

Paul Robeson Cultural Center Online Room Reservation Instructions

Please read the following instructions for reserving the PRCC online. When you have finished reading, proceed to the Online Reservation Calendar at <http://www.rutgersblackalumni.org/prcc>

Step 1

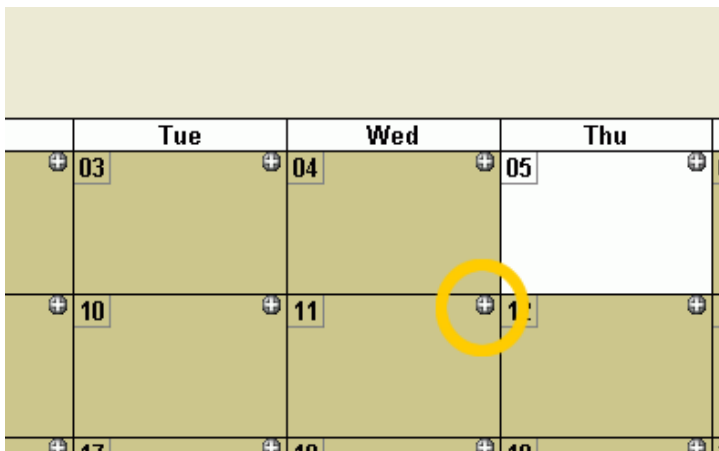
Click on the Online Reservation Calendar link above. The reservation calendar will open in the browser. Scroll down to the bottom of the calendar to select the desired month.

[Printer Friendly]

Month:

Step 2

Click the '+' on the date that you want to reserve.



Tue		Wed		Thu	
<input type="button" value="+"/> 03	<input type="button" value="+"/>	<input type="button" value="+"/> 04	<input type="button" value="+"/>	<input type="button" value="+"/> 05	<input type="button" value="+"/>
<input type="button" value="+"/> 10	<input type="button" value="+"/>	<input type="button" value="+"/> 11	<input type="button" value="+"/> 12	<input type="button" value="+"/>	<input type="button" value="+"/>
<input type="button" value="+"/> 17	<input type="button" value="+"/>	<input type="button" value="+"/> 18	<input type="button" value="+"/> 19	<input type="button" value="+"/>	<input type="button" value="+"/>

Step 3

The "Add Entry" box will appear: With the *Details* tab on top, enter the following information:

In the Brief Description Box: The name of the event

In the Full Description Box: Organization Name, Event Description, Contact Name, Email and Phone Number.

WITHOUT THIS INFORMATION, YOUR EVENT WILL NOT BE APPROVED.

Add Entry

Details

Repeat

Brief

Description:

Full

Description: Required Information:
Organization Name
Event Description
Contact Name, Email, Phone

Access:

Date:

Send Yes No days hours minutes before
Reminder: event

Step 4

Select the day, month and year of the event.

Add Entry

Details

Repeat

Brief

Description:

Full

Description: Required Information:
Organization Name
Event Description
Contact Name, Email, Phone

Access:

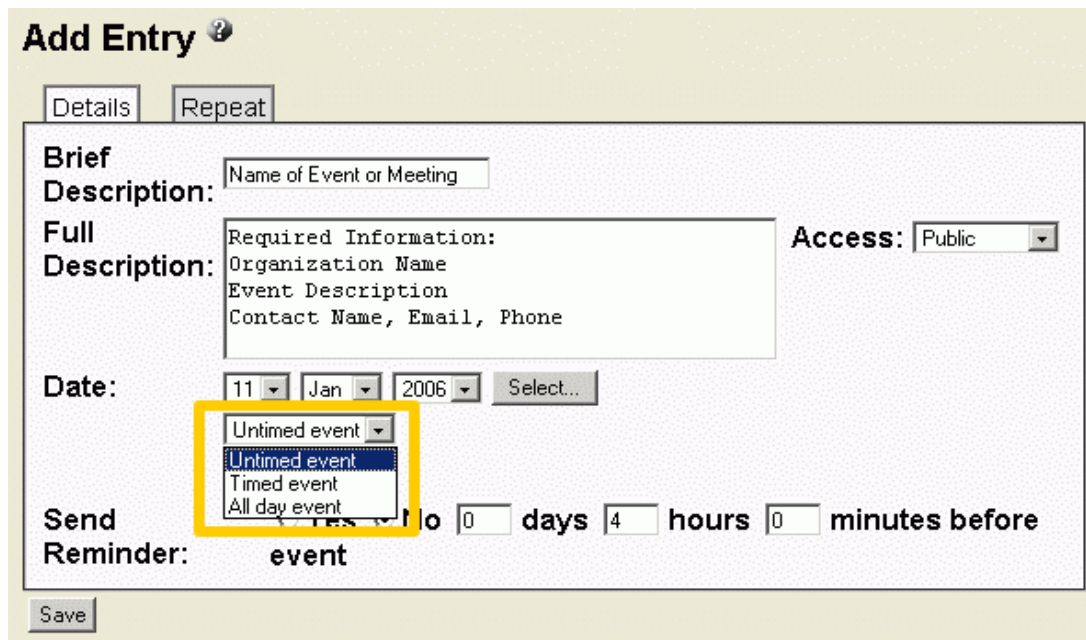
Date:

Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov

Send Yes No days hours minutes before
Reminder: event

Step 5

To select the time, click the box under the date. Select "Timed event"



Add Entry ?

Details Repeat

Brief Description:

Full Description: Required Information:
Organization Name
Event Description
Contact Name, Email, Phone

Access:

Date: 11 Jan 2006 Select...

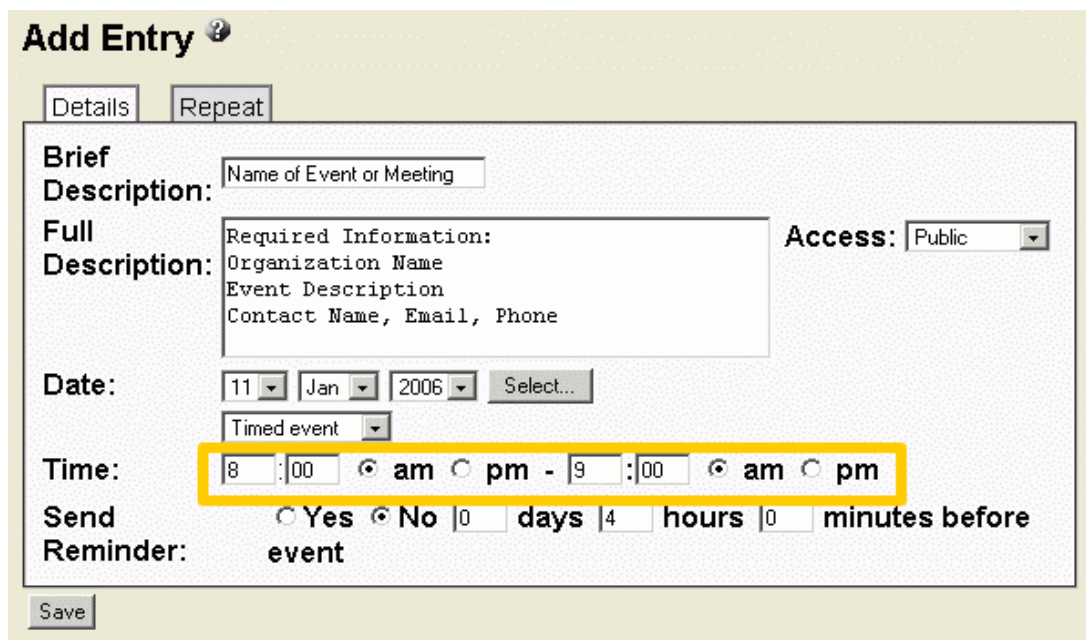
Untimed event
Timed event
All day event

Send Reminder: Yes No 0 days 4 hours 0 minutes before event

Save

Step 6

In the boxes marked "Time" enter the start and end times. Remember to select "am" and "pm" where appropriate. For a one-time event, click the "Save" button. For repeating events, continue to steps 7-9.



Add Entry ?

Details Repeat

Brief Description:

Full Description: Required Information:
Organization Name
Event Description
Contact Name, Email, Phone

Access:

Date: 11 Jan 2006 Select...

Timed event

Time: 8 :00 am - 9 :00 pm

Send Reminder: Yes No 0 days 4 hours 0 minutes before event

Save

Repeating Events

Step 7

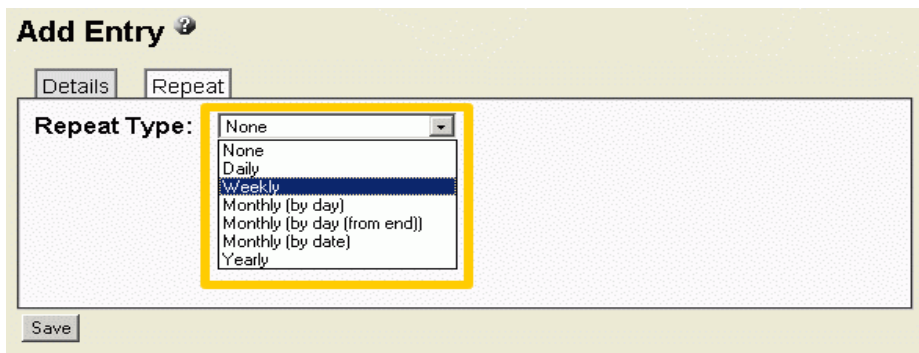
Click the "Repeat" Tab in the "Add Entry" box.



The screenshot shows the 'Add Entry' form with the 'Repeat' tab selected. The 'Repeat Type' dropdown menu is currently set to 'None'. A 'Save' button is visible at the bottom left.

Step 8

Click the "Repeat Type" box. Select the type of repeat. If your event will repeat each day for a certain number of days, select "Daily." If your event will repeat a certain day each week, select "weekly."

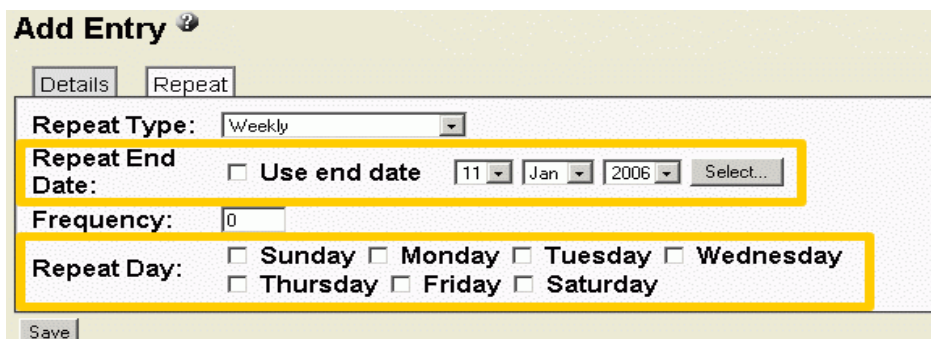


The screenshot shows the 'Add Entry' form with the 'Repeat' tab selected. The 'Repeat Type' dropdown menu is open, showing options: None, Daily, Weekly, Monthly (by day), Monthly (by day (from end)), Monthly (by date), and Yearly. The 'Weekly' option is highlighted. A 'Save' button is visible at the bottom left.

Step 9

In this example, the event is weekly. Select the date that the event will stop repeating. Then Check the box for the day that the event will repeat. For example, for an event that will repeat each Wednesday until January 11, select 11 - Jan - 2006 in the Repeat End Date box and check the "Wednesday" box for "Repeat Day."

Click the "Save" box.



The screenshot shows the 'Add Entry' form with the 'Repeat' tab selected. The 'Repeat Type' dropdown menu is open, showing options: None, Daily, Weekly, Monthly (by day), Monthly (by day (from end)), Monthly (by date), and Yearly. The 'Weekly' option is highlighted. The 'Repeat End Date' field is highlighted, showing '11' for the day, 'Jan' for the month, and '2006' for the year. The 'Repeat Day' field is highlighted, showing checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. A 'Save' button is visible at the bottom left.