

Before you begin, make sure the room you're trying to book is available.

After you've signed in, you will be placed in the Section Workspace for the Admin Room Calendars.

To book a room, click the Admin/ISC Conference Room Calendar page.

The screenshot shows the 'Admin Room Calendars' Section Workspace. At the top, there is a green header with the title and a navigation bar with tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. Below the header, there is a 'Current Pages' section with buttons for 'New Page', 'Organize Pages', and 'Recycle Bin', and a search box labeled 'Find Page'. The main content area is titled 'Document Viewer App Display Issue' and contains a message about intermittent display issues with a 'Browse...' button and a 'Hot Help Topics' link. Below this is a table of pages:

STATUS	PAGE	
INACTIVE	Home Page Content	Actions ▼
ACTIVE	Admin/ISC Conference Room Calendar	Actions ▼
ACTIVE	Book a Room	Actions ▼

Then click on the Admin/ISC Conference Room Calendar application.

The screenshot shows the 'Admin/ISC Conference Room Calendar Page'. At the top, it says 'Last edited by Dave Irby about 9 minutes ago.' Below this, there is a list of content items:

- Booking a Room  
Content
- Admin/ISC Conference Room Calendar  
Calendar

**New Event**

Then select **New Event**. Please be sure to enter the required information in the Description field and select the appropriate category when booking an event. The required information is located on the home page of the calendar, <https://mo01931486.schoolwires.net/Page/122>.