1- FOR ROOM RESERVATIONS: Open the CDA-Calendars page and log in with your “MyConcordia” netname and password.  https://cda-admin.concordia.ca/calendars/

1A- FOR EQUIPMENT RESERVATIONS: Open the PIR website.  http://wco.finearts.concordia.ca/webcheckout/patron/patronPortal.html and skip to SETP 7
2- Select the calendar for the area you want to book time for.

3- Select the date you desire.

4- View the availability of the room in the day you selected.

5- Take note of the time available in the selected room.

6- Open the PIR website. [http://wco.finearts.concordia.ca/webcheckout/patron/patronPortal.html](http://wco.finearts.concordia.ca/webcheckout/patron/patronPortal.html)
7- Input your “MyConcordia” net-name and password in the fields and press the “Login” button.

★ - If you do not have a password you can request it through the link at the top of the page. If you still have difficulties logging in you can ask for help at:

- MB CDA Depot: MB 8325
- EV CDA Depot: EV 5770
8- Select the location of your reservation. The locations available may differ depending on your level of access.
9- Select to create a new reservation through the right menu. (go to step 10)

or

9A- To modify or cancel a future reservation click on the “CK” number and go to step 27.
10- Set the start time and date of your reservation. Always leave 5 to 10 minutes between the previous reservation and the start time of your reservation.

11- Set the ending time and date of your reservation.

12- Write the details of your reservation in the “Notes” field. Eg: “Rehearsal THEA211”
13- Select a resource type from the list available.

14- Click the “Plus sign” (+) to add to the cart the resource you want.

15- The resource you selected will appear in your cart
16- If there are any errors they will be displayed at the bottom of the screen and you will not be able to finish your reservation until all the errors are corrected. If you can’t resolve the errors ask for help at MB or EV depot.
17- Click on the “Calendar” icon if you need Repeat Scheduling and go to step 19. If not go to step 18.

18- Click confirm to finish your reservation.
19- For reservations that repeat through the entire term: click on the “Multiple Repeats” button.
20- For reservations that repeat only once: click the “Single Repeat” button.
21- Select the day(s) of the week that the reservation will repeat

22- Select the date range for the repetitions.

****eg: Every Monday and Wednesday from September 1st to December 22nd.

23- Click the “Add Repeat” button.
24- Click the “Calendar” icon again to verify there are no conflicts with your Repeat rules.
25- Conflicts will appear in red.
26- You won’t be able to continue until all conflicts have been resolved. Press the “Confirm” button when finished.
27 - Review the details of your reservation.
28 - If it requires changes press the “Edit Reservation” button.
29 - If you no longer need this reservation press the “Cancel Reservation” button.