

To reserve the Podcast room login to Semnet and click on the Campus Services Room Request link.

Click the Sign in button.

At the bottom of the list, you will find Book a Podcast Space and click the button book now on the far right.

Enter the dates and times that you want to reserve the room and then click the Blue Search button in Locations and then click the Green plus sign in Rooms You can Request.

An Attendance & Setup Type box will appear and click the Add Room button at the bottom.

A box will appear click the OK button.

Click the Next Step button.

Click the Next Step Button again.

Fill in the Event name with either class project or podcast and event type with podcast.

Use Pamela Withrow as the 1st Contact.

Fill in the remaining fields with the appropriate information and then click the green Create Reservation button at the bottom right of the page.

You will receive an email when it is in the system and a later notification when it is approved so make sure that you book the room a few days ahead of your requested need.