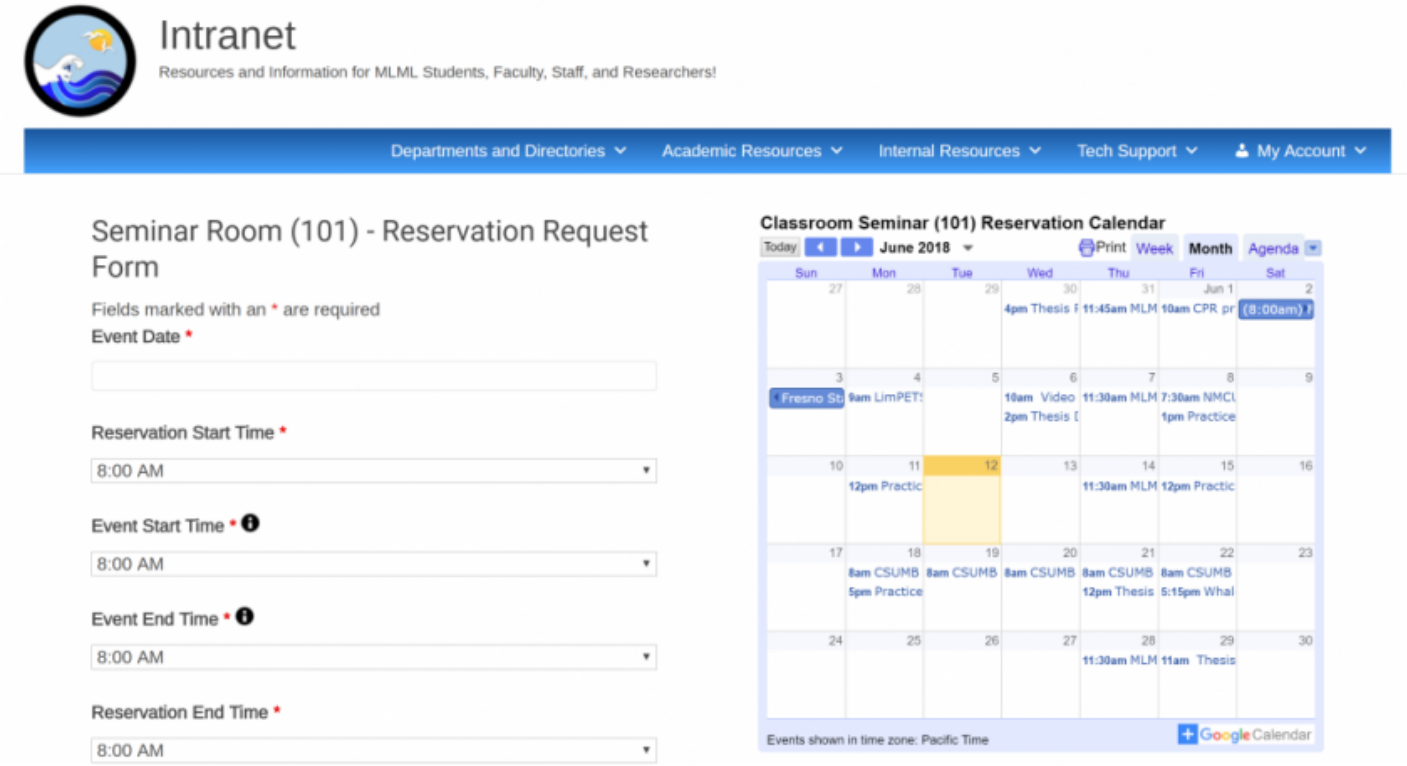
Making MLML Reservations

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:



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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