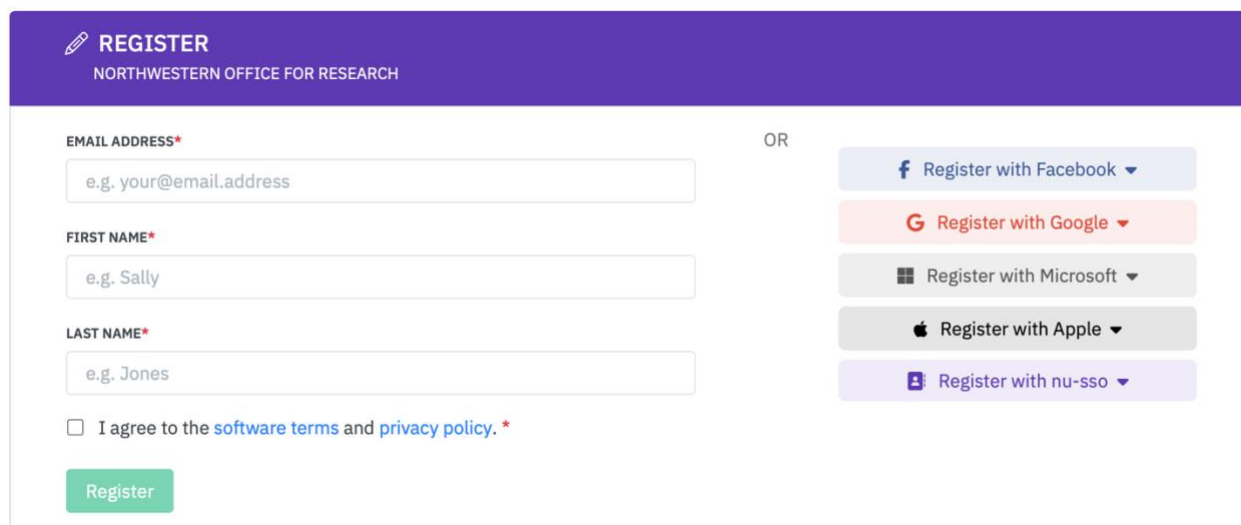


How to use Skedda to Reserve Space at NITMB 35th Floor:

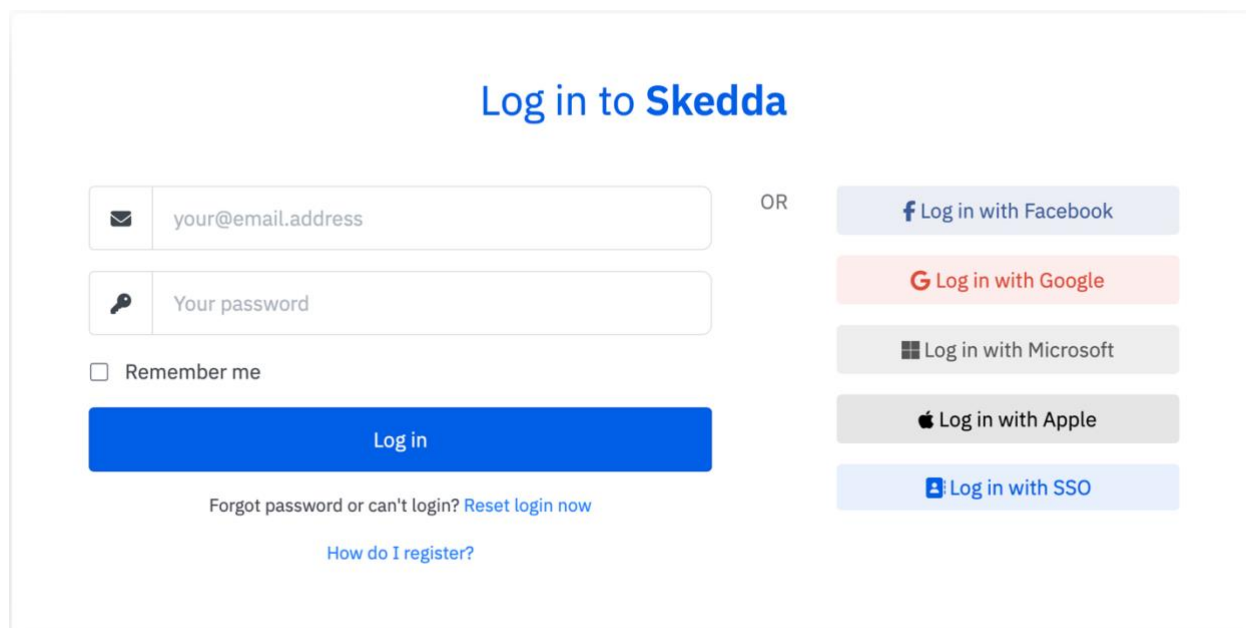
Last updated: 1/10/25

1. If you do not have an account yet, use this link to register: <http://bit.ly/NITMBskedda>. Put in your email address and your first and last name, check the box, and click Register.



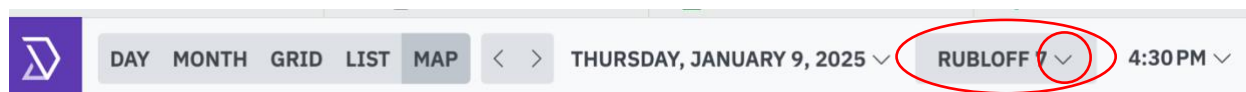
The registration form is titled "REGISTER" and "NORTHWESTERN OFFICE FOR RESEARCH". It features input fields for "EMAIL ADDRESS*", "FIRST NAME*", and "LAST NAME*", each with a placeholder example. To the right of these fields is an "OR" separator and a column of social login buttons: "Register with Facebook", "Register with Google", "Register with Microsoft", "Register with Apple", and "Register with nu-sso". Below the input fields is a checkbox for "I agree to the software terms and privacy policy." and a green "Register" button.

2. If you already have an account, click on this link to access the login page: <https://app.skedda.com/account/login> and the following screen should appear! Go ahead and log in.



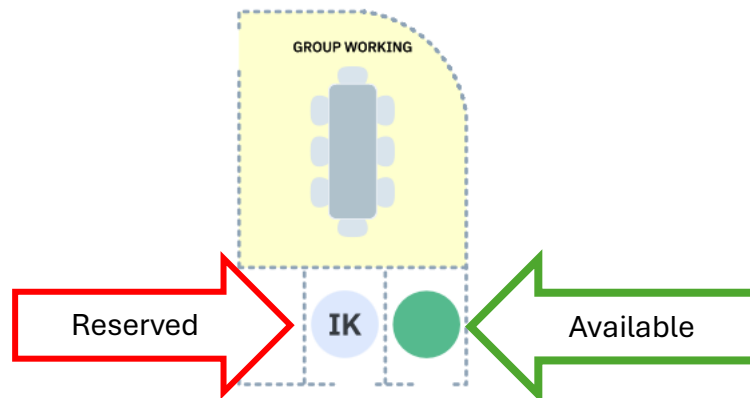
The login page is titled "Log in to Skedda". It features input fields for email (with an envelope icon) and password (with a key icon), a "Remember me" checkbox, and a blue "Log in" button. To the right is an "OR" separator and a column of social login buttons: "Log in with Facebook", "Log in with Google", "Log in with Microsoft", "Log in with Apple", and "Log in with SSO". Below the login button are links for "Forgot password or can't login? Reset login now" and "How do I register?".

3. Locate the **location** dropdown menu at the top center of your screen, then click on the arrow to reveal the menu choices. *The system does not automatically display NITMB space!*

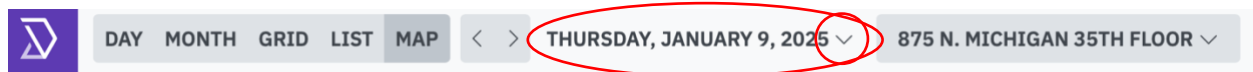


The top navigation bar includes a logo on the left, followed by tabs for "DAY", "MONTH", "GRID", "LIST", and "MAP". In the center is a date selector showing "THURSDAY, JANUARY 9, 2025" with a dropdown arrow. To the right of the date is a "RUBLOFF" dropdown menu, which is circled in red, and a time selector showing "4:30 PM" with a dropdown arrow.

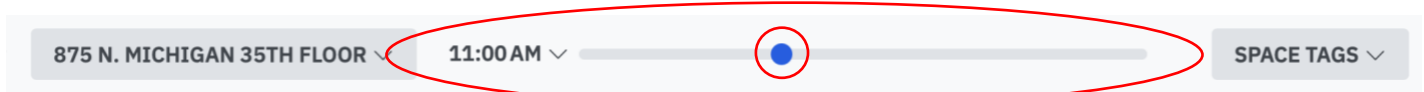
4. Chose “**875 N Michigan 35th Floor**” from the location dropdown menu. A layout of NITMB will pop up. Any space marked by a green dot indicates a space is available while a grey circle with letters in it indicates another person has reserved the space. See below for an example.



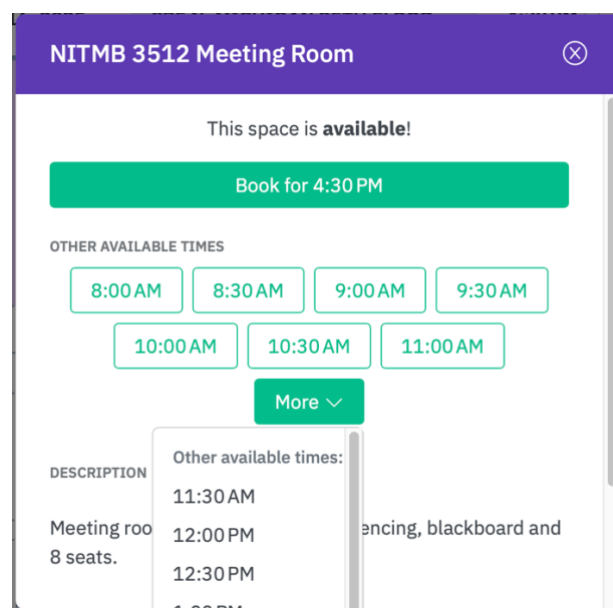
5. Skedda automatically sets the reservation date as today. To reserve a space in the future, return to the top of your screen and select the date drop down menu.



6. After selecting the date, you can drag the slider on the top-of-the screen controls to see space availability throughout the day you’ve selected.



7. After selecting your date, click on the green circle of the space you’d like to reserve. A box will pop up with available times. This is only the first part of the booking; there are more options available after you click “Book” or choose a time from the **More** drop-down menu.



8. A booking confirmation box will pop up after you click “Book”, see example below. You will be able to edit the (1) date, (2) the duration of your reservation, (3) how often you would like the reservation to repeat, and (4) the specific space you’d like to reserve. You can also (5) name your booking—for example, if it’s a group meeting. You will need to put in (6) your first and last name and (7) your phone number. When everything looks good, click (8) Confirm Booking.

 **New booking** 

1

DATE*
Friday, January 10, 2025

2

TIME*
From 11:00 AM to 11:30 AM

3

REPEAT*
None

4

SPACES*
NITMB 3587 Hotel Office B

5

BOOKING TITLE
Add title

YOUR DETAILS (RACHEL.RIESLING@NORTHWESTERN.EDU)

6

FIRST NAME*
Rachel

LAST NAME*
Riesling

7

TELEPHONE*
 (US) e.g. (201) 555-0123

ORGANIZATION
NITMB

CANCELLATION/CHANGES
You can cancel or change this booking any time before it begins.

CHECK IN
This booking will be checked in automatically. You are required to complete the following items:
☐ I agree to use the space only only during the time for which I have reserved. *
☐ I agree to leave the space clean for the next user. *

8

Confirm booking **Cancel booking**

9. An email confirming your reservation will be sent to the email address you used to create your Skedda account, example below.

NORTHWESTERN OFFICE FOR
RESEARCH

SCHEDULE · MY BOOKINGS

Your booking

for Friday, January 10, 2025, 11:00 AM

Start	Friday, January 10, 2025, 11:00 AM
Duration	30m
Spaces	NITMB 3587 Hotel Office B
Title	Testing testing
Changes & cancellation	Self-service change/cancel not allowed (locked-in).
Check in	This booking has been automatically checked in (short-notice booking).
Sync	Optionally sync your bookings with your own calendar by setting up a calendar feed .

10. Right now (Rachel note) it doesn't seem possible to edit or cancel a reservation once you've made it. This is something I'll investigate when I have time!