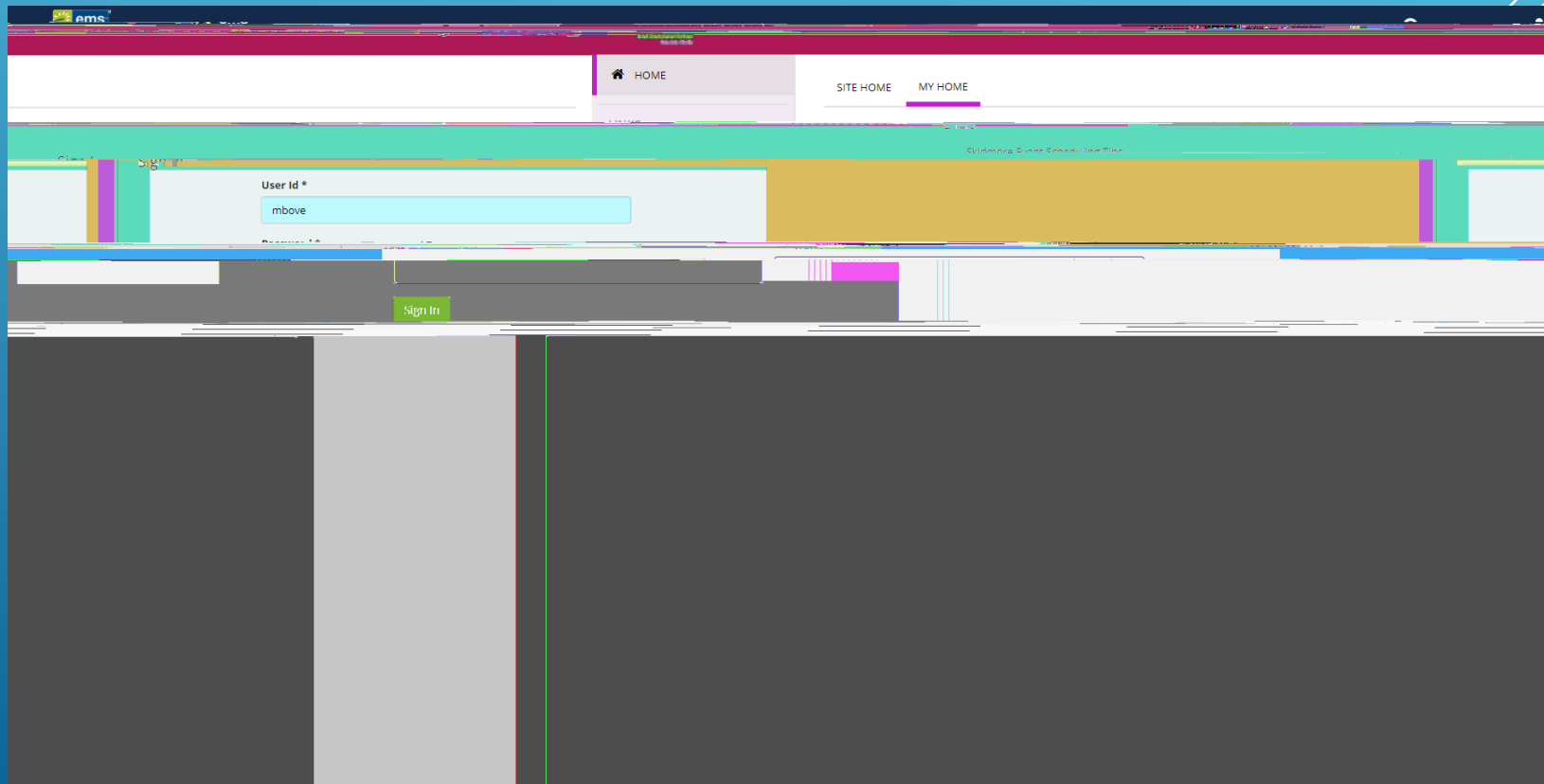
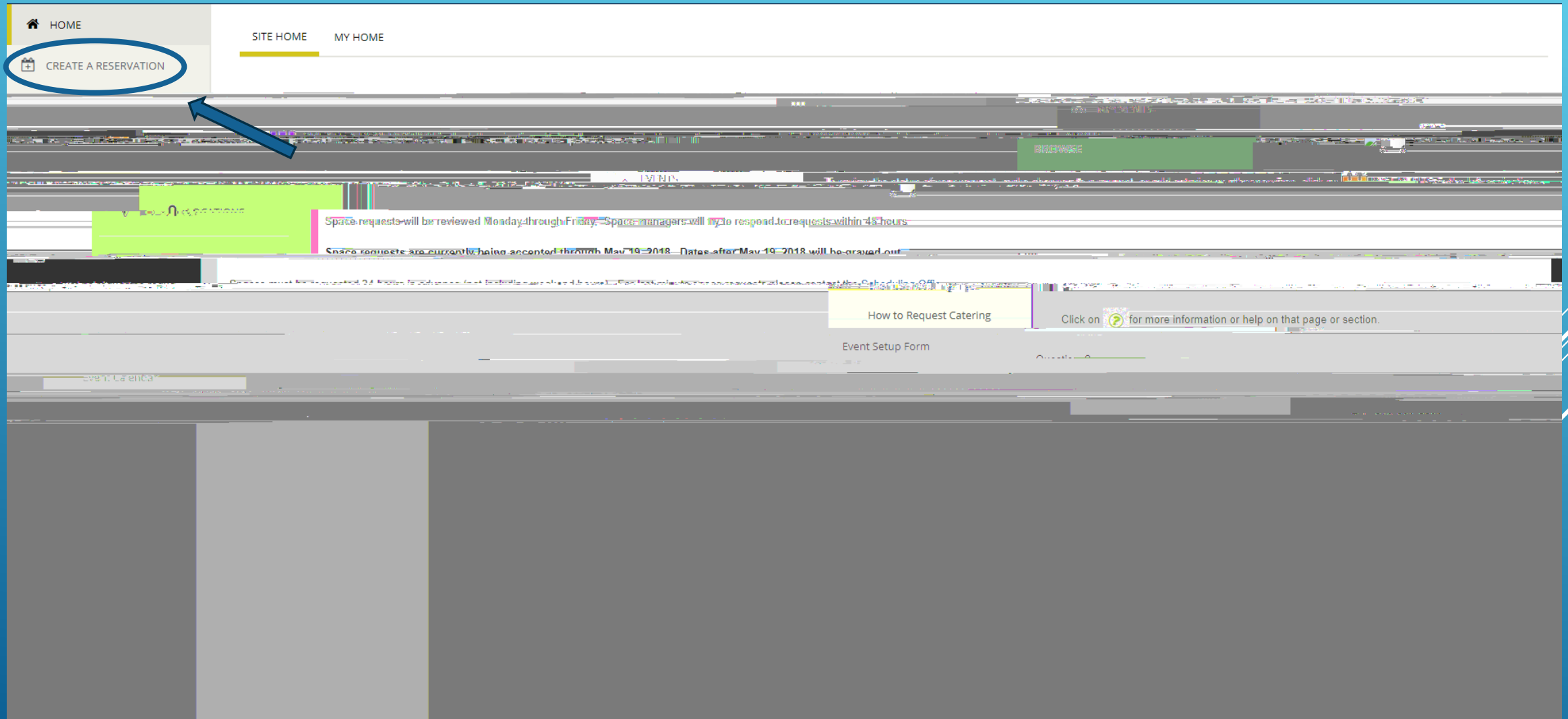
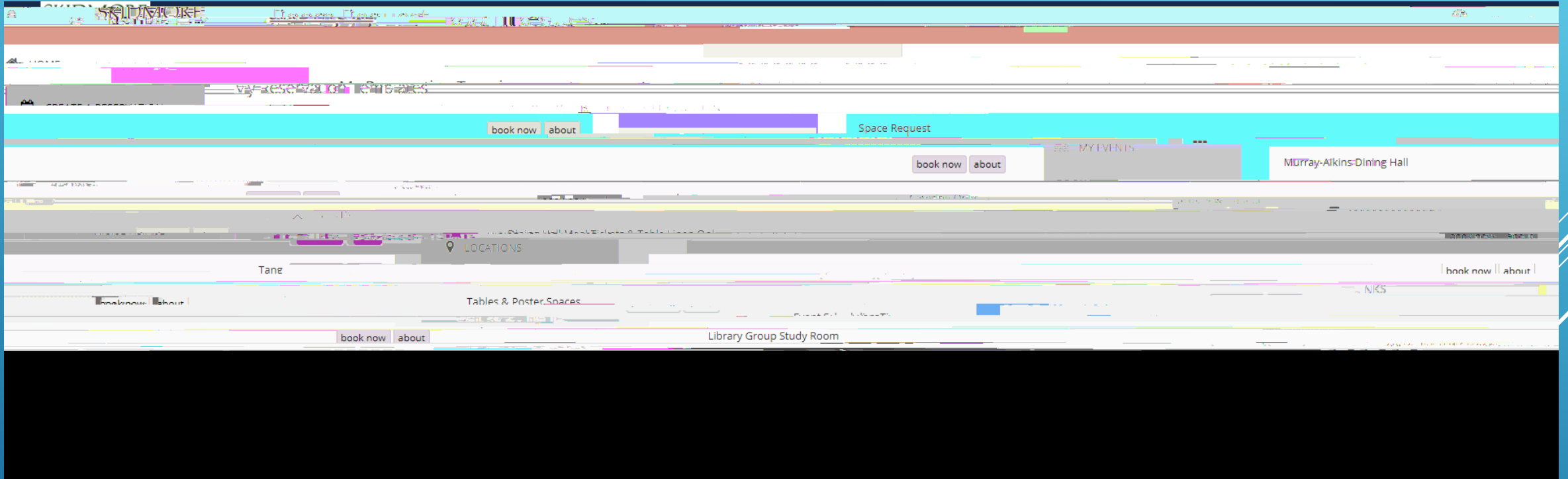

Log in using your Skidmore user name and password

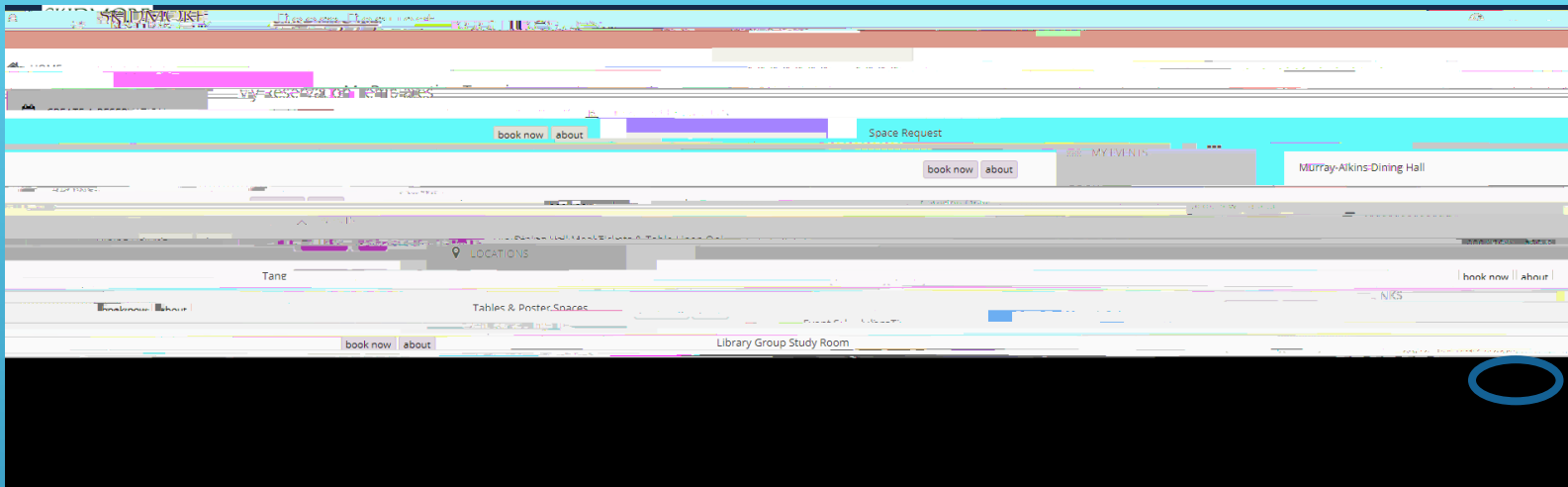
Do NOT put "@Skidmore.edu" in your username field "



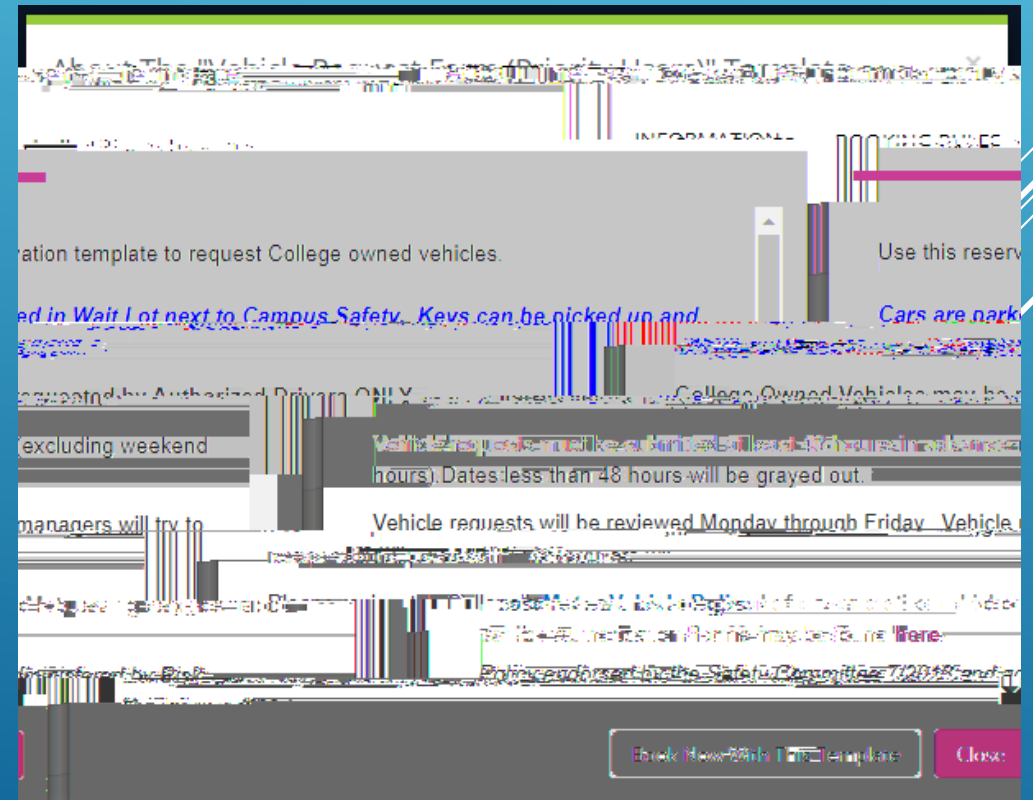
Click on "Create A Reservation" at your home screen

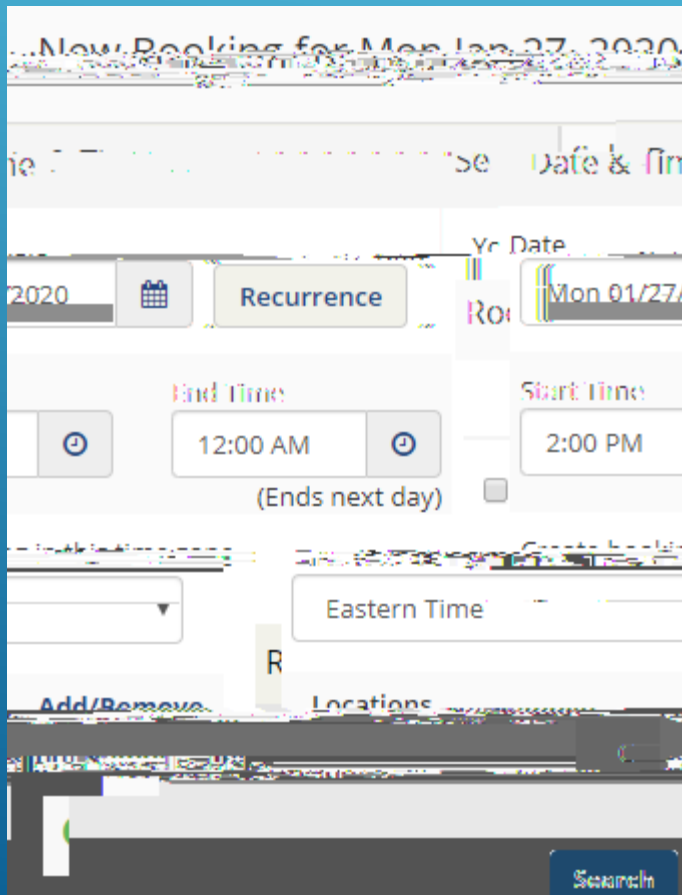






Be sure to read the "About" section of the template for additional information and booking rules





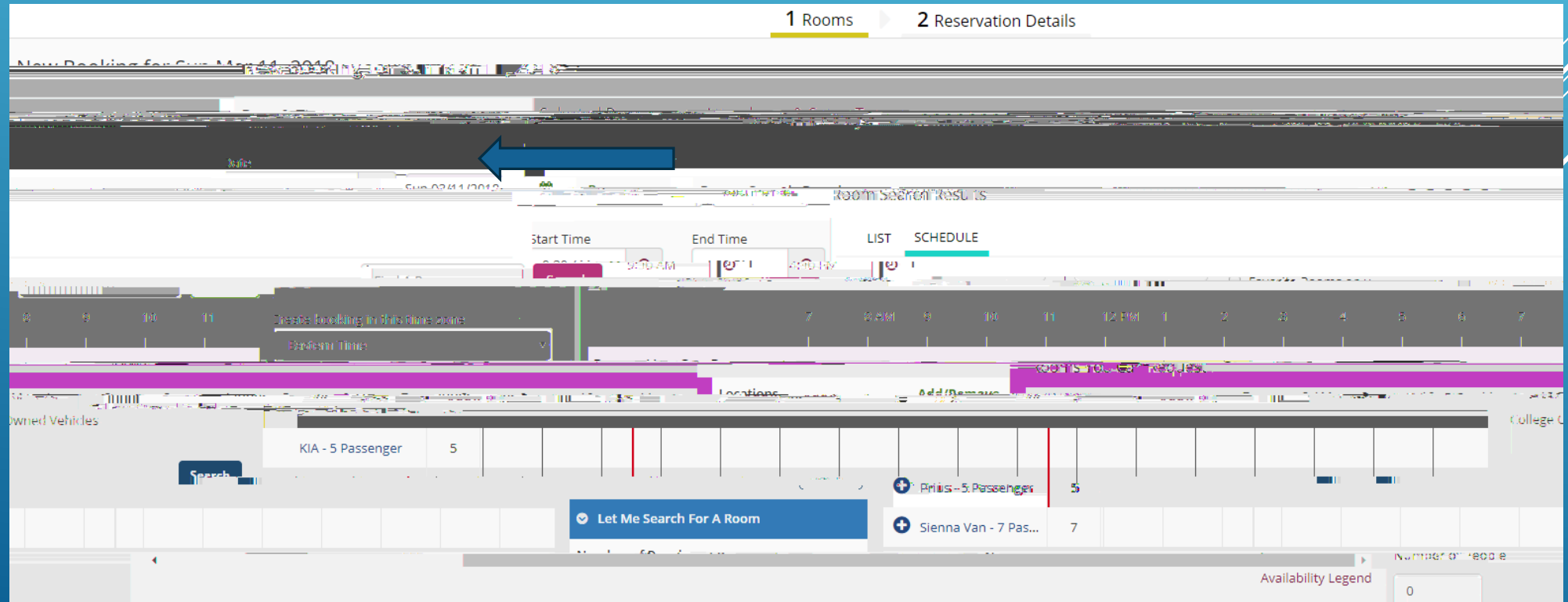
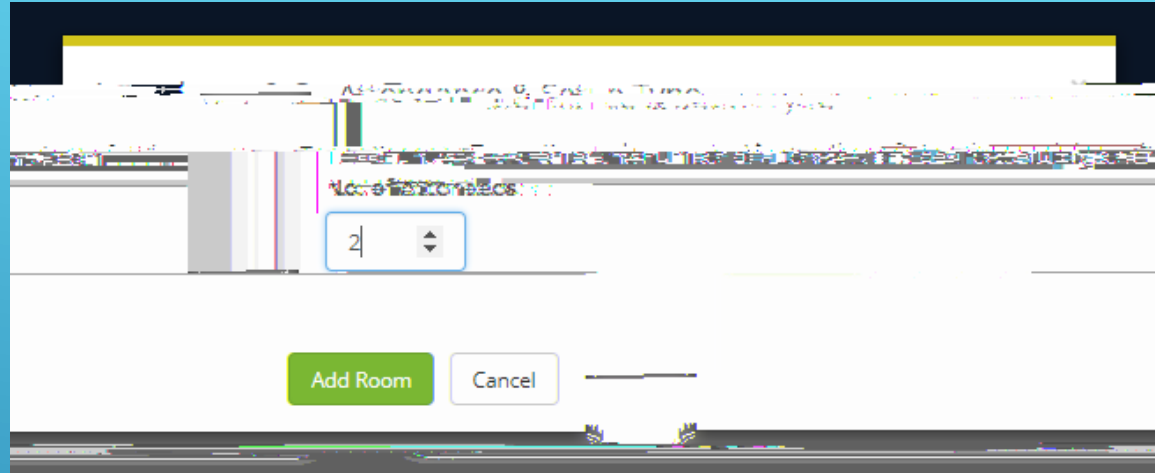
Please note the Prius and RAV4 seat 4-5 passengers. The Van's are for faculty and staff use only.



Click on the "+" to select your vehicle, then click



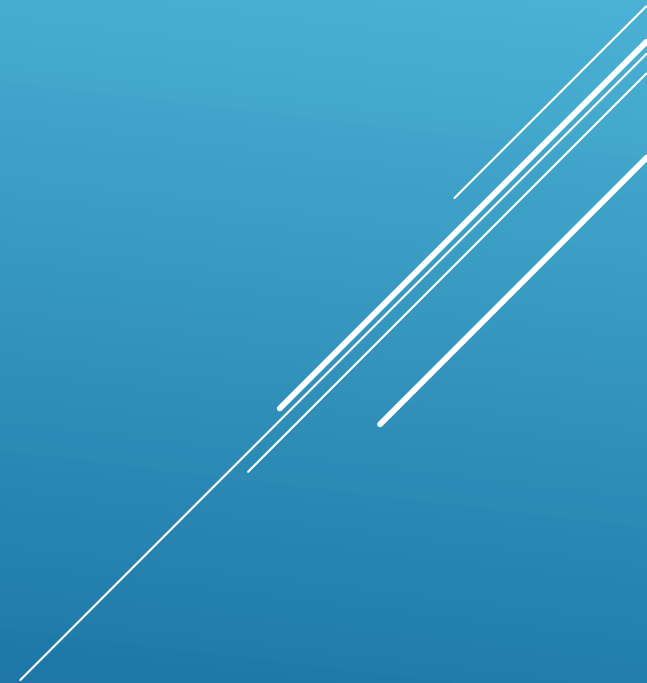
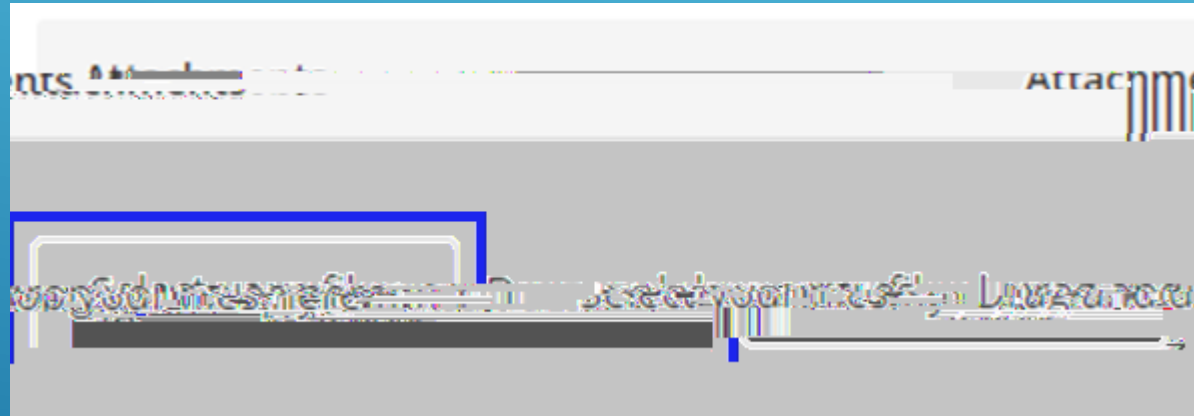
Enter "No. of Attendees" and click "Add Room"

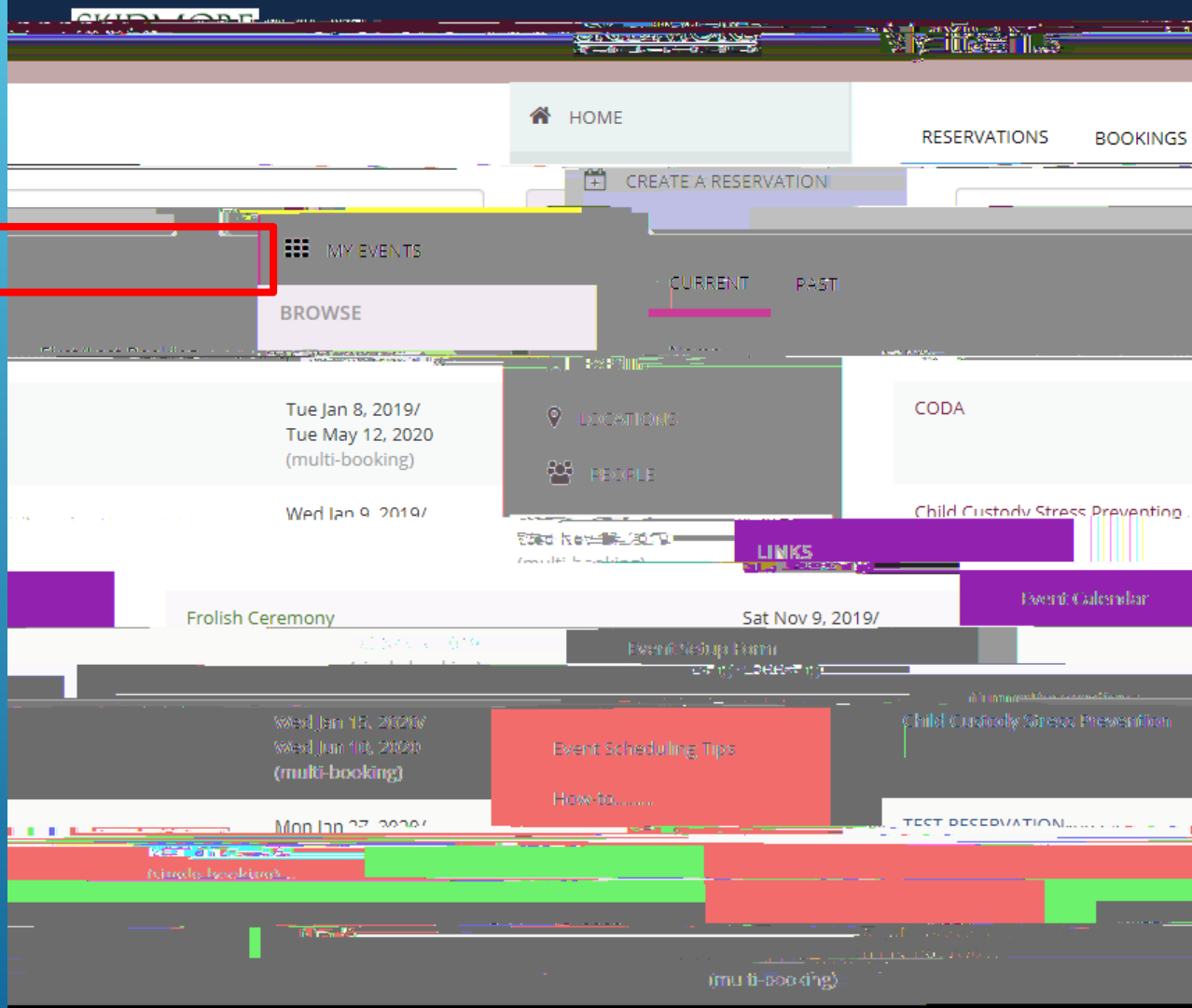


Your selected vehicle will now show under "Selected Rooms"

Click "Next Step"

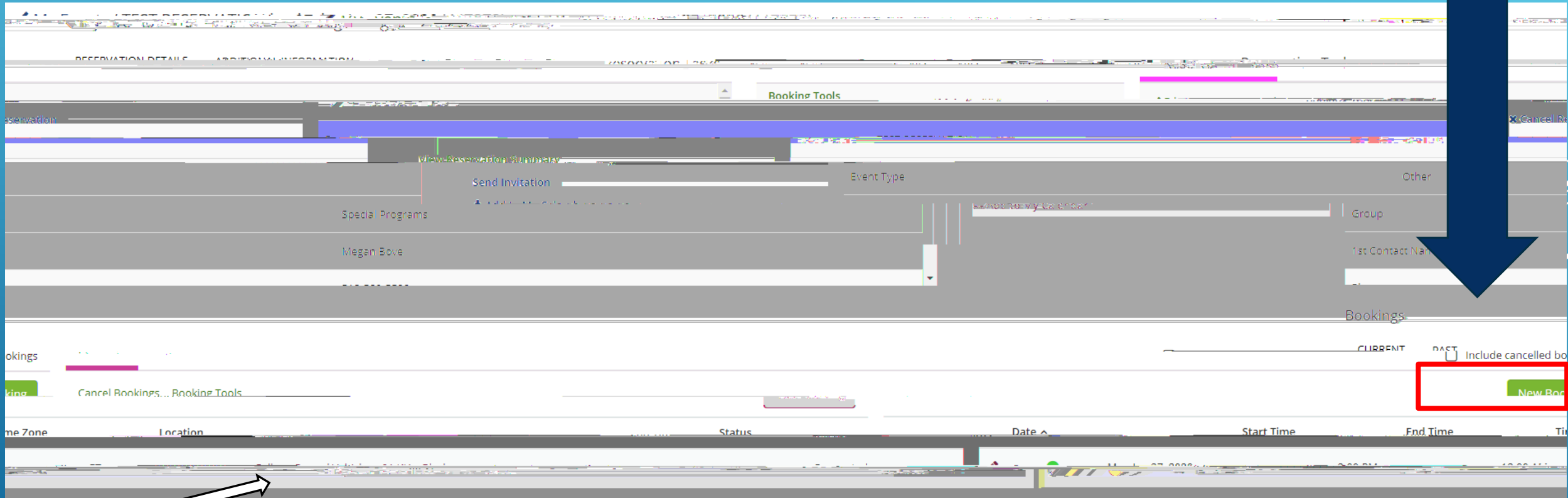
If you are reserving a vehicle for a COVID-19 vaccine appointment, you



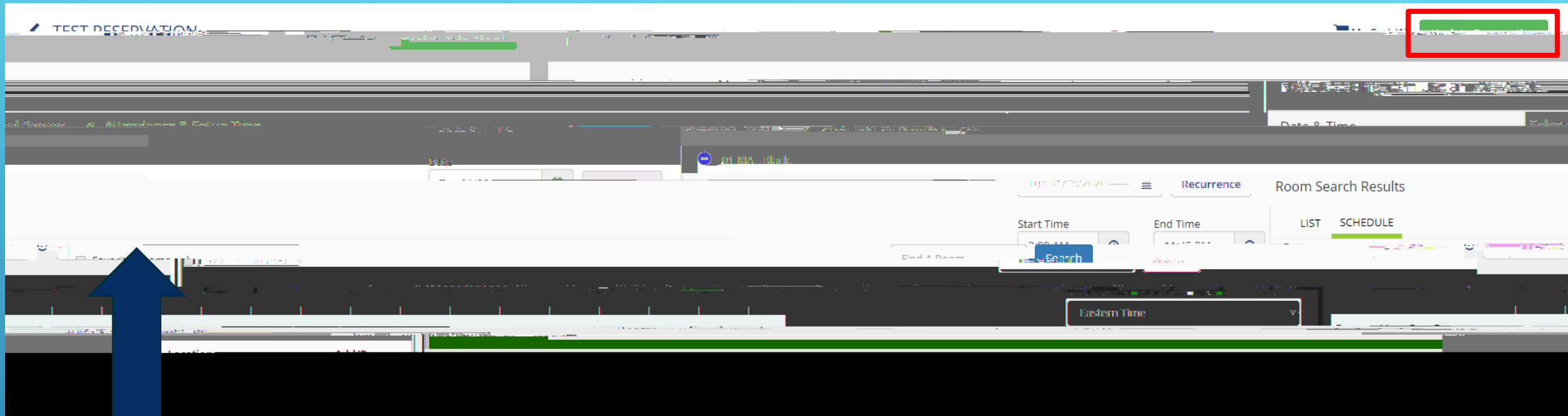


Here you will see day 1 of your reservation.

Click "New Booking" to add the next day.



Day 1 of your reservation



1. Select the next day of your trip
2. Enter an early start time in the morning
3. End time should be late into the evening
- 4.

Bookings

CURRENT

PAST

Cancel Bookings Booking Tools

Date	Start Time	End Time	Time Zone	Vehicle
Tue Jan 28, 2020	2:00 AM	11:45 PM	ET	College Owned Vehicles - 01 KIA - Black

You will now see 2 days listed for your reservation.

Repeat those same steps to add your 3rd day by clicking

For your *end time* select the time you will be

