

# Stellaria Building

## Scheduling System – User Information

For a complete introduction to using the Scheduling System, please visit:

<http://www.stellariabuilding.com/schedule/help.php>

Here are the basic things a user must know for scheduling events:

### 1. Registration

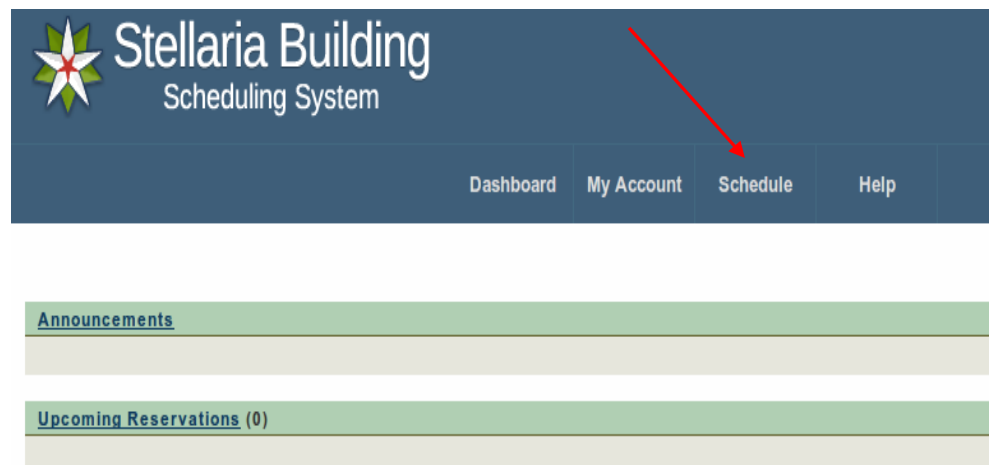
- (a) While you may be able to log in and view the schedule and functions immediately after registering for a user account, ***the Administrator must manually set your permissions before you can schedule any reservations.*** Your permissions will be set only after you have submitted a complete Community Room Rental Application. If you have already submitted your application when you register to use the online scheduler, please check back on the next business day to make your reservations; if you are still unable to schedule events, e-mail [info@stellariabuilding.com](mailto:info@stellariabuilding.com)
- (b) To register, go to <http://schedule.stellariabuilding.com/index.php> and click Create an Account.

### 2. Viewing the Schedules

- (a) “My Calendar” will show only your reservations
- (b) “Schedule Calendar” will show all reservations
- (c) “Bookings” will show all reservations and their status, whether they are Pending Approval or Confirmed

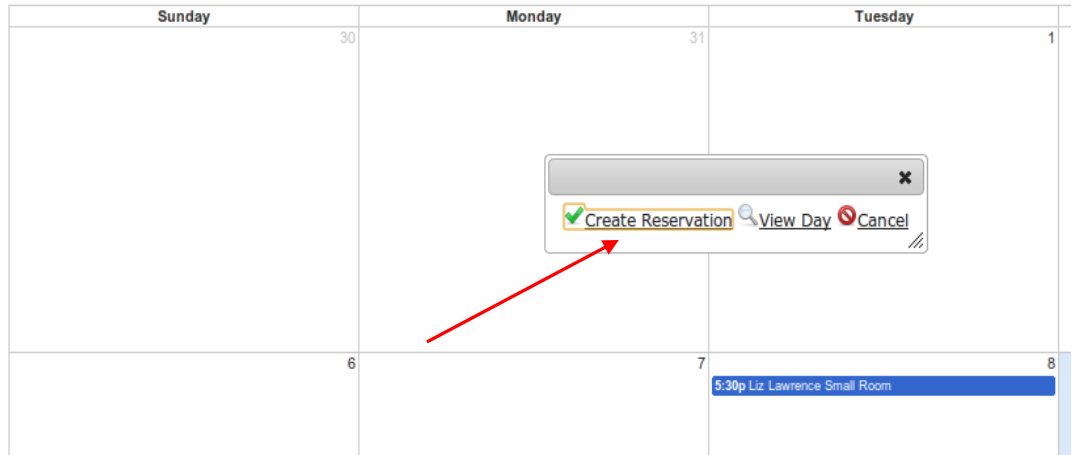
### 3. Scheduling an Event

- a) Click on *Resource Calendar* in the *Schedule* Drop Down Menu

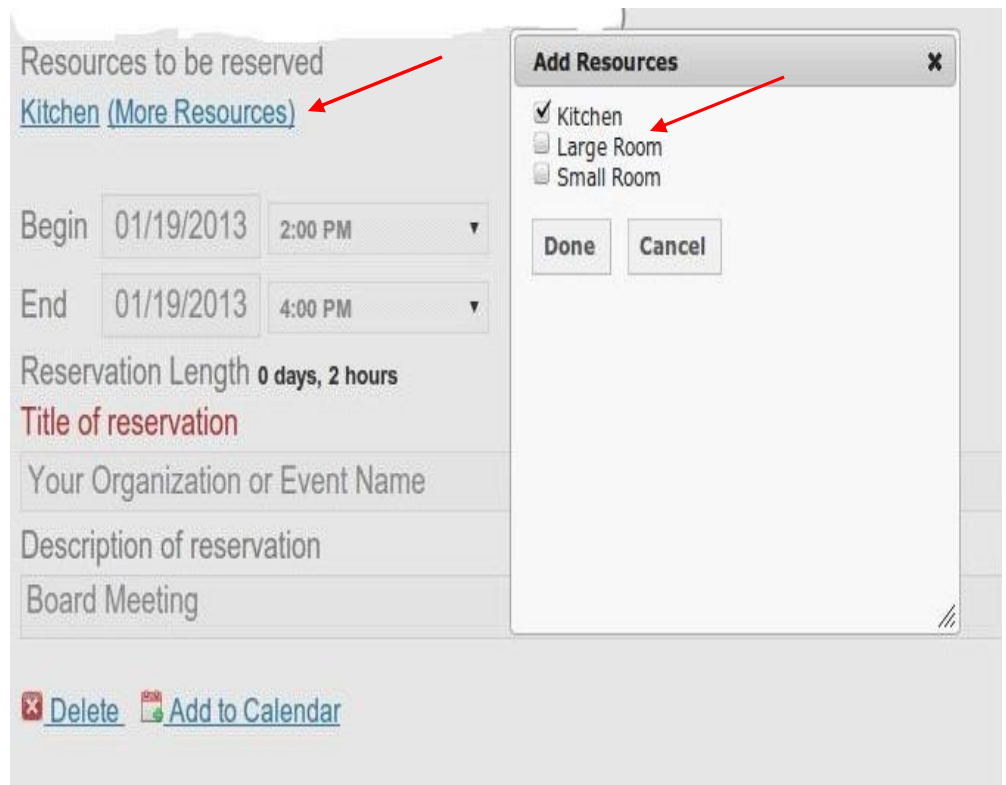


← January 2013 →

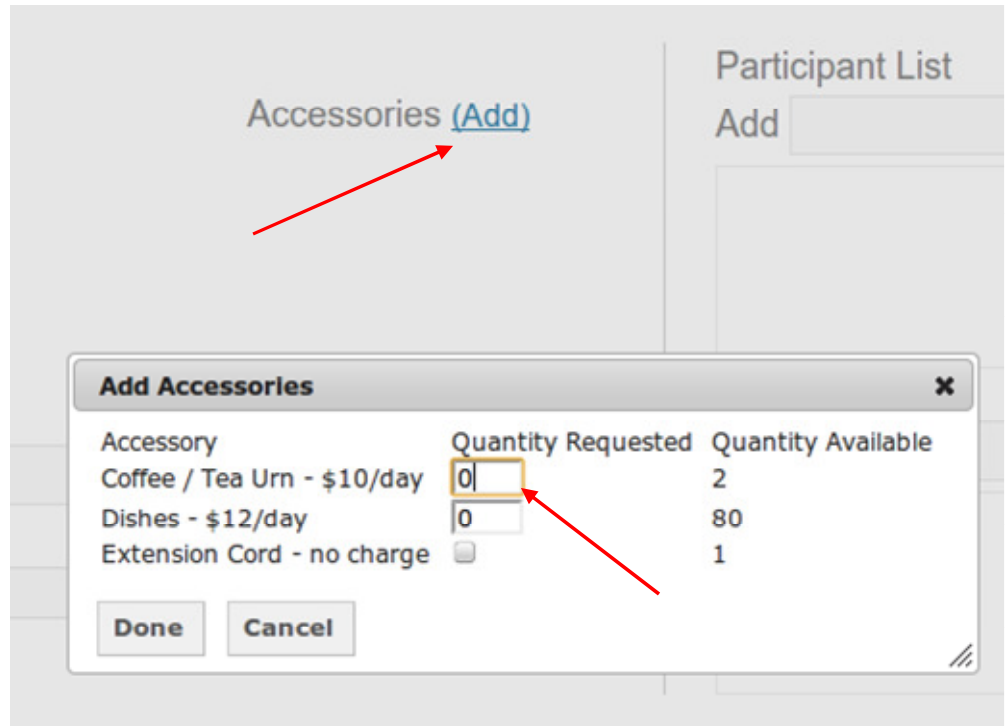
b) Find and click on the date you wish to schedule an event on; click *Create Reservation* in the little pop up window.



c) Click *More Resources* to open the *Add Resources* window and check the boxes for the room(s) you want. Click *Done*, and enter the begin and end date and time, a title and description of your event.



d) Accessories – click *Add* to open the *Add Accessories* window, where you can reserve urn, dishes and an extension cord. Enter the quantity needed or check the box. Click *Done* to save these changes.



e) Click *Create* to submit your reservation. It will be added to the schedule with “Pending Approval” status. Your reservation will be confirmed on the schedule by the Administrator when your deposit and at least 50% of your rental fees are received.

### Create a new reservation

Resources to be reserved

[Kitchen \(More Resources\)](#)

Begin 12/31/2012 9:00 AM

End 12/31/2012 11:00 AM

Reservation Length 0 days, 2 hours

**Title of reservation**

Your Organization or Event Name

Description of reservation

Board Meeting

Accessories ([Add](#))

(1) Coffee / Tea Urn - \$10/day

(10) Dishes - \$12/day

Participant List

Add  OR All Users

Invitees

Add  OR All Users

Create Cancel