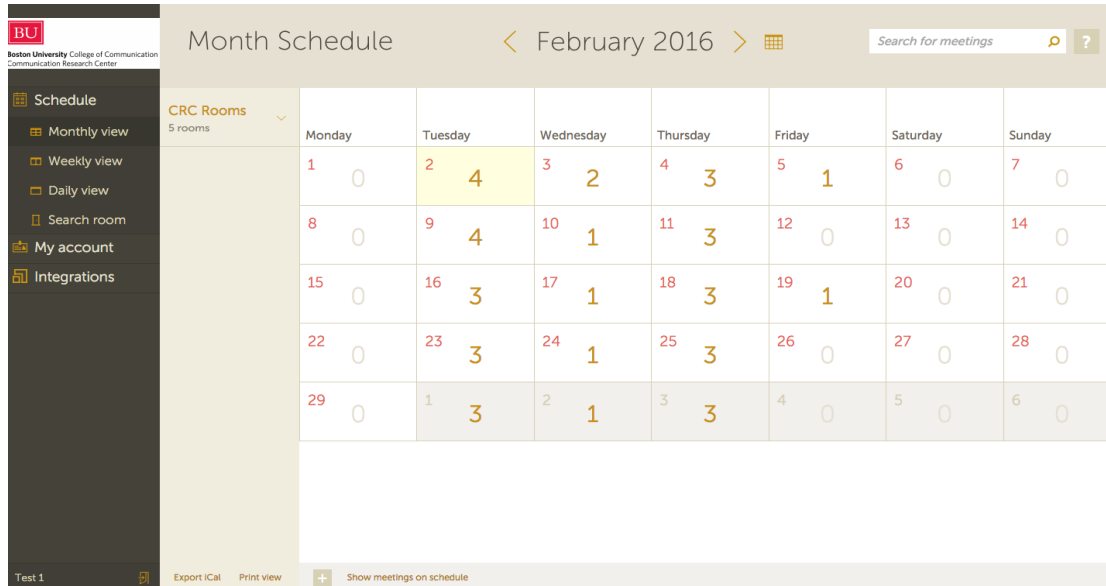
The screenshot shows the 'Create an account' page on the YARMS website. The page has a dark header with the YARMS logo. Below the header, the text 'Create an account' is displayed in red. The form includes input fields for 'First name', 'Last name', 'Email', and 'Password', and a dropdown menu for 'Location' set to 'CRC Rooms'. At the bottom of the form are two buttons: 'Register' (orange) and 'Cancel' (white).

- Once your account is created, go to <https://bucrc.yarooms.com/account/login> to log in.



The screenshot shows the 'Login to your account' page on the YARMS website. The page has a dark header with the YARMS logo. Below the header, the text 'Login to your account' is displayed in red. The form includes input fields for 'Email' and 'Password', a checkbox for 'Remember me for 30 days', and a 'Login' button (orange). To the right of the form, the text 'Or' is displayed in red, followed by a 'Create a new account' button (white). At the bottom of the page, there is a link for 'Forgot password?'.

- From there, you should see a calendar layout and a selection menu for either “CRC Rooms” or “CRC Technology.” Select the desired option. (Note: If you need both a room *and* technology, then you’ll need to make two separate reservations.)



- In order to book a meeting in YRooms click on the "+" symbol from the bottom-right corner of a cell in the monthly or weekly schedule or directly on a time slot of the daily schedule. Next, there are two paths you can choose:
 - Use the “Quick book” pop-up to define the basic information about your meeting and click on the "Book" button to create the meeting in your calendar.

- Click on the "Advanced" button from the "Quick book" pop-up and define additional details about your meeting, including the way the meeting recurs, invitees, or booked resources.

Book meeting Search for meetings

Title:

Booking type: Meeting

Room: Room 2

Date: Wednesday, November 19 2014

Start/End: 08:00 - 09:00

Book resources: Laptop, Table, Video Projector

Invite people: Demo User, test user

Description:

Save Cancel Add recurrence +

- To create a recurrent booking you can click the "Add recurrence" button in the bottom-right corner of the screen. A new set of options will appear, along with a preview of how the meeting will repeat. The options specific to recurrent meetings are the following:

Book meeting Search for meetings

Title: Demo meeting

Booking type: Meeting

Room: Room 2

Date: Wednesday, November 19 2014

Start/End: 08:00 - 09:00

Book resources: Laptop, Table, Video Projector

Invite people: Demo User, test user

Description:

Recurrence type: Weekly

Repeat: 5 times, every 2 weeks

1. Demo meeting	Wednesday, November 19 2014 @ 08:00 - 09:00
2. Demo meeting	Wednesday, December 03 2014 @ 08:00 - 09:00
3. Demo meeting	Wednesday, December 17 2014 @ 08:00 - 09:00
4. Demo meeting	Wednesday, December 31 2014 @ 08:00 - 09:00
5. Demo meeting	Wednesday, January 14 2015 @ 08:00 - 09:00

Save Cancel Delete recurrence

- After the save button is clicked, a request will be submitted to the Lab Managers for approval.

It is recommended that you set up an account to book your reservations. If you do not want to sign up for an account, feel free to email your booking requests to the Lab Managers (crc_admin@bu.edu).