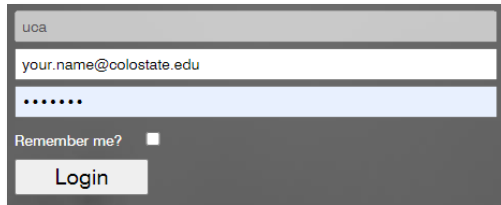
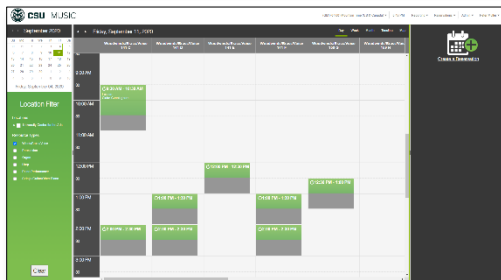


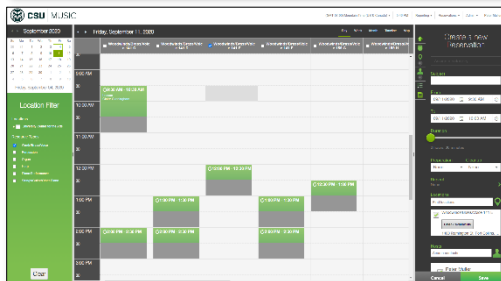
UCA PRACTICE ROOM SCHEDULING COMPUTER INSTRUCTIONS



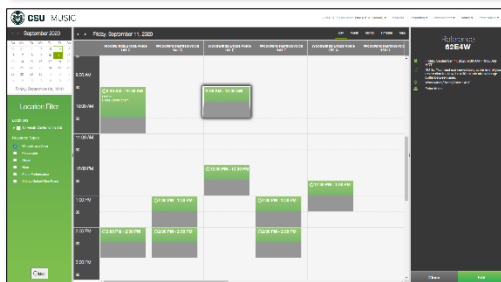
- Go to <https://uca.smartway2book.com/>
- Enter your email address (probably your CSU email but this may be your personal email).
- Enter temporary password of **UCA2020**
- Click **LOGIN**



- Select your reservation date via the calendar
- On the green sidebar select the appropriate Resource Type. Only practice rooms available to you will display in the center grid
- Find an available room and click on the grid at your reservation start time



- A reservation window pops up in the left sidebar
- Adjust the date (if necessary)
- Adjust the end-time (if necessary)
- Agree to the two entry/exit requirements
- Click the green **SAVE** button



- Your reservation confirmation is displayed in the left sidebar and your reservation appears in the center grid
- A 30-minute air-exchange buffer is added to your reservation.

EDIT OR CANCEL RESERVATIONS: You can edit/cancel your reservation at any time prior to the start time by clicking on your reservation then clicking the green **EDIT** button. Your reservation information will be displayed, and you can edit and **SAVE** or **DELETE**

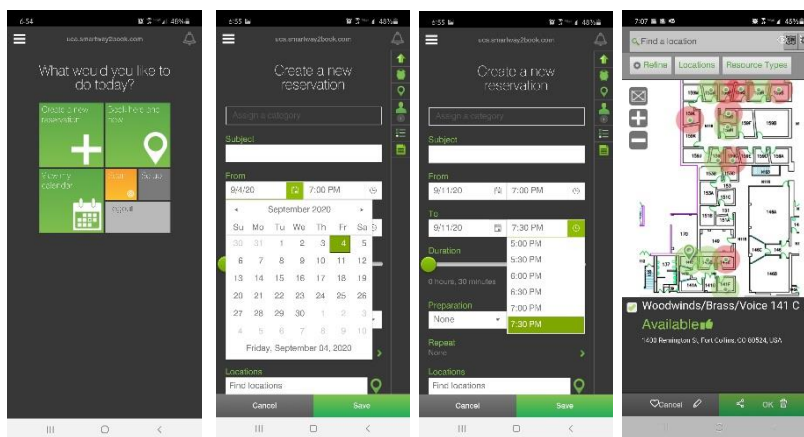
TO CHANGE YOUR PASSWORD: Select **SETTINGS** from the drop-down menu to the right of your name. On the next screen double click on your name. Enter your password on the popup screen that appears and click **UPDATE**.

EMAIL REMINDERS: You will be sent an email both 24 hours and 1 hour prior to your reservation. Should you no longer need the reservation just click the **NO** button.

UCA PRACTICE ROOM SCHEDULING MOBILE INSTRUCTIONS



- Go to [App Store](#) or [Google Play](#) and download the Smartway2 app
- Enter **uca.smartway2book.com** into the Database field then click the arrow.
- Enter your email address (probably your CSU email but this may be your personal email).
- Enter temporary password of **UCA2020**
- Click **LOGIN**



1. Click the **CREATE A NEW RESERVATION** tile.
2. Click the small green calendar icon and select your reservation date
3. Click the small green clock icon and set your time
4. Click the map icon and select any room with a green circle. Check the small box to the left of the room and click **OK**.

EDIT OR CANCEL RESERVATIONS: You can edit/cancel your reservation at any time prior to the start time by clicking the **VIEW MY CALENDAR** tile. Scroll to find the reservation you want to edit and click on it. Your reservation information will display. Click the green **EDIT** button then either edit and **SAVE** or **DELETE** the reservation.

TO CHANGE YOUR PASSWORD: Select **SETTINGS** from the drop-down menu icon at the top left. On the next screen enter and confirm your password and click **OK**.

EMAIL REMINDERS: You will be sent an email both 24 hours and 1 hour prior to your reservation. Should you no longer need the reservation just click the **NO** button.