Configuring Bookings for Room Reservations

1. Launch Bookings.
2. Click **'Get it now'.**
3. Click **'Add a booking calendar'.**
4. Enter your business information.
5. Verify your business information by going to the **Business Information tab**. Is all your information correct?
6. Go to the **Services tab** and click **Add a service** to add your first room to your Bookings page**.** Name the service (*e.g. Lab 1 – Lash Miller Room 101*) and fill out the page details. When you get to the Staff section click **Save**. You will update the staff section later.
	1. 
7. **Repeat step 6** for as many rooms as you need to add. Under the Service tab you should now have a list of rooms.
	1. 
8. Once you have added all your rooms under Services, click on the **Staff tab** in the sidebar. Click **Add staff**.
9. Instead of adding information for a staff member, enter the information for a room that is listed under your Services tab.



* + You must enter an email address. You can either enter a phony email address, or add the email address of a shared resource (see: Integrating Rooms with Shared Resources in Bookings).
	+ Verify that the availability for your room listed under **Staff** matches the availability of the same room with the same name listed under **Services**.
	+ When you have entered the information for the room click **Save**.

10. Repeat step 9 for all of the rooms listed under Services.

11. Go back to the **Services tab** and click on a room. Scroll to the **Assign Staff** section at the bottom of the editing interface.

12. You will see a list of all of the rooms you have just added to the Staff tab. Click on the “staff member” that matches the room. For example, if you have selected Lab 3 (Service) click on Lab 3 (Staff). You should see a check mark next to your selection.



13. At the top of the page click **Save**.

14. Repeat step 12 for all rooms.

15. After reviewing additional settings, click on **Bookings Page** and then **Publish** to launch your page.