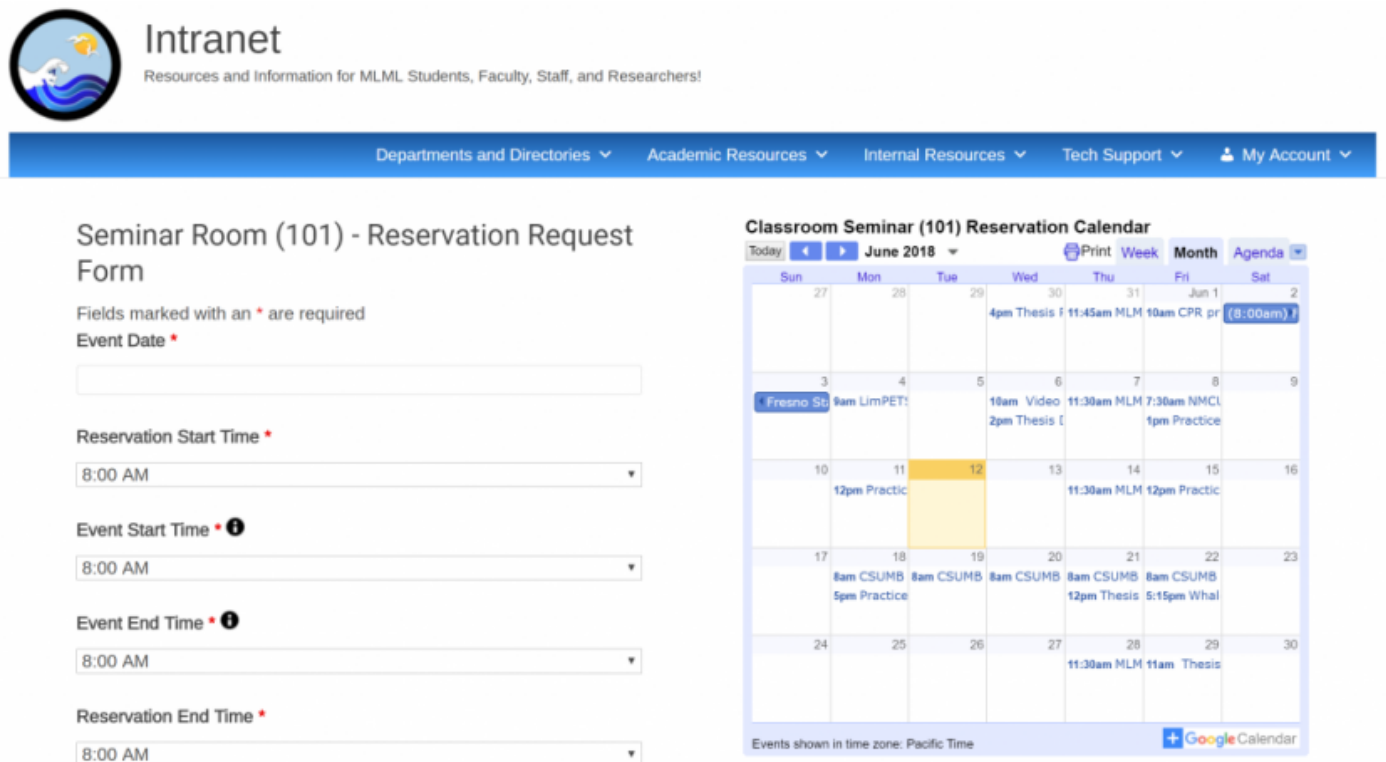


# Making MLML Reservations

## Requesting a Reservation

1. [Intranet](#) → [Calendars & Reservations](#)
  - Rooms - Classrooms at MLML.
  - Vehicles - MLML State Vehicles
  - Other Resources - Special Equipment, Marine Operations, Scuba Diving
2. Select the resource you wish to reserve
  - If you select “Small Boats Schedules and Request Forms” you will have to then choose the specific boat.
3. All selections should lead to a page similar to the one shown below:



The screenshot displays the MLML Intranet interface. At the top, the 'Intranet' logo is followed by the text 'Resources and Information for MLML Students, Faculty, Staff, and Researchers!'. Below this is a navigation bar with links for 'Departments and Directories', 'Academic Resources', 'Internal Resources', 'Tech Support', and 'My Account'. The main content area is divided into two sections. On the left, the 'Seminar Room (101) - Reservation Request Form' is shown, featuring fields for 'Event Date', 'Reservation Start Time', 'Event Start Time', 'Event End Time', and 'Reservation End Time', all with dropdown menus. On the right, the 'Classroom Seminar (101) Reservation Calendar' is displayed, showing a monthly calendar for June 2018 with various events listed, including '4pm Thesis', '10am Video', '11:30am MLM', '10am CPR', '11:30am MLM', '12pm Practice', '11:30am MLM', '12pm Practice', '11:30am MLM', '11am Thesis', and '11:30am MLM'. The calendar is powered by Google Calendar.

**Seminar Room (101) - Reservation Request Form**

Fields marked with an \* are required

Event Date \*

Reservation Start Time \*

Event Start Time \*

Event End Time \*

Reservation End Time \*

**Classroom Seminar (101) Reservation Calendar**

Today June 2018 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Jun 1	2
			4pm Thesis	11:45am MLM	10am CPR pr	(8:00am)
3	4	5	6	7	8	9
Fresno Sc	8am LimPET		10am Video	11:30am MLM	7:30am NMCL	1pm Practice
			2pm Thesis			
10	11	12	13	14	15	16
	12pm Practice			11:30am MLM	12pm Practice	
17	18	19	20	21	22	23
8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB
5pm Practice				12pm Thesis	5:15pm What	
24	25	26	27	28	29	30
				11:30am MLM	11am Thesis	

Events shown in time zone: Pacific Time

Google Calendar

1. Fill out the required information → Click Submit
2. An email will be sent to the manager of that resource

3. A confirmation email will be sent to you when they have processed your request

## Changing/Cancelling a Reservation

Respond to the email confirmation with the changes you'd like to make to your reservation or with a cancellation notice.

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