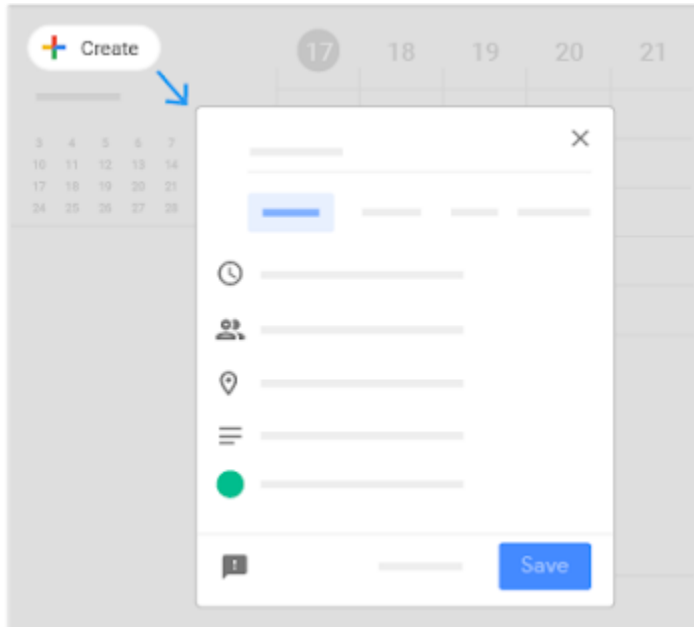# Room booking procedure in Google calendar

1.1 Create an event

1. In Calendar, choose an option:
   - Click an empty time slot in the calendar grid.
   - Click ✛Create.
2. Add an event title, date, and time.
3. (Optional) To create the event on another calendar you have edit access to, at the bottom click your calendar name and select another calendar.
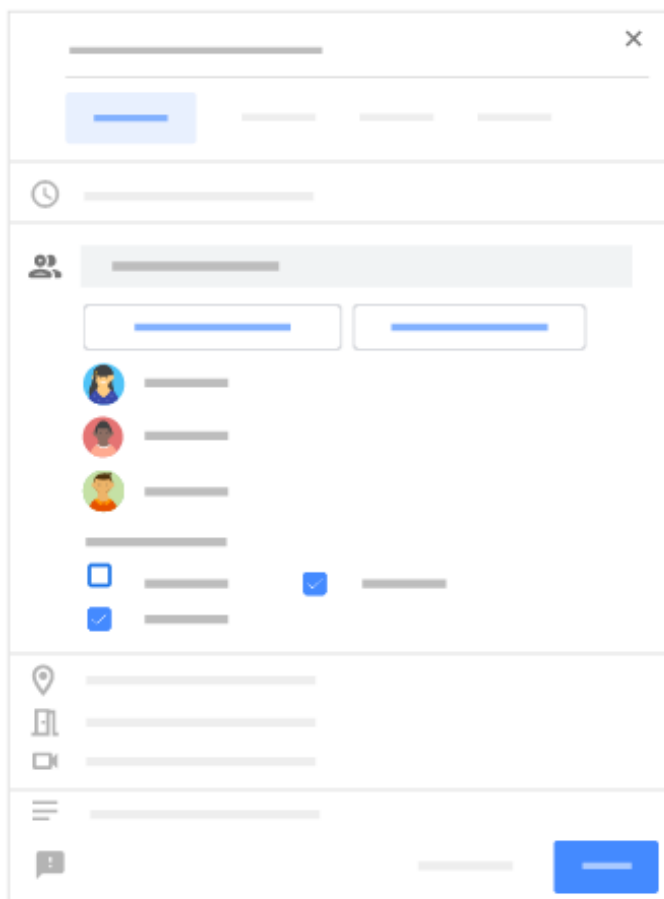
1.2 Add guests

1. In the Add guests field, enter the first few letters of a person's name or email address. Matching addresses in your organization's directory appear as you enter text.
2. Click a suggestion to add that person to the event. If no suggestions appear, enter your guest's full email address. After you add a guest to your event, their calendars appear alongside yours.
3. (Optional) You can add a Google Groups mailing list address to invite a large group of people at once.
   (Optional) To mark a guest's attendance as optional, point to the guest's name and click People ♟.
4. (Optional) To allow guests to modify the event, invite others, or see the guest list, click Guest permissions and check the appropriate boxes.

Tip: If you're not the organizer of the meeting but you have permission to edit the event, you can follow these steps to invite people to a meeting.

Note: If you create an event in Calendar and don't give guests permission to modify the event, they can't change the event's date or time on their own calendar.

1.3 Add rooms, location, or conferencing

**Add a room to an event or meeting invite:**

You can add meeting rooms to your event or meeting invite where it will reflect in your Room Calendar and Room Wizard display panel.

How to add a room / resource account

1. On your computer, open Google Calendar.
2. Create a new event or open an existing one.
3. If you are editing an existing event, click Edit event ✏.
4. Click Rooms for the rooms list.
5. Based on who you invite, you can choose from suggested rooms or search for a new one. Click the rooms or resources you want to add.
6. Click Save.

How to remove a room / resource account

1. On your computer, open Google Calendar.
2. Click Edit event ✏.
3. In the "Participants" list, find the room or resource.
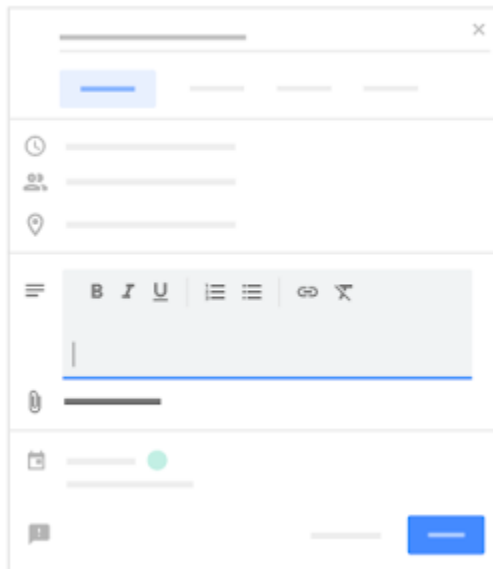4. Next to the room or resource, click Remove ✕.
5. Click Save.
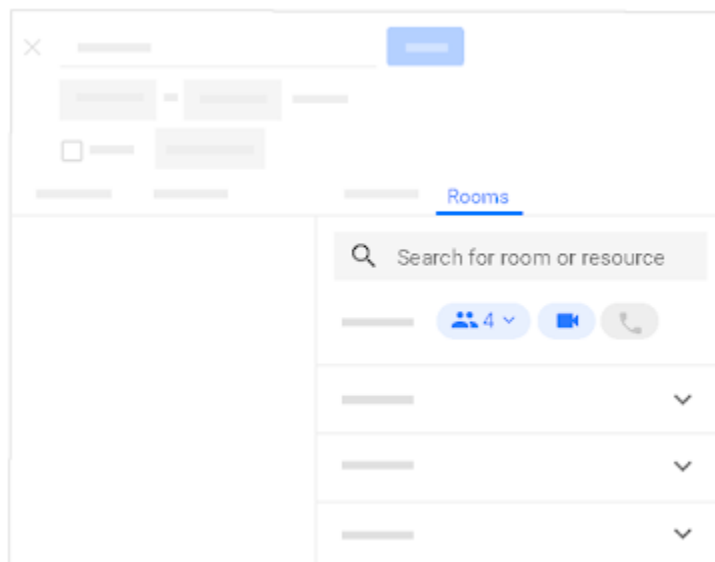
1.4 Add an event description and attachments

Add an event description:

1. Click the Add description or attachments field.
2. Add details, such as contact information, instructions, or links for your event.
3. (Optional) Format your description by bolding, italicizing, underlining, or adding lists and links.

Add an attachment:

1. Click the Add description or attachments field.
2. Click My Drive or Upload and select your file.
3. Click Select or Upload. Your file will be attached to the event

1.5 (Optional) Set up notifications

Set up notification defaults

1. In Calendar, click Settings ⚙ ﹀ Settings.
2. On the left under General, click Event settings.
3. Click Notifications and select an option:
   - Off
   - Desktop notifications
   - Alerts
4. (Optional) To set up a sound for your incoming notifications, check the Play notification sounds box.
5. (Optional) To manage your notifications, on the left, click your calendar ﹀ General notifications.
6. Next to each option, click the Down arrow ▼ and select None or Email.

Set up notifications for specific events

1. When you're creating your event, at the bottom, click More options.
2. Click Add notification.
3. Select a time period for notifications.
4. (Optional) To add another notification, click Add notification and repeat steps 2-3.
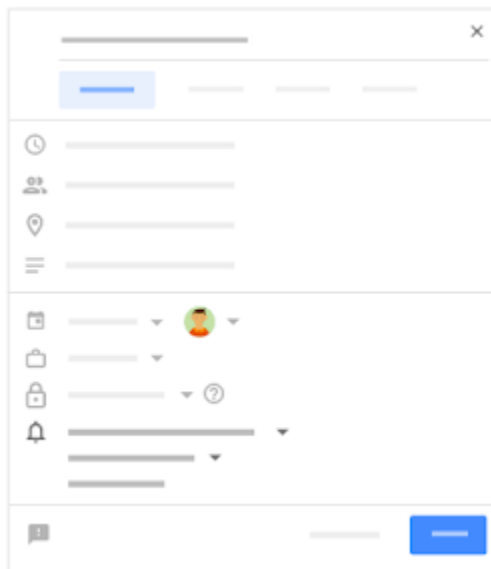
1.6 Save your event

When you're finished filling in the details, save your event and send your invitations.

1. Click Save.
2. Choose an option:
   - Send to notify guests by email
   - Don't send to skip notifications at this time
   - Dismiss to continue editing the invitation
3. If you're inviting people from outside of your organization, click:
   - Invite external guests to notify them.
   - Continue editing to notify them later.
4. (Optional) To open your event on the Edit event page, click More options.