

## Proc 14302\_Scheduling TRAINING WORKSHOP RESERVATIONS (Facil)

1. The first step is to make a reservation in Facil (as you normally would) for the equipment that is needed for the workshop.
2. After the reservation is saved, open it again and add "WKSHP" as the first item in the Note field. This will alert us that it will require staff assistance when the reservation is viewed.
3. The other step is to create a record of the class in Facil.
4. In Facil, click Classes.
5. Scroll down the list of classes until you reach the blank class at the bottom. We will add the new class here.
6. In the Class Starts field, using the dropdown, enter the date and start time of the class.
7. In the Certification field, using the dropdown, choose the type of class to be taught. Edit, Portable, or Studio.
8. In the Meeting Schedule field, enter the dates this class is scheduled to meet.
9. In the Instructor field, use the dropdown to enter your name. Adjustments will be made to this record after a staff person is actually assigned to the class.
10. Leave all other fields at their defaults.
11. X out of that window and you will be prompted to save the data. Click OK to save data.
12. To add participants to a class, click the Classes button in Facil.
13. Locate the appropriate class and select it by clicking on the box to the left of that class.
14. Click the Class Registrations tab.
15. Click New Reg.
16. Using the dropdown, search for the person you would like to add and double click on the name.
17. On the new class registration window that appears, from the dropdown, choose Wave (instead of Pay).
18. Enter "Annual Access Fee" in the Waiver Reason field.
19. Uncheck Print Reg Reminder if you do not need a printer confirmation.
20. Click Save Registration.