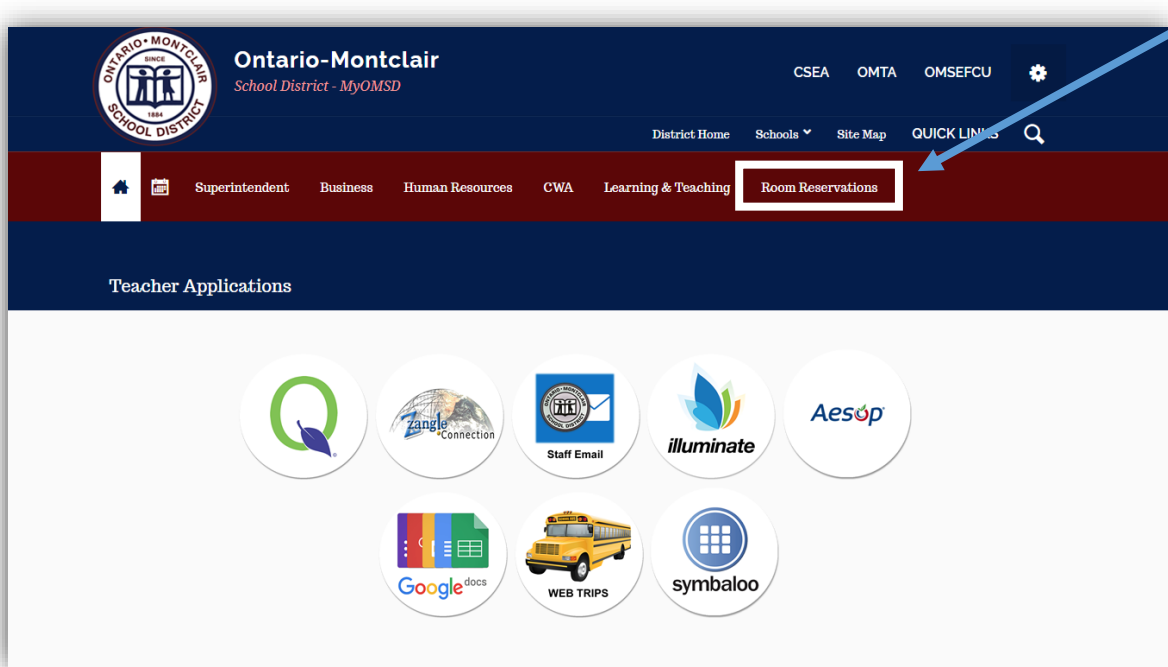


## How to Reserve a Conference Room

\*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**

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in to continue to Forms". Below this is a text input field labeled "Email or phone" with the placeholder text "ENTER YOUR DISTRICT EMAIL & PASSWORD". Underneath the input field are three links: "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". At the bottom right is a blue "Next" button.

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

The image shows three reservation forms side-by-side. Each form has a title and a set of instructions. Below the instructions are several required fields: 'Event Title \*', 'Presenter \*', 'Date(s) of Event \*', and 'Event Start Time: \*'. Each field has a 'Your answer' label and a text input area. The forms are for Hardy Reservation, Linda Vista Reservation, and Briggs Room Reservation.

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.

The image shows a pop-up message box titled 'Reservation Form'. The text inside says: 'Do you require technology assistance? Please fill out the Technical Support Request Form located here <http://tiny.cc/omsdav>'. A red arrow points from the top-left corner of the box to the URL. The URL is highlighted with a red rectangular box.

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