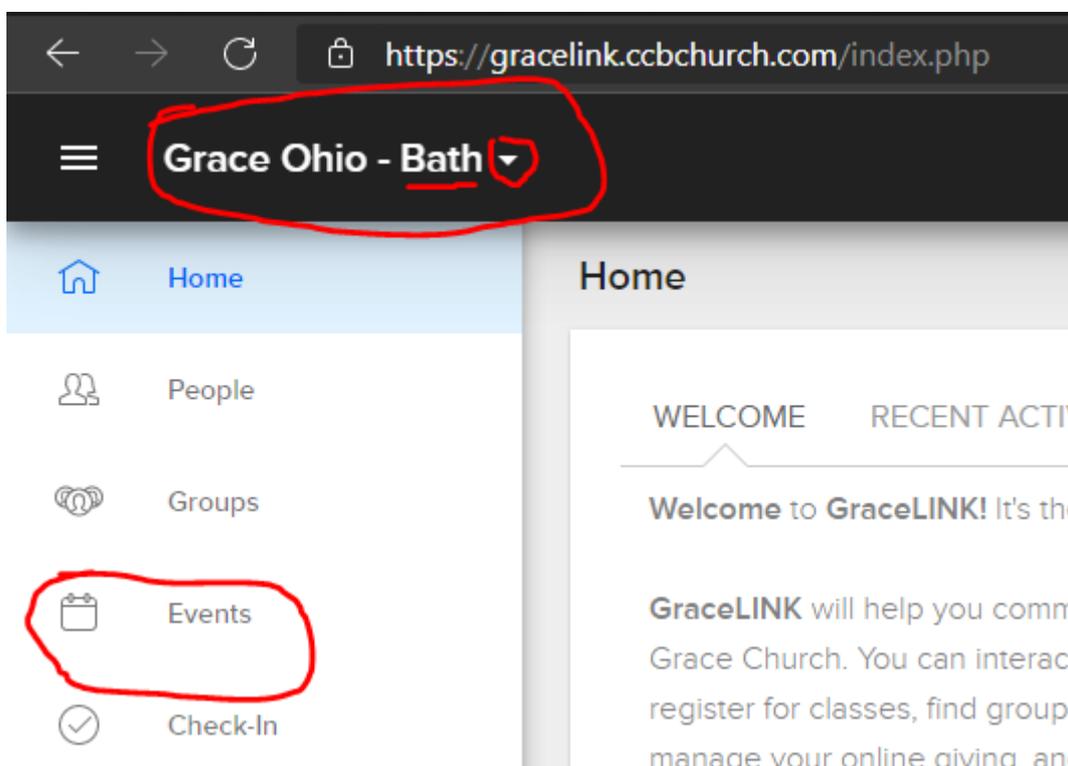


# Reserve a resource (i.e. Ghent Video Conferencing Station) on GraceLink

This article will walk you through how to reserve different resources for your event. The example we will be reserving here is the Bath Campus Ghent Mondopad (also known as the Zoom/Video Conferencing Station).

If you don't have access to reserve rooms or resources, please ask Allan to give you privilege's.

If you start at the home page of GraceLink, ensure that you are under **Grace Ohio - Bath** at the top left of the page (since we want to reserve the Ghent Mondopad at a Bath site we need to have Grace Ohio - Bath as our selected campus). If it is not you need to click on the drop down arrow to select your campus. Once checked, click on *Events*.



The calendar will show up for your selected campus. In our example, Grace College occurs on Tuesday nights seven times and needs the station for each meeting. To reserve for this event, we

find the corresponding event in the calendar and open it up by clicking on it.

## CALENDAR

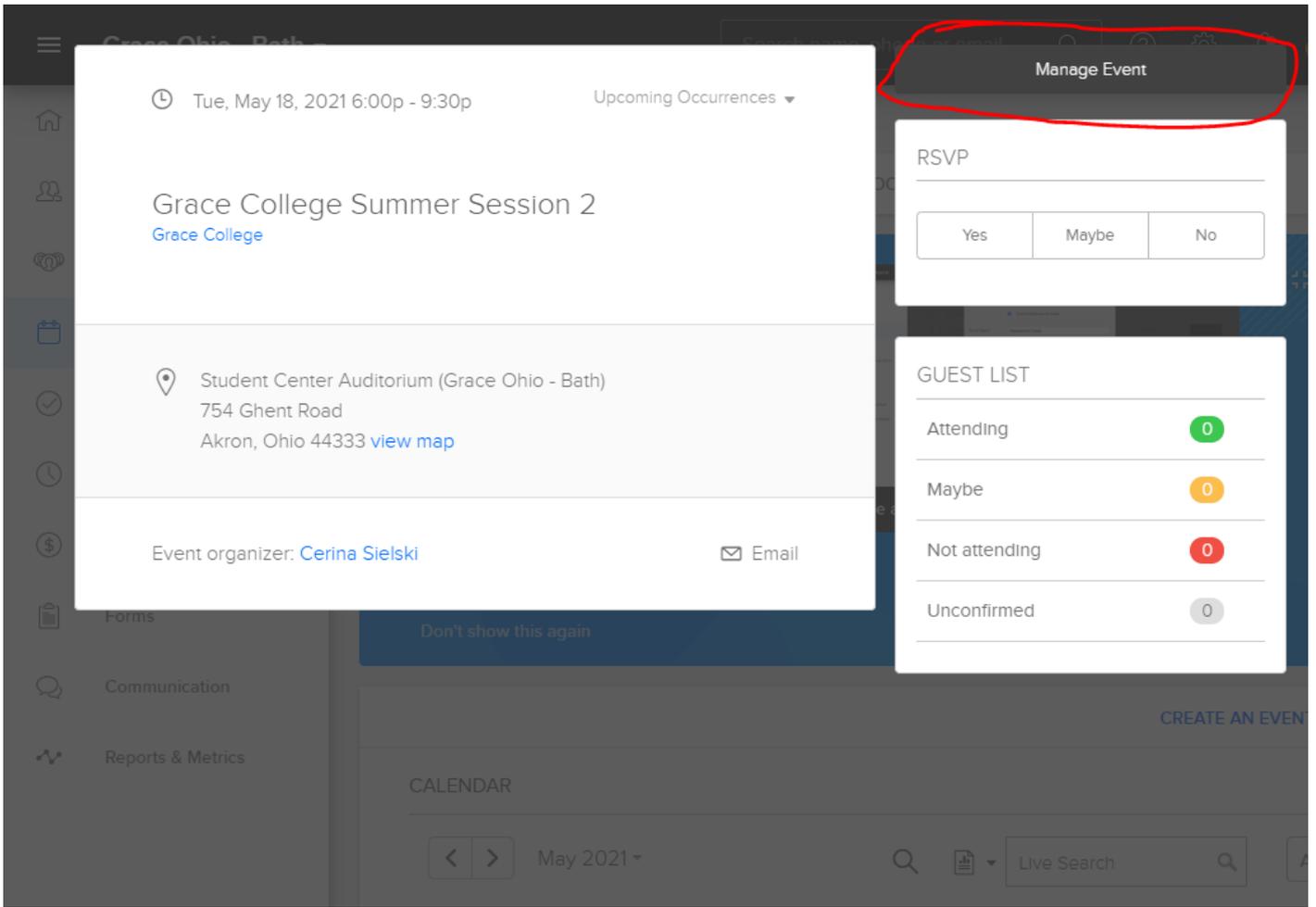
< > May 2021 🔍 📄 Live Search 🔍 Admin C...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 8a Not in Use 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- ...	26 8:30a SM Coun 1p Middle Scho 1:30p Ministry S 3p Family Minist ...	27 9a SM Team Me 4p Steven Gam 5p Nursery Set- 6:30p Crocker L ...	28 5:30a Men's Ba 2:30p Collectiv 3:30p Deb Curti 4:30p Test Even ...	29 6a Rayl Men's D 12:30p Weeken 3p Collective Ba 4p Camryn Detr ...	30 12p Senior Cele 1p Leigh Ann Me 5:30p Allie Curt 6p Grounded Br ...	1 Child Dedicatio Off Campus Ev 12a Senior Cele 7:45a Men's Bib ...
2 Child Dedicatio 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- ...	3 Voting set up 8:30a SM Coun 1p Middle Scho 1:30p Ministry S ...	4 Voting 9a SM Team Me 4p Steven Gam 6:30p Crocker L ...	5 12a Voting clear 5:30a Men's Ba 8a Residents an 8a Residents/Int ...	6 6a Rayl Men's D 12:30p Weeken 3p Collective Ba 6p Nolan Life G ...	7 5:30p Allie Curt 5:30p Co-ed Vo 6p Celebrate Re 6:30p McClary L ...	8 Off Campus Ev 7:45a Men's Bib 8a Men's Baske 11a Directors Me ...
9 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- 9a *Elementary- ...	10 8:30a SM Coun 1p Middle Scho 1:30p Ministry S 3p Family Minist ...	11 9a NEO Charis f 9a SM Team Me 11:30a Preachin 6:30p Crocker L ...	12 5:30a Men's Ba 6p 5th Grade Al 6p Akins Life Gr 6p Caruso Life C ...	13 6a Rayl Men's D 10a Communica 11a Weekend M 3p Collective Ba ...	14 1p Robby Meetir 5:30p Co-ed Vo 6p Celebrate Re 6:30p McClary L ...	15 Off Campus Ev 7:45a Men's Bib 7:45a Robby Me 8a Men's Baske ...
16 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- 9a *Elementary- ...	17 Sprinkler Test-C 8:30a SM Coun 1p Middle Scho 1:30p Ministry S ...	18 Add event 9a SM Team Me 6p Grace Colleg 6:30p Crocker L 6:30p Lewis Life ...	19 5:30a Men's Ba 6p Akins Life Gr 6p Caruso Life C Grace College Summer Session 2 ...	20 6a Rayl Men's D 12:30p Weeken 3p Collective Ba ...	21 5:30p Co-ed Vo 6p Celebrate Re 6p VIP Night 6p VIP Night Ou ...	22 Off Campus Ev 7:45a Men's Bib 8a Men's Baske 8:30a Grace Co ...
23 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- 9a *Elementary- ...	24 8:30a SM Coun 1p Middle Scho 1:30p Ministry S 3p Family Minist ...	25 9a SM Team Me 6p Grace Colleg 6:30p Crocker L 6:30p Lewis Life ...	26 5:30a Men's Ba 6p Akins Life Gr 6p Caruso Life C 6p SM Haiti Tea ...	27 6a Rayl Men's D 12:30p Weeken 6p Nolan Life G 6:30p Hance Lif ...	28 5:30p Co-ed Vo 6p Celebrate Re 6:30p McClary L 6:30p Tannehill ...	29 Off Campus Ev 7:45a Men's Bib 8a Men's Baske 8:30a Grace Co ...
30 8:45a PK 8:45 s 9a *Elementary 9a *Elementary- 9a *Elementary- ...	31 8:30a SM Coun 1p Middle Scho 1:30p Ministry S 3p High School ...	1 9a SM Team Me 6p Grace Colleg 6:30p Crocker L 6:30p Lewis Life ...	2 5:30a Men's Ba 8a Residents/Int 10a 30 in 30 Ex 11a Rick and Rye ...	3 6a Rayl Men's D 12:30p Weeken 6p Nolan Life G 6:30p Hance Lif ...	4 5:30p Co-ed Vo 6p Celebrate Re 6:30p McClary L 6:30p Tannehill ...	5 Off Campus Ev 7:45a Men's Bib 8a Men's Baske 8:30a Grace Co ...

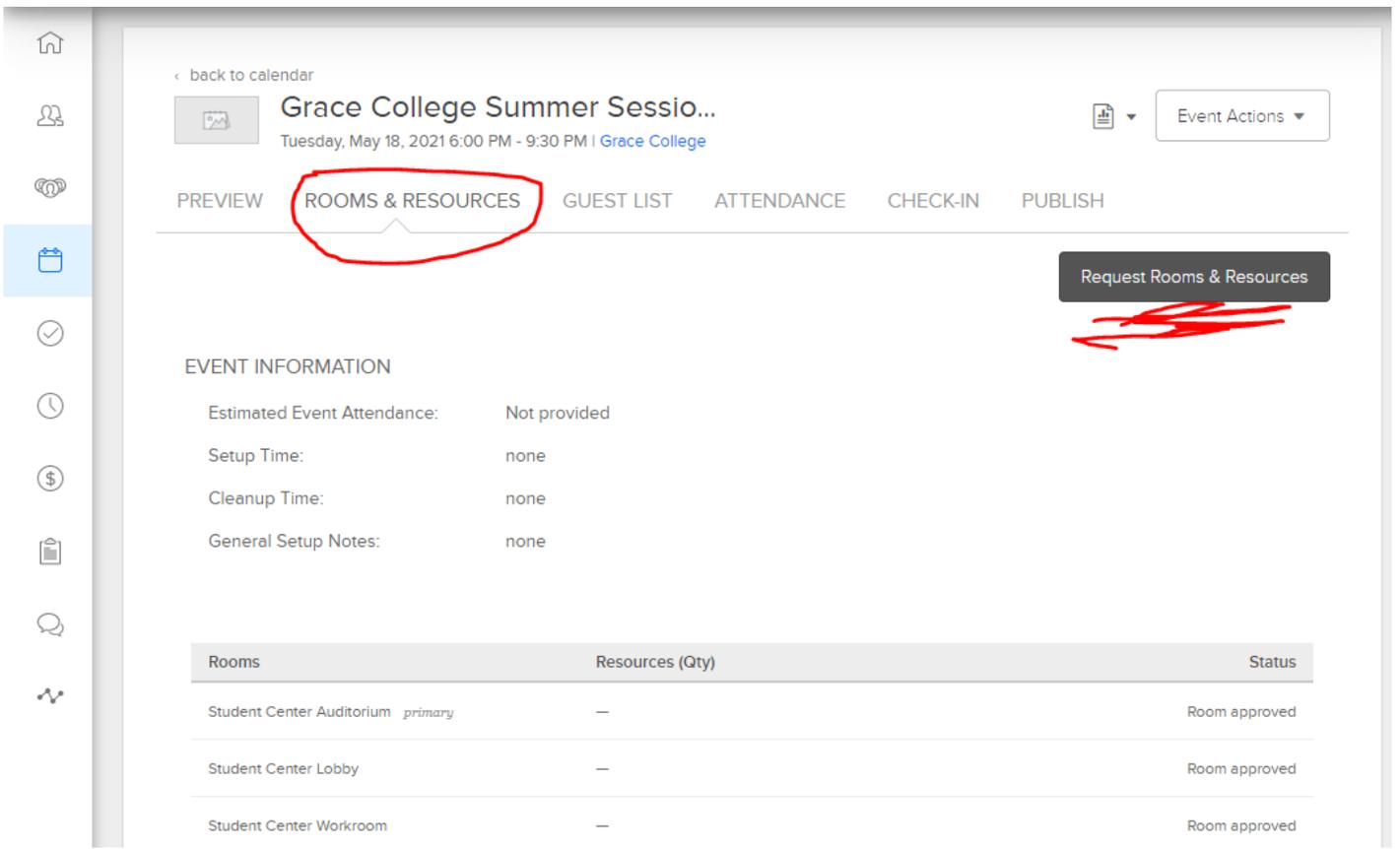
## CALENDAR

- Campus-
- Public
- Facility
- All Events

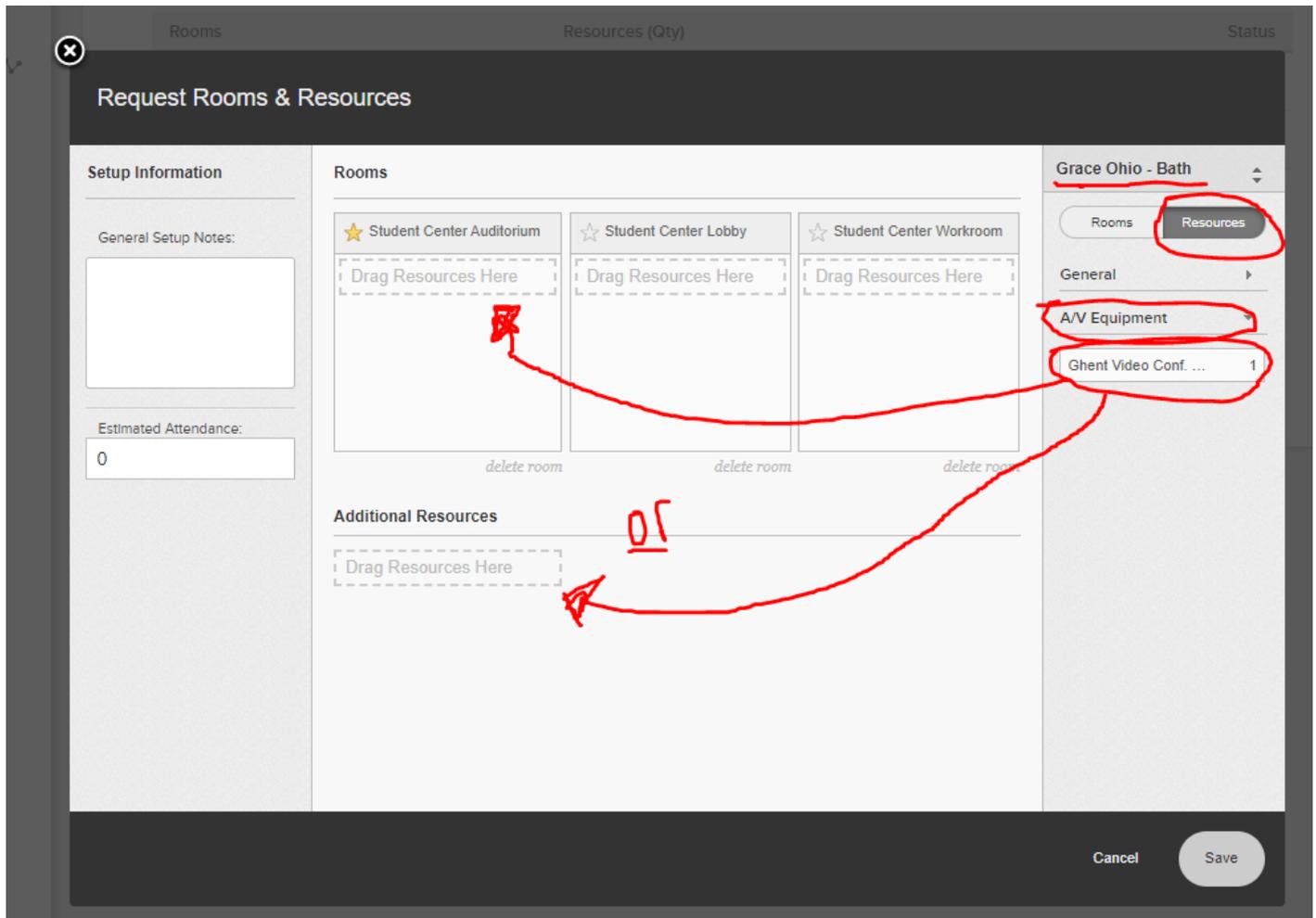
This brings up some basic info of the event in a pop up window. Next we click on *Manage Event*.



Click on the *Rooms & Resources* tab and click on the *Request Rooms & Resources* button.



This brings up another window that lets you drag in rooms and resources that you want associated with your event. We have our rooms already added at the Bath Ghent Rd Student Center, so we just need to add the Mondopad resource. To do this, in the right column ensure we have *Grace Ohio - Bath* campus selected, then we click on the *Resources* button, scroll down until you find *A/V Equipment*, open the drop list for that and drag the *Ghent Video Conf. 01* rectangle into the appropriate room.



If you might be moving it around, you can also add it as an *Additional Resource* and not a specific room. In this example I opted to place it in the Student Center Auditorium.

# Request Rooms & Resources

## Setup Information

General Setup Notes:

Estimated Attendance:

0

## Rooms

★ Student Center Auditorium	☆ Student Center Lobby	☆ Student Center Workroom
Ghent Video Conf. Station 01 1	Drag Resources Here	Drag Resources Here
<i>delete room</i>	<i>delete room</i>	<i>delete room</i>

## Additional Resources

Drag Resources Here

Grace Ohio - Bath

Rooms Resources

General

A/V Equipment

Ghent Video Conf. ... 0

Hit Save and GraceLink will submit a request to IT/Cerina for the Mondopad to be reserved!

Revision #1

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