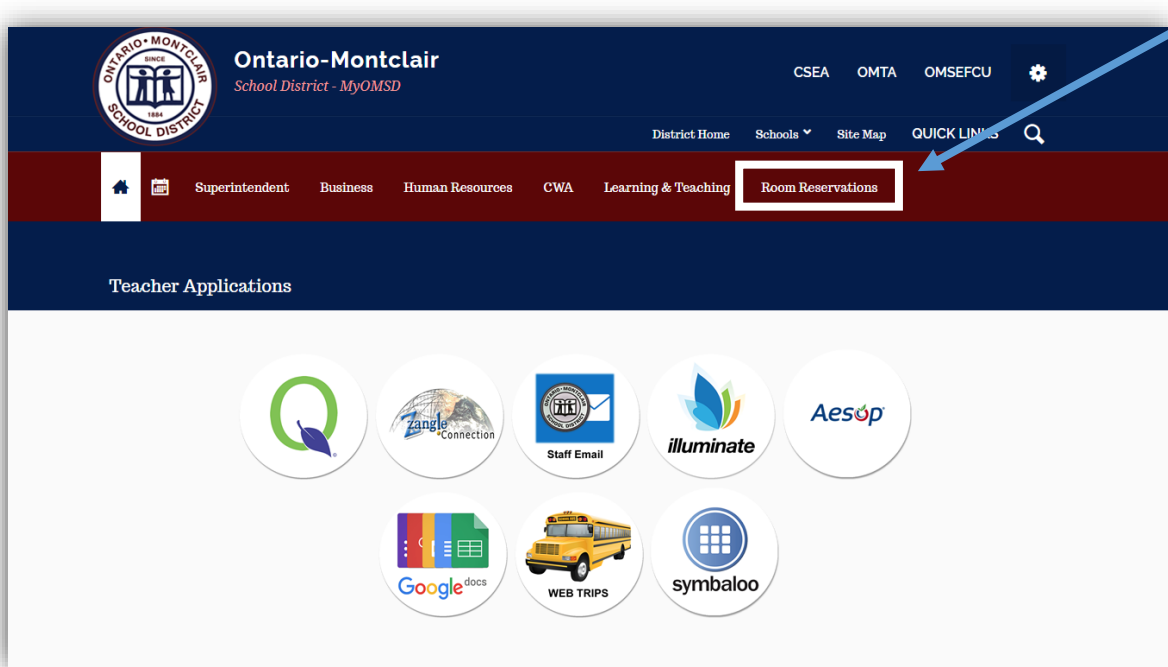# How to Reserve a Conference Room

*Prior to completing the room reservation form, check the Master Calendar to first see if the room requested is available.

Complete the **Room Reservation Form** located on the MYOMSD website, under the tab "Room Reservations."



**You will need to sign into Google using your District e-mail and password**

## After you are logged in, complete the form and press submit



You will receive an e-mail letting you know that your room request was submitted; however, this is not a confirmation that the room is available. After availability is confirmed, you will receive a separate confirmation email.

If you do not need technology assistance with the reservation – the request is complete.

**If you need technology assistance for the room reservation, continue to the next step.**

IF YOU NEED TECHNICAL SUPPORT FOR THE RESERVATION

A message will pop-up after the room reservation is submitted (see below). If you need technical support for the reservation, complete the technical support request form and submit.



You will receive an e-mail letting you know that your tech request was submitted and confirmed.