Reserving Rooms through LibCal: A How-to Guide

Step 1: Go to TRC homepage http://trc.crespi.org/home.

Step 2: Click on the Calendar & Room Reservations tab. This will take you to the TRC LibCal

Step 3: From the TRC LibCal, go to the Room Bookings box on the right side of the LibCal and click on the room you would like to book. For this guide, we will select Team Studios 1-4.

Step 4: Clicking on the Team Studios 1-4 link will take you to the Team Studios page from which you can make your reservation as shown below. Make sure the date selected in the calendar on the left side is today’s date unless you are reserving a room for a later or future date.

Step 5: Select the room and time slot you would like to reserve and click on it. If the time slot is green that means it is available to book.
Step 6: Once you are done making your selections the time slots selected will turn the color orange and you will be able to view the time slots you have selected under Booking Details. If you accidently selected a time slot that you do not want you can delete it by clicking on the trash icon. Click Continue to move forward with the reservation process.

Step 7: Fill out the booking details form to complete your reservation. You will need to include your first name, last name, and email address. Then click Submit my Booking. You will receive an email confirming your reservation.

The End!

Questions?
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