## 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 **<u>Room Reservation Form</u>** located on the MYOMSD website, under the tab "Room Reservations."

| Ontario-Montclair<br>School District - MyOMSD                       | CSEA OMTA OMSEFCU 🏟              |
|---|----------------------------------|
| District Home   | Schools V Site Map QUICK LINES Q |
| 🚓 📄 Superintendent Business Human Resources CWA Learning & Teaching | Room Reservations                |
| Teacher Applications  |                                  |
| Connection Staff Email  | Aesop                            |
| Google <sup>docs</sup> WEB TRIPS Symbal                             |                                  |

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

| Google  |       |  |
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| Sign in   |       |  |
| to continue to Forms  |       |  |
| <ul> <li>Email or phone</li> </ul>                                |       |  |
| ENTER YOUR DISTRICT EMAIL & PASSWORD                              |       |  |
| Forgot email?   |       |  |
| Not your computer? Use Guest mode to sign in prival<br>Learn more | tely. |  |
| Create account Ne   | xt    |  |

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| tacilitate their needs. <ul> <li>Yease provide all supplies required for your training: copies, paper, pencils, etc. Neither the take courseling better nor SEPAT can provide you with any supples for your training. Any guestions, and any supples for your training.</li> </ul>   | In the case of an outside presenter, please have department site personnel available to greet and<br>additate their needs.  | *Required   |
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|  | our email address (matrixs.fields@orsid.net) will be recorded when you submit this form. Not<br>out? <u>Switch account</u>  | Event Title *   |
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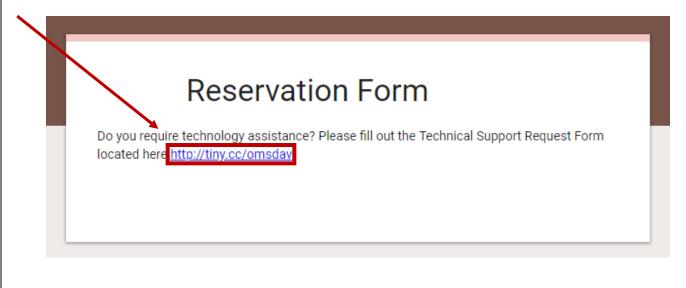
You will receive an e-mail letting you know that your room request was submitted; <u>however, this is not a</u> <u>confirmation that the room is available.</u> After availability is confirmed, you will receive a separate confirmation email.

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.