Adding Services for a Booked Event

1. Under Reservations, click View My Requests to open the Reservation Summary page.
2. Select the reservation request for which you are editing one or more bookings. The Reservations Details tab on the Reservation Summary page displays summary information for the selected reservation and all its bookings.

3. Click the Add icon next to the booking to which you are adding services.

The Booking Details tab opens. This tab displays not only summary information for the booking (event name, event date, location, and so on), but also, the services that are available for adding to the booking (Available Services tab) and the services that have already been added to the booking (Existing Services tab).
4. On the Available Services tab, click the link for the type of service that you are adding to the booking. The Available Services tab is refreshed with options based on the type of service that you are adding.

   a. Adding Building Services
b. Adding CSE Services

![Image of CSE Services]

- Easel
- Flipchart
- Ribbon-cutting scissors
- Wheelchair

Save Cancel

CSE Services

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c. Adding Media Services

![Image of Media Services]

- Computer Cart w/ LCD Projector
- Apple iPad Cart (20 iPads)
- CD / Cassette Boombox
- Digital Handheld Audio Recorder
- Digital Video Camcorder
- Mac laptop
- Mac Laptop Cart (20 Laptops)
- Microphone and Podium (portable)
- PC Laptop
- PC Laptop Cart (20 Laptops)
- Projector
- Teleconferencing Phone

Save Cancel

Media Services Terms and Conditions

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d. Adding Notes

5. Enter the necessary information for the services that you are adding to the booking, and then at the bottom of the page, click Save. After editing a particular category, the Available Services tab closes. You return to the Booking Details tab with the newly added services displayed under Existing Services.