

Edit Suite Reservation Procedure

Please reserve **24 hours** in advance to ensure computer availability

1. Create a Reservation Event. Make Reservation 24hrs in advance.

- a. Go to www.uncw.edu/com/ and click on the SharePoint link, log in with your UNCW username and password.
- b. Choose the Edit Suite Reservations calendar on the left of the screen.
- c. **See which computers are already reserved to determine which are available.**
 - i. If computers # 1 and 2 are reserved, you know #3-7 are available.
 - ii. Do NOT alter any other reservations.
 - iii. ***DO NOT RESERVE COMPUTERS DURING EQUIPMENT PICKUP/RETURN HOURS. Those hours will be blocked off in the edit suite calendar***
- d. Decide on a checkout time **during edit suite hours (8:00 am – 10:00 pm)** and double click on the day you plan to come in on the calendar.

YOU CAN ONLY BLOCK OFF 2 HOUR SESSIONS ON A SINGLE COMPUTER

However, if your time is up and there is no one else in the edit suite, you can continue working in the suite.

- e. In the **Title** area, enter: YOUR NAME and which computer you would like to reserve (Computer 1-7)
 - i. **Example: Olivia Williams – Computer #1**
- f. In the **Location** area, enter your cell phone number and email address.
- g. Using the date and time drop-down menus, select a start and end time for your reservation.
 - i. **This time range must occur on the same day.**
 - ii. Start = when you will arrive to the edit suite
 - iii. End = when you will be leaving the edit suite
- h. In the **Description** window enter your course number, the project #, working title and a brief course of action.
 - i. Click on **Save**.