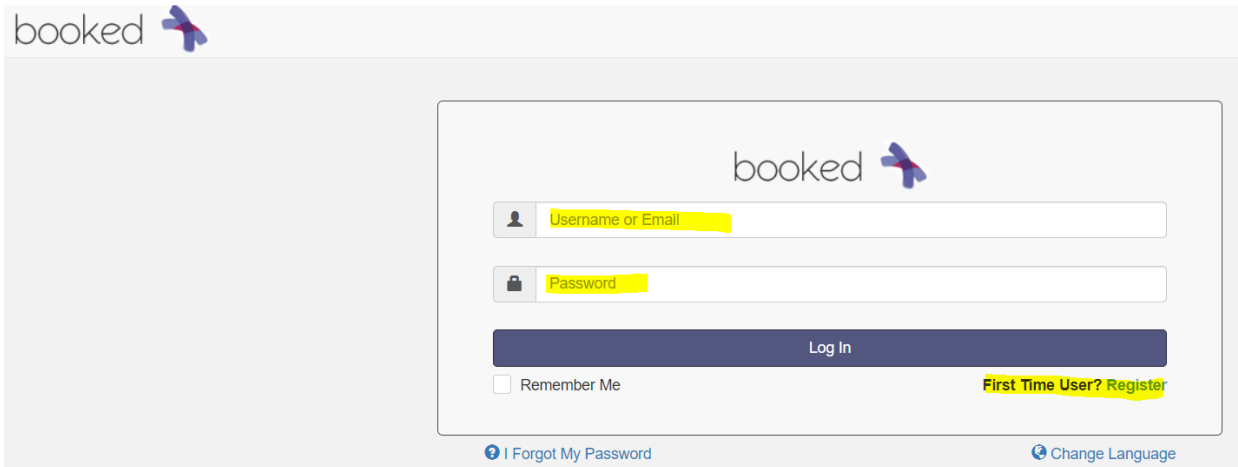


CFL **HASLER ONLINE Reservation** for Hasler boats, vehicles, rooms, zoom, etc <https://reserve.limnology.wisc.edu/>.


Email/see [Amber Mrnak](#) for resources at Trout Lake Station



First Time User? Register: Create an Account: 1) Create a username using the 1st initial of your 1st name plus last name (e.g. koferrell). 2) Create a password. 3) Default Homepage – if you pick ‘Keep My Dashboard’ you will not automatically be able to see if someone has reserved the resource you want to reserve. I prefer to select ‘ as your default homepage so you can view any announcements added to the site. 4) Enter your first and last names and email. 5) Leave the time zone as America/Chicago. 6) Add phone #, organization (CFL or other UW department) and position. 7) Enter security code that’s provided on the screen and click on register. You will be directed to your default homepage

## Register A New Account

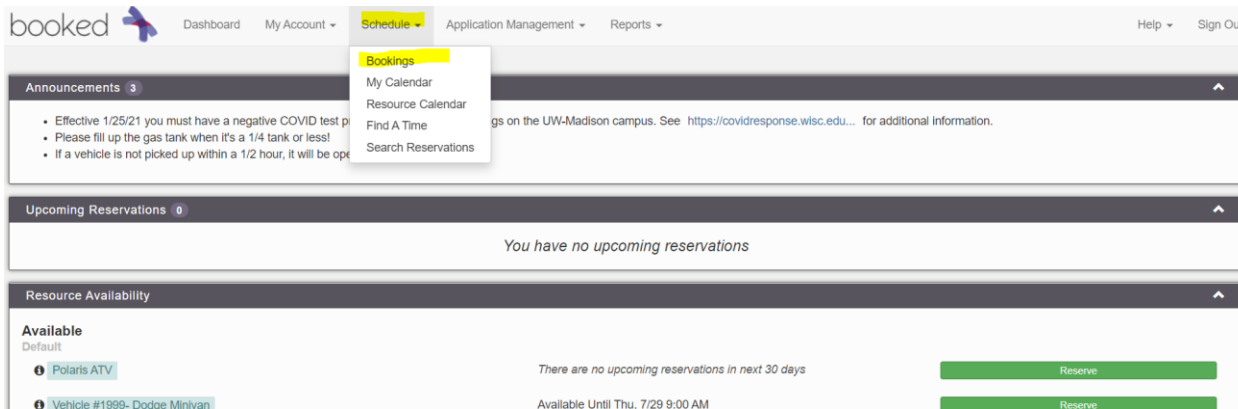
<b>Username</b> <input type="text" value="koferrell"/>	<b>Email</b> <input type="text" value="oferrell@wisc.edu"/>
<b>Password</b> <input type="password" value="*****"/>	<b>Confirm Password</b> <input type="password" value="*****"/>
<b>First Name</b> <input type="text" value="Kelly"/>	<b>Last Name</b> <input type="text" value="O'Ferrell"/>
<b>Default Homepage</b> <input type="text" value="Schedule"/>	<b>Timezone</b> <input type="text" value="America/Chicago"/>
<b>Phone</b> <input type="text" value="608-262-3014"/>	<b>Organization</b> <input type="text" value="CFL"/>
<b>Position</b> <input type="text" value="Hasler Lab Administrative Coordinator"/>	



**Security Code**

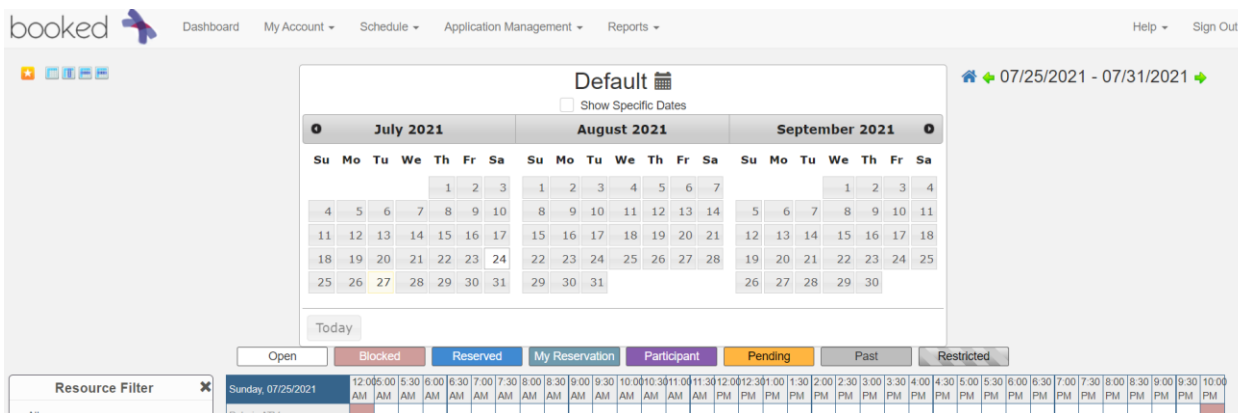
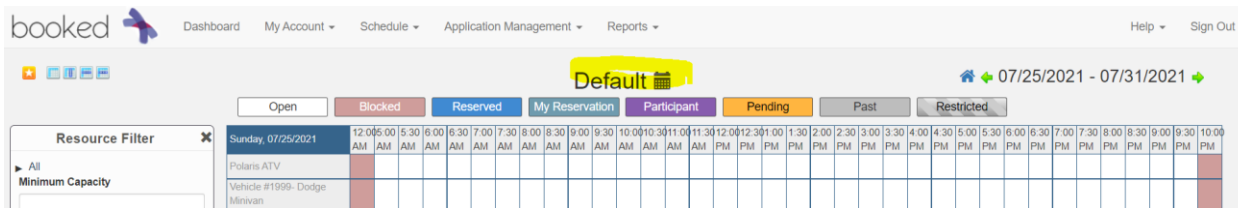
**IF YOU SELECTED MY DASHBOARD as your 'Default Homepage'**, you'll come to this page. One way to create a reservation is to click on Schedule and then Bookings.

**IF YOU SELECTED 'SCHEDULE' as your 'Default Homepage'**, you can skip this step.



The Schedule page AUTOMATICALLY goes to the current day AND you'll notice that **you can easily see a view of each item, who has it reserved, when and for how long**. From this page, you can scroll up and down and see the current week.

If you want **to make a reservation for a later date** or see previous reservations, scroll to the top and click on the calendar icon. When you click on a date outside of the current week, you'll be taken the Sunday of that week.





To add Zoom (or any other resource) to this reservation, click on the + sign beside of 'Change' and a list of resources will pop up. Click on Hasler Lab Conference Room and click 'Done'.

### Add Resources



▼  All

- Polaris ATV
- Vehicle #1999- Dodge Minivan
- Vehicle #1811 Suburban
- Vehicle #1812 Suburban
- Raleigh Bicycle
- Trek Bicycle
- Humpback (implies temporary use of the boat slip)
- Beluga (implies temporary use of the boat slip)
- Limnos II
- HASLER LAB CONFERENCE ROOM
- Zoom Meeting #726741289
- Basement
- Basement
- Basement
- Basement
- Basement
- Basement
- Basement
- Basement
- First Floor
- First Floor

Cancel **Done**

Click 'Create' (either top or bottom, doesn't matter) and a confirmation box will pop up. Click 'Close'.

booked | Dashboard | My Account | Schedule | Application Management | Reports | Help | Sign Out

#### New Reservation

Booked Admin (reservation-noreply@limnology.wisc.edu) Change

**Resources** Change  Accessories Add

HASLER LAB CONFERENCE ROOM Zoom Meeting #726741289

Begin 09/18/2021 10:30 AM End 09/18/2021 11:30 AM

Reservation Length 0 days 1 hours 0 minutes

Repeat Does Not Repeat

Title of reservation  
Add title and your name

Description of reservation  
VEHICLE USE: Add purpose and funding/grant, some information so that Kelly knows what to charge vehicle use to for quarterly Fleet Usage Report.

Participant List  
Add name or email Users Groups  
x Kelly O'Ferrell (oferrell@wisc.edu)

Invitees  
Add name or email Users Groups

Allow Participants To Join

Cancel **Create**



### Your reservation was successfully updated!

Your reference number is 6100806c93b37164866286

Dates: 08/18/2021

Resources: HASLER LAB CONFERENCE ROOM, Zoom Meeting #726741289

Close

You'll need to scroll back down to date of reservation to confirm information.

Wednesday, 08/18/2021	12:00 AM	5:00 AM	6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM
Polaris ATV															
Vehicle #1999- Dodge Minivan															
Vehicle #1811 Suburban															
Vehicle #1812 Suburban															
Raleigh Bicycle															
Trek Bicycle															
Humpback (implies temporary use of the boat slip)															
Beluga (implies temporary use of the boat slip)															
Limnos II															
HASLER LAB															Booked
CONFERENCE ROOM															Admin
Zoom Meeting #726741289															Booked
															Admin

To get the zoom link, hover over 'Zoom Meeting #726741289' and a box with link will pop up. Right click to copy link.

Wednesday, 08/18/2021	12:00 AM	5:00 AM	6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM
Polaris ATV															
Vehicle #1999- Dodge Minivan															
Vehicle #1811 Suburban															
Vehicle #1812 Suburban															

**Zoom Meeting #726741289**

<p><b>Description</b> (no description)</p> <p><b>Notes</b> <a href="https://zoom.us/j/726741289?pw...">https://zoom.us/j/726741289?pw...</a></p> <p>Meeting ID: 726 741 289</p> <p><b>Contact</b> (no contact information)</p> <p><b>Location</b> (no location set)</p> <p><b>Resource Type</b> Conference Rooms</p>	<p>There is no minimum reservation duration</p> <p>There is no maximum reservation duration</p> <p>Reservations do not require approval</p> <p>Reservations can be made up until the current time</p> <p>Reservations can end at any point in the future</p> <p>Reservations can be made across days</p> <p>This resource has unlimited capacity</p>
--	--

Zoom Meeting | Booked

To change the reservation, double click on the reservation box and change resources or make any other changes.

To delete, double click on the reservation box and click the arrow

booked Dashboard My Account Schedule Application Management Reports Help Sign Out

**Editing Reservation** Cancel More Update

Booked Admin (reservation-noreply@limnology.wisc.edu) Change

**Resources** Change Accessories Add

HASLER LAB CONFERENCE ROOM Zoom Meeting #726741289

**Begin** 08/18/2021 10:30 AM **End** 08/18/2021 11:30 AM

Reservation Length 0 days 1 hours 0 minutes

**Repeat** Does Not Repeat

**Title of reservation**  
Add title and your name

**Description of reservation**  
VEHICLE USE: Add purpose and funding/grant, some information so that Kelly knows what to charge vehicle use to for quarterly Fleet Usage Report.

Reference Number 6100912904b9f23914876

**Participant List**  
Add name or email | Users Groups  
x Kelly O'Ferrell

**Invitees**  
Add name or email | Users Groups

Allow Participants To Join

Cancel More Update

- Add to Calendar
- Print
- Duplicate
- Delete

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Booked Scheduler v2.6.8