

A green scribble graphic consisting of multiple overlapping, chaotic lines that form a roughly circular shape, positioned behind the text.

**CENTRE FOR  
SOCIAL  
INNOVATION**

# **CSI Room Booking Tool User Instructions**

**Fall 2011**

A large green scribble graphic that starts as a thin line on the left, curves across the bottom, and then forms a complex, tangled shape on the right side of the page.

# Outline

We've tried to make these instructions as clear as possible. If you have any feedback on the instructions or suggested improvements for the system, please email [eli@socialinnovation.ca](mailto:eli@socialinnovation.ca)

- SECTION ONE: Room Booking System Overview
- SECTION TWO: Making a Booking
- SECTION THREE: Adding a Note/Description to your Booking
- SECTION FOUR: Making a Booking with Resources (projector, conference phone, etc.)
- SECTION FIVE: Changing or Cancelling a Booking
- SECTION SIX: Tentative Bookings

# **SECTION ONE**

## **Room Booking System Overview**



## Login to the Intranet



<http://community.socialinnovation.ca>

BOOK A ROOM

**Book a Room**

- CREATE CONTENT
- Add Buzz
  - Add an Event
  - Add a Job Opportunity





- YOUR PROFILES
- CSI Test Member Contact
  - CSI Test Member

MY ACCOUNT

Visit Freshbooks

Logout

CSI BUZZ see all + ADD

-  **MICRO-FUNDER SELECTS "CANADA'S SEVEN SMALL WONDERS"** Jun 16  
Canadians asked to support grassroots projects with a...  
0 comments
-  **Framework for Changing Behavior** Jun 15  
Great article! Why Persuasive Design Should Be Your Next...  
0 comments
-  **Global Children's Challenge - Health Initiative** Jun 14  
I wanted to let you know about a program my company, the...  
0 comments
-  **Community Bonds in the Toronto Star...** Jun 13  
There's no shortage of clean technologies, great ideas, or...  
1 comments

**Click one of these two spots.**

INSIDE THE COMMUNITY see all



UPCOMING EVENTS see all + ADD

- JUN 20 Beer Cocktail Soirée with Mirella Amato and Christine Sismondo**  
Join beer specialist Mirella Amato, of Beerology and author...
- JUN 21 CSI Annex Tour & Info Session**  
Hey Changemakers! Are you curious about CSI? Wanna see our...
- JUN 22 Facing History and Ourselves**

# This is the Room Booking Calendar

LOCATION:  CSI Spadina  CSI Annex

Clear

← Previous Day **Tuesday Jun 14, 2011** Next Day →

Tuesday Jun 14, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											

These are interconnected rooms. Click for details

**These dark coloured boxes mean that the time has already passed.**

LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

← Previous Day **Tuesday Jun 14, 2011** Next Day →

Tuesday Jun 14, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											

These are interconnected rooms. Click for details


**These are all the room names.**

LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

← Previous Day **Tuesday Jun 14, 2011** Next Day →


Tuesday Jun 14, 2011	Alterna Savings Meeting Rm	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM	These are interconnected rooms. Click for details										
7:30AM	 <p>This is a small meeting room on the fourth floor of CSI Spadina, featuring an exterior facing window and a built-in whiteboard.</p> <p><b>Max Capacity</b> 8</p> <p><b>Arrangements</b> 8 people boardroom style</p> <p><b>Daily Rate</b> \$0.00</p> <p><b>Hourly Rate</b> \$0.00</p>										
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											
1:00PM											
1:30PM											

**Hover over a room name and a picture and description pops up.**

**(all rooms are free to members *except* the Innovation Lab @ Spadina)**

LOCATION:  CSI Spadina  CSI Annex

Clear

← Previous Day **Tuesday Jun 14, 2011**  Next Day →

Tuesday Jun 14, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											

These are interconnected rooms. Click for details

**The system defaults to today's date. You can change dates using the arrow buttons or clicking on the calendar icon.**

LOCATION:  CSI Spadina  CSI Annex

Clear **Confirm**

← Previous Day **Tuesday Jun 14, 2011** Next Day →

Tuesday Jun 14, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											

These are interconnected rooms. Click for details

**You can change locations by clicking one of these buttons.**

LOCATION:  CSI Spadina  CSI Annex

Clear [Confirm](#)

← Previous Day **Tuesday Jun 14, 2011** Next Day →

Tuesday Jun 14, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											

These are interconnected rooms. Click for details

**See this? The rooms in Suite 120 are interconnected, so there are some rules to manage these spaces. Click on the box for details.**



Search

LOCATION:  CSI Spadina  CSI Annex

Clear Confirm

← Previous Day Tuesday Jul 5, 2011 Next Day →

Tuesday Jul 5, 2011	Alterra Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM	█		█		█						
7:30AM		█		█							
8:00AM			█								
8:30AM			█								
9:00AM	█		█		█						
9:30AM		█	█		█						
10:00AM			█								
10:30AM			█								
11:00AM			█								
11:30AM		█		█							
12:00PM											

These are interconnected rooms. Click for details

You can draw a picture!

LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

← Previous Day

Tuesday Jul 5, 2011



Next Day →

Tuesday Jul 5, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM	█		█		█						
7:30AM		█									
8:00AM											
8:30AM											
9:00AM	█		█		█						
9:30AM		█	█	█							
10:00AM			█								
10:30AM			█								
11:00AM			█								
11:30AM		█		█							
12:00PM											

These are interconnected rooms. Click for details

Don't draw a picture.

LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

[← Previous Day](#) Wednesday Jun 29, 2011  [Next Day →](#)

Wednesday Jun 29, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00A											
8:30A											
9:00A											
9:30A											
10:00A											
10:30A											
11:00A											
11:30A											
12:00P											
12:30P											
1:00PM											
1:30PM											
2:00PM											
2:30PM											

If you ever want to clear your selection, just click "clear".

(the system has a long memory so click "clear" anytime it seems to remember old bookings.)

These are interconnected rooms. Click for details



LOCATION:  CSI Spadina  CSI Annex

Clear **Confirm**

← Previous Day **Tuesday Jun 14, 2011** Next Day →

Tuesday Jun 14, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											

These are interconnected rooms. Click for details

**Or click here to look at all of the Bookings that anyone in your organization has made.**

# **SECTION TWO**

## **Making a Booking**



LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

← Previous Day **Wednesday Jun 29, 2011**  Next Day →

Wednesday Jun 29, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											
1:00PM											

These are interconnected rooms. Click for details

**Let's say you want to  
book the Sunshine Room  
from 9:00-11:30am on  
Wednesday, June 29**

LOCATION:  CSI Spadina  CSI Annex

Clear

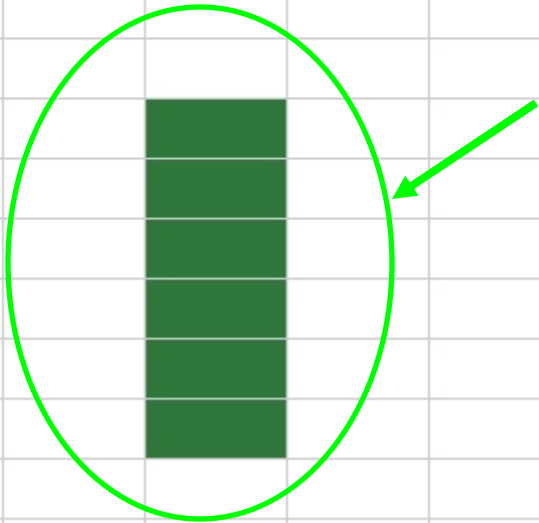
Confirm

← Previous Day **Wednesday Jun 29, 2011**  Next Day →

Wednesday Jun 29, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											
1:00PM											

These are interconnected rooms. Click for details

**Just drag your cursor across the appropriate slots**



LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

← Previous Day **Wednesday Jun 29, 2011**  Next Day →

Wednesday Jun 29, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											
1:00PM											

These are interconnected rooms. Click for details

Click **Confirm**





## Your booking

**Look good?**

### Sunshine Room

Wednesday June 29, 2011 - 9:00am to 11:30am

**Resources and Services:** None

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:**

[Back](#)

[Modify](#)

[Done](#)



## Your booking

### Sunshine Room

Wednesday June 29, 2011 - 9:00am to 11:30am

**Resources and Services:** None

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:**

Back

Modify

Done

Now Click "Done"

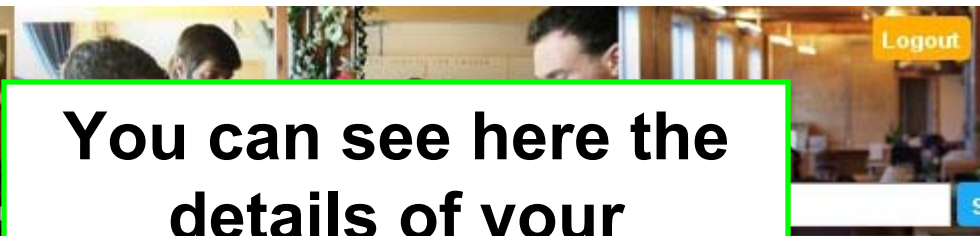


Book A Space **My Bookings** My Organization's Bookings

FROM DATE: 2011-06-28 TO DATE: 2012-06-30 Apply  
Format: 2011-06-16

Date	Time	Space	Extras	Booked	Invoiced to	Cost	Booking Status	Make Changes
Wednesday, Jun 29	9:00am - 11:30am	<a href="#">Sunshine Room</a>		1 min 12 sec ago	<a href="#">CSI Test Member</a>	\$0.00	Confirmed	<a href="#">modify</a>

**You are now on the 'My Bookings' page.**



**You can see here the details of your confirmed booking**

Book A Space   **My Bookings**   My Organization's Bookings

FROM DATE:  TO DATE:    
Format: 2011-06-16      Format: 2011-06-16

Date	Time	Space	Extras	Booked	Invoiced to	Cost	Booking Status	Make Changes
Wednesday, Jun 29	9:00am - 11:30am	<a href="#">Sunshine Room</a>		1 min 12 sec ago	<a href="#">CSI Test Member</a>	\$0.00	Confirmed	<a href="#">modify</a>

**You will get a confirmation email.**

x - Microsoft Outlook

Edit View Go Tools Actions Help

New Reply Reply to All Forward Send/Receive Find Type a contact to find

Back Messages

Folders

Drafts [16]

Inbox

From	Subject	Received	Size
roombooking@socialinn...	Your booking for 2011-06-30 has been confirmed!	Thu 6/16/2011 9:33 PM	7 KB
...	...	...	...

Booking reminder - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Attachments Delete Undo Redo A+ A- [?]

Extra line breaks in this message were removed.

From: info@socialinnovation.ca on behalf of roombooking@socialinnovation.ca  
To: consulting@socialinnovation.ca  
Cc:  
Subject: Booking reminder

Space: Innovation Lab  
Date and time: Sunday, June 19, 2011 9:00am to 1:00pm  
Booking Status: Confirmed  
Resources and Services: Coffee & Tea (Spadina) [5], Screen (Spadina) [1], TV/DVD Player (Spadina) [1]  
Contact Name: CSI Test Member Contact  
Contact Email: consulting@socialinnovation.ca  
Invoiced to: CSI Test Member  
Cost: \$169.50

Cost details here: <http://community.socialinnovation.ca/node/5374>

-----  
No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 10.0.1382 / V


**You will also get a reminder 48 hours before any booking.**

**If you don't need the booking any more, follow the link and cancel it.**

# **SECTION THREE**

## **Adding a Note/Description to your Booking**





**Adding a note or description to your booking helps you to remember the purpose of the meeting and to differentiate it from your other bookings.**

**Sunshine Room**

Wednesday June 29, 2011 - 9:00am to 11:30am

**Resources and Services:** None

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:**

[Back](#)

[Modify](#)

[Done](#)

[+ Create content](#)



## Your booking

**Sunshine Room**  
Wednesday June 29, 2011 - 9:00am to 11:30

**Resources and Services:** None

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact consu

**Status:**

**When you are on this confirmation page, click "Modify"**

[Back](#) [Modify](#) [Done](#)

+ Create content

Settings

Search

**Enter your notes here**

**CONTACT AND INVOICE INFORMATION**

Tell us who is responsible for this booking.

CONTACT NAME: \*

Eli Malinsky

*Who should we contact regarding this booking? This person should be on site or accessible during the periods covered by the booking.*

CONTACT E-MAIL ADDRESS: \*

eli@socialinnovation.ca

CONTACT PHONE:

NOTES:

INVOICED TO:

Centre for Social Innovation

*A booking is invoiced to an organization.*

**ANNEX LOUNGE, TUESDAY OCTOBER 25, 2011 - 7:00AM TO 7:30AM**

Add services and resources to this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	<input type="text"/> <i>1 available</i>
TV/DVD Player (Spadina)	\$0.00	<input type="text"/> <i>1 available</i>
Projector (Spadina)	\$0.00	<input type="text" value="1"/> <i>2 available</i>
Flipchart + Markers	\$0.00	<input type="text"/> <i>6 available</i>
Conference Pod	\$0.00	<input type="text"/> <i>2 available</i>

Tentative

You can make a tentative booking when you're not 100% sure you'll need the room, which will trigger an email notification to you, giving you 24 hours to cancel.

...hold" on that timeslot. Another member can request the room, ...

**Scroll down and  
click "Next Step"**

Step 2 of 3

[Next Step](#)



## Your booking

### Sunshine Room

Wednesday June 29, 2011 - 9:00am to 11:30am

**Resources and Services:** None

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:**

Back

Modify

Done

Now Click "Done"

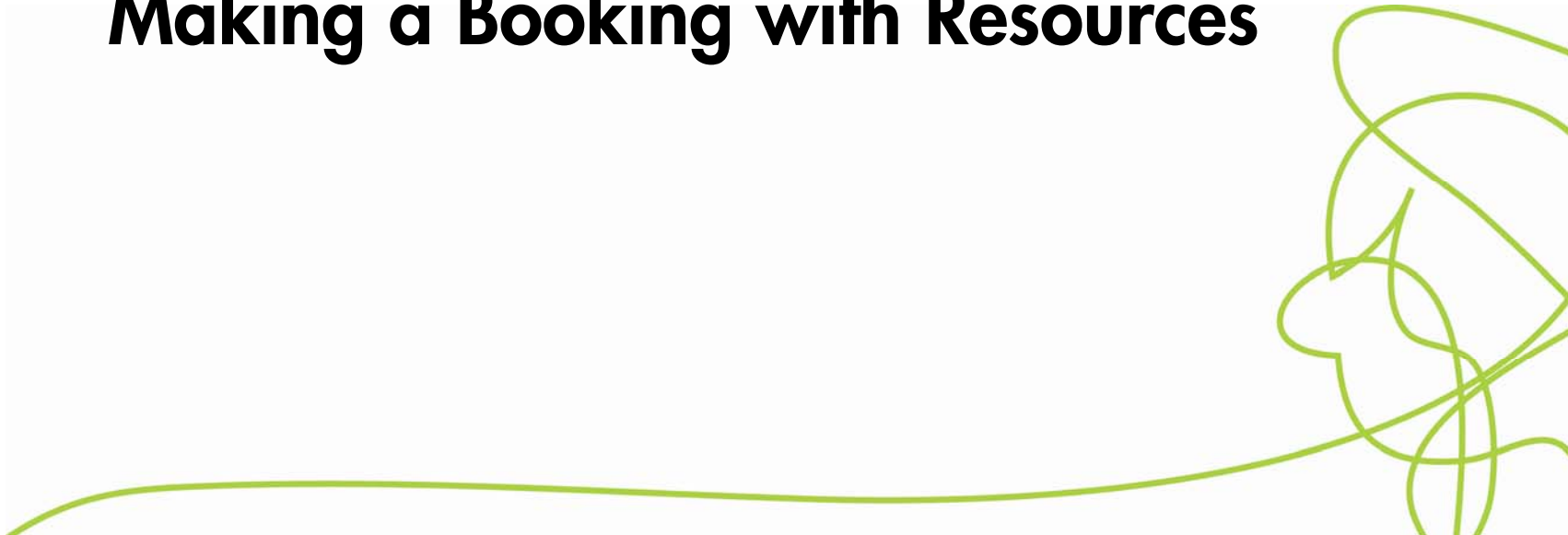
FROM DATE: 2011-10-18 TO DATE: 2012-10-19  
 Format: 2011-10-19 Apply

**Notes appear in this column. Click on the text for the full note.**

Date ▲	Time	Space	Extras	Notes	Booked				
Tuesday, Oct 18	9:00am - 11:00am	Meeting Room #4			15 weeks 1 day ago				cancel
Friday, Oct 21	9:00am - 5:30pm	Meeting Room #4			15 weeks 1 day ago	Centre for Social Innovation	\$0.00	Confirmed	modify   cancel
Tuesday, Oct 25	7:00am - 7:30am	(Unpublished) Annex Lounge		Here are the notes. If you...	1 sec ago	Centre for Social Innovation	\$42.94	Confirmed	modify   cancel
Tuesday, Oct 25	3:00pm - 5:00pm	Meeting Room #4			15 weeks 1 day ago	Centre for Social Innovation	\$0.00	Confirmed	modify   cancel
Tuesday, Oct 25	6:00pm - 9:00pm	Alterna Savings Meeting Room			15 weeks 5 days ago	Centre for Social Innovation	\$0.00	Confirmed	modify   cancel
Saturday, Oct 29	7:30am - 8:00pm	(Unpublished) Annex Lounge			5 weeks 5 days ago	Centre for Social	\$0.00	Confirmed	modify   cancel

# **SECTION FOUR**


## **Making a Booking with Resources**



LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

← Previous Day **Thursday Jun 30, 2011**  Next Day →

Thursday Jun 30, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											
1:00PM											

These are interconnected rooms. Click for details

**Let's say you want  
the Think Tank and  
a projector on  
June 30 from  
11:00am-1:00pm**

LOCATION:  CSI Spadina  CSI Annex

Clear

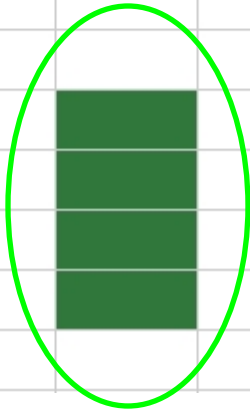
Confirm

← Previous Day **Thursday Jun 30, 2011** 

Next Day →

Thursday Jun 30, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
								These are interconnected rooms. Click for details			
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											
1:00PM											

**Time for the ol' drag & click**



LOCATION:  CSI Spadina  CSI Annex

Clear

← Previous Day **Thursday Jun 30, 2011**  Next Day →

Thursday Jun 30, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The	Think Tank	Suite 120 -	Suite 120 -	Suite 120 - 3	Suite 120 - 4
										connected rooms. Click for details	
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											
1:00PM											

**“Confirm”**



## Your booking

### Think Tank

Thursday June 30, 2011 - 11:00am to 1:00pm

**Resources and Services:** None

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@s>

**Status:**

[Back](#)[Modify](#)[Done](#)

**The room, date  
and time are  
correct.**

**But you want a  
projector.**

## Your booking

### Think Tank

Thursday June 30, 2011 - 11:00am to 1:00pm

**Resources and Services:** None

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact spons

**Status:**

Hit "Modify"

[Back](#)[Modify](#)[Done](#)

## CONTACT AND INVOICE INFORMATION

Tell us who is responsible for this booking.

CONTACT NAME: \*

CSI Test Member Contact

Who should we contact regarding this booking? This person should be on site or available by phone.

CONTACT E-MAIL ADDRESS: \*

consulting@socialinnovation.ca

CONTACT PHONE:

INVOICED TO:

CSI Test Member ▼

A booking is invoiced to an organization.

**This page has  
additional detail  
about the booking**

## THINK TANK, THURSDAY JUNE 30, 2011 - 11:00AM TO 1:00PM

Add services and resources to this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	<input type="text"/> <small>1 available</small>
TV/DVD Player (Spadina)	\$0.00	<input type="text"/> <small>1 available</small>
Projector (Spadina)	\$0.00	<input type="text"/> <small>2 available</small>

## CONTACT AND INVOICE INFORMATION

Tell us who is responsible for this booking.

CONTACT NAME: \*

CSI Test Member Contact

Who should we contact regarding this booking? This person should be on site or accessible during the periods of the booking.

CONTACT E-MAIL ADDRESS: \*

consulting@socialinnovation.ca

CONTACT PHONE:

INVOICED TO:

CSI Test Member

A booking is invoiced to an organization.

**Change this info if  
someone else should  
be the contact for  
this booking**

## THINK TANK, THURSDAY JUNE 30, 2011 - 11:00AM TO 1:00PM

Add services and resources to this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	<input type="text"/> <small>1 available</small>
TV/DVD Player (Spadina)	\$0.00	<input type="text"/> <small>1 available</small>
Projector (Spadina)	\$0.00	<input type="text"/> <small>2 available</small>

## CONTACT AND INVOICE INFORMATION

Tell us who is responsible for this booking.

CONTACT NAME: \*

CSI Test Member Contact

Who should we contact regarding this booking? This person should be on site or accessible during the periods covered by the booking.

CONTACT E-MAIL ADDRESS: \*

consulting@socialinnovation.ca

CONTACT PHONE:

INVOICED TO:

CSI Test Member ▼

A booking is invoiced to an organization.

## THINK TANK, THURSDAY JUNE 30, 2011 - 11:00AM TO 1:00PM

Add services and resources to this booking.

Service	Cost
Coffee & Tea (Spadina)	\$2.00
Resource	Cost per u
Screen (Spadina)	\$0.00
TV/DVD Player (Spadina)	\$0.00
Projector (Spadina)	\$0.00

**If you are staff of more than one organization, you can associate the booking with the right organization using this drop-down menu.**

1 available

2 available

## CONTACT AND INVOICE INFORMATION

Tell us who is responsible for this booking.

CONTACT NAME:

CSI Test Mem

Who should we contact?

CONTACT E-MAIL:

consulting@spadina.com

CONTACT PHONE:

INVOICED TO:

CSI Test Member

*A booking is invoiced to an organization.*

**If you are having just a few people, no need to 'order' coffee. But if it's a larger (6+) event, we ask you to cover the costs of coffee.**

## THINK TANK, THURSDAY JUNE 30, 2011 - 11:00AM TO 1:00PM

Add services and resources to this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	<input type="text"/> <i>1 available</i>
TV/DVD Player (Spadina)	\$0.00	<input type="text"/> <i>1 available</i>
Projector (Spadina)	\$0.00	<input type="text"/> <i>2 available</i>

## CONTACT AND INVOICE INFORMATION

Tell us who is responsible for this booking.

CONTACT NAME: \*

CSI Test Member Contact

*Who should we contact regarding this booking? This person should be on site or accessible during the periods covered by the booking.*

CONTACT E-MAIL ADDRESS: \*

consulting@socialinnovation.ca

CONTACT PHONE:

INVOICED TO:

CSI Test Member

*A booking is invoiced to an organization.*

THINK TANK, THURSDAY JUNE 30, 2011 - 11:00AM TO 1:00PM

**This shows you whether a resources is available**

Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	1 available
TV/DVD Player (Spadina)	\$0.00	1 available
Projector (Spadina)	\$0.00	2 available

## CONTACT AND INVOICE INFORMATION

Tell us who is responsible for this booking.

CONTACT NAME: \*

CSI Test Member Contact

*Who should we contact regarding this booking? This person should be on site or accessible during the periods covered by the booking.*

CONTACT E-MAIL ADDRESS: \*

consulting@socialinnovation.ca

CONTACT PHONE:

INVOICED TO:

CSI Test Member

*A booking is invoiced to an organization.*

## THINK TANK, THURSDAY

Enter "1"

Add services and resources

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	<input type="text"/> <i>1 available</i>
TV/DVD Player (Spadina)	\$0.00	<input type="text"/> <i>1 available</i>
Projector (Spadina)	\$0.00	<input type="text"/> <i>2 available</i>

Add services and resources to this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	<input type="text"/> 1 available
TV/DVD Player (Spadina)	\$0.00	<input type="text"/> 1 available
Projector (Spadina)	\$0.00	<input type="text" value="1"/> 2 available
Flipchart + Markers	\$0.00	<input type="text"/> 6 available
Conference Pod		<input type="text"/> 1 available

**Look – you can make it a tentative booking. We'll get to that later.**

Tentative  
*You can make a tentative booking when you are not sure you will use the room, which will trigger an email notification to you.*

*that timeslot. Another member can request the room.*

Step 2 of 3  
[Next Step](#)

Add services and resources to this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	<input type="text"/> <i>1 available</i>
TV/DVD Player (Spadina)	\$0.00	<input type="text"/> <i>1 available</i>
Projector (Spadina)	\$0.00	<input type="text" value="1"/> <i>2 available</i>
Flipchart + Markers	\$0.00	<input type="text"/> <i>6 available</i>
Conference Pod	\$0.00	<input type="text"/> <i>2 available</i>

Tentative

You can make a tentative booking when you're not 100% sure you'll need the room, which will trigger an email notification to you, giving you a 24-hour window to cancel. If you don't cancel, the room will be held on that timeslot. Another member can request the room.

**Click "Next Step"**

Step 2 of 3

**Next Step**

You can see that the Projector is listed here

## Confirm booking

### Think Tank

Thursday June 30, 2011 - 11:00am to 1:00pm

**Resources and Services:** Projector (Spadina) [1]

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:** In process

Confirm Modify Delete

## Confirm booking

### Think Tank

Thursday June 30, 2011 - 11:00am to 1:00pm

**Resources and Services:** Projector (Spadina) [1]

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:** In process

Click "Confirm"

Confirm

Modify

Delete

FROM DATE: 2011-06-29 TO DATE: 2012-06-16 Apply  
Format: 2011-06-16

Date	Time	Space	Extras	Booked	Invoiced to
Wednesday, Jun 29	9:00am - 11:30am	Sunshine Room		34 min 39 sec ago	CSI Test Membe
Thursday, Jun 30	11:00am - 1:00pm	Think Tank	Projector (Spadina) [1]	17 sec ago	CSI Test Membe

Here it is, with the projector.

# **SECTION FIVE**

## **Changing or Cancelling a Booking**



✉ Your booking for 2011-06-30 has been confirmed! - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to

**There are two routes to changing or cancelling a booking.**

From: info@socialinnovation.ca  
To: consulting@socialinnovation.ca  
Cc:  
Subject: Your booking for 2011-06-30 has been confirmed!

Please note that the following booking has been confirmed:

Space: Think Tank  
Date and time: Thursday, June 30, 2011 10:00 AM - 11:00 AM  
Booking Status: Confirmed  
Resources and Services: Project  
Contact Name: CSI Test Member  
Contact Email: consulting@socialinnovation.ca  
Invoiced to: CSI Test Member  
Cost: \$0

**The first is to follow the link in the booking reminder**

To make any changes to this booking, please visit "my bookings", or click here: <http://community.socialinnovation.ca/node/5400>

-----  
No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 10.0.1382 / Virus Database: 1513/3708 - Release Date: 06/16/11



This brings you to a webpage that is specific to the booking.

View Edit Clone

# Room Booking

**Space:** [Think Tank](#)

**Date:** Thu, 06/30/2011 - 11:00 - 13:00

**Resources and Services:** Projector (Spadina) [1]

**Organization:** [CSI Test Member](#)

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:** Confirmed

Item	Number	Rate	Total
Think Tank	2 hour(s)	\$0.00	0.00
Projector (Spadina)	1	\$0.00 / half-day	0.00
Subtotal			0.00
HST			0.00
<b>Total</b>			<b>0.00</b>



This brings you to a webpage that is specific to the booking.

View Edit Clone

## Room Booking

**Space:** [Think Tank](#)  
**Date:** Thu, 06/30/2011 - 11:00 - 13:00  
**Resources and Services:** Projector (Spadina) [1]  
**Organization:** [CSI Test Member](#)  
**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>  
**Status:** Confirmed

Click "Edit"

Item	Number	Rate	Total
Think Tank	2 hour(s)	\$0.00	0.00
Projector (Spadina)	1	\$0.00 / half-day	0.00
Subtotal			0.00
HST			0.00
<b>Total</b>			0.00

The second route is to go to the “My Bookings” tab



FROM DATE: 2011-06-29 TO DATE: 2012-06-16 Apply

Format: 2011-06-16

Date	Time	Space	Extras	Booked	Invoiced to	Cost	Booking Status	Make Changes
Wednesday, Jun 29	9:00am - 11:30am	Sunshine Room		34 min 39 sec ago	CSI Test Member	\$0.00	Confirmed	<a href="#">modify</a>
Thursday, Jun 30	11:00am - 1:00pm	Think Tank	Projector (Spadina) [1]	17 sec ago	CSI Test Member	\$0.00	Confirmed	<a href="#">modify</a>

FROM DATE:

2011-06-29

Format: 2011-06-16

TO DATE:

2012-06-16

Format: 2011-06-16

And then press **modify**

Date	Time	Space	Extras	Booked	Invoiced to	Cost	Booking Status	Make Changes
Wednesday, Jun 29	9:00am - 11:30am	Sunshine Room		34 min 39 sec ago	CSI Test Member	\$0.00	Confirmed	<a href="#">modify</a>
Thursday, Jun 30	11:00am - 1:00pm	Think Tank	Projector (Spadina) [1]	17 sec ago	CSI Test Member	\$0.00	Confirmed	<a href="#">modify</a>

**Both routes bring you to this page, where you can change the details of the booking.**

Think Tank, Thursday June 30, 2011 - 11:00am to 1:00pm

SPACE: \*

Think Tank

FROM DATE: \*

06/30/2011  11:00

Format: 06/19/2011

Format: 12:18

TO DATE:

06/30/2011  13:00

Format: 06/19/2011

Format: 12:18

BOOKING STATUS: \*

Confirmed

### SERVICES AND RESOURCES

Modify the services and resources for this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	COUNT: <input type="text"/>
Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	QTY: <input type="text"/> <i>1 available</i>
TV/DVD Player (Spadina)	\$0.00	QTY: <input type="text"/>

### Think Tank, Thursday June 30, 2011 - 11:00am to 1:00pm

SPACE: \*

Think Tank

FROM DATE: \*

06/30/2011

Format: 06/19/2011

11:00

Format: 12:18

TO DATE:

06/30/2011

Format: 06/19/2011

13:00

Format: 12:18

BOOKING STATUS: \*

- Confirmed
- Cancelled
- Tentative
- Confirmed

### ADDED RESOURCES

Resources and resources for this booking.

**Use this drop-down menu if you want to cancel the booking.**

Service

Coffee & Tea (Spadina)

Cost

\$2.00

Quantity

COUNT:

Resource

Screen (Spadina)

Cost per unit

\$0.00

Quantity

QTY:

1 available

TV/DVD Player (Spadina)

\$0.00

QTY:

### Think Tank, Thursday June 30, 2011 - 11:00am to 1:00pm

SPACE: \*

Think Tank

FROM DATE: \*

06/30/2011

Format: 06/19/2011

11:00

Format: 12:18

TO DATE:

06/30/2011

Format: 06/19/2011

13:00

Format: 12:18

BOOKING STATUS: \*

- Confirmed
- Cancelled
- Tentative
- Confirmed

D RESOURCE  
ces and resour

**Or add/delete 'Extras' by changing the numbers in these boxes.**

Service	Quantity	
Coffee & Tea (Spadina)	COUNT: <input type="text"/>	
Resource	Cost per unit	Quantity
Screen (Spadina)	\$0.00	QTY: <input type="text"/> <small>1 available</small>
TV/DVD Player (Spadina)	\$0.00	QTY: <input type="text"/>

**Scroll to the bottom and  
click “Submit” when you  
are done.**

available

CONTACT NAME: \*

CSI Test Member Contact

CONTACT E-MAIL ADDRESS: \*

consulting@socialinnovation.ca

CONTACT PHONE:

*A phone number for the person responsible for the event booking.*

INVOICED TO: \*

CSI Test Member

*The sponsoring organization that will be invoiced for this booking.*

Submit

Delete



The Revised booking is here. If it looks good, you are finished. If you want to make further changes, click **Edit** again.

View Edit Clone

## Room Booking

Space: [Think Tank](#)

Date: Thu, 06/30/2011 - 11:00 - 13:00

Resources and Services: Flipchart + Markers [2], Projector (Spadina) [1], Conference Pod [1]

Organization: [CSI Test Member](#)

Contact: CSI Test Member Contact <consulting@socialinnovation.ca>

Status: Confirmed

Item	Number	Rate	Total
Think Tank	2 hour(s)	\$0.00	0.00
Flipchart + Markers	2	\$0.00 / half-day	0.00
Projector (Spadina)	1	\$0.00 / half-day	0.00
Conference Pod	1	\$0.00 / half-day	0.00
Subtotal			0.00
HST			0.00
<b>Total</b>			0.00

Logout

Settings

Add Booki

# **SECTION SIX**

## **Tentative Bookings**



**“Tentative Bookings” are an option if your meeting isn’t confirmed. This effectively places a ‘hold’ on the room, date and time.**

**This option may be particularly helpful if you are holding a couple of dates while working with the participants to finalize the selected meeting day/time.**

# Here are some basic rules about Tentative Bookings:

- Tentative bookings can only be made for bookings that are at least two days away (there is no tentative option for bookings within 48 hours)
- Your tentative booking will be automatically released 48 hours before the day/time if you haven't confirmed the booking.
- You will receive an email reminder every 72 hours to confirm or cancel your tentative booking
- If you see that another member has made a tentative booking for a day, time and room that you want, you can make a request for that booking. The member who made the original tentative booking will have 48 hours to confirm or release the booking.
- If another member requests your tentative booking, you will have 48 hours to confirm the booking or it will be automatically released.

Book A Space

My Bookings

My Organization's Bookings

Search

LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

← Previous Day **Wednesday Jun 29, 2011** 

Next Day →

Wednesday Jun 29, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM											
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											

These are interconnected rooms. Click for details

**Start by making a new booking.**

## Your booking

### Alterna Savings Meeting Room

Wednesday June 29, 2011 - 9:00am to 12:30pm

**Resources and Services:** None

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <con

**Status:**

Click "Modify"

Back

Modify

Done

Add services and resources to this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost	Quantity
TV/DVD Player (Spadina)		
Projector (Spadina)		
Flipchart + Markers	\$0.00	<input type="text"/> 6 available
Conference Pod	\$0.00	<input type="text"/> 2 available
PA System (Spadina)	\$0.00	<input type="text"/> 1 available

**Scroll to the bottom and 'check' the "Tentative" checkbox.**

Tentative

You can make a tentative booking when you're not 100% confirmed for the date and time. This effectively places a "temporary hold" on that timeslot. Another member can request the room, which will trigger an email notification to you, giving you 48 hours to confirm or release the booking.

Step 2 of 3

[Next Step](#)

Add services and resources to this booking.

Service	Cost	Quantity
Coffee & Tea (Spadina)	\$2.00	<input type="text"/>

Resource	Cost per unit	Quantity
TV/DVD Player (Spadina)	\$0.00	<input type="text"/> <small>1 available</small>
Projector (Spadina)	\$0.00	<input type="text"/> <small>2 available</small>
Flipchart + Markers	\$0.00	<input type="text"/> <small>6 available</small>
Conference Pod	\$0.00	<input type="text"/> <small>2 available</small>
PA System (Spadina)	\$0.00	<input type="text"/>

Then click **Next Step**

Tentative

*You can make a tentative booking when you're not 100% confirmed for the date and time. This effectively places a "temporary hold" on that timeslot. Another member can request the room, which will trigger an email notification to you, giving you 48 hours to confirm or release the booking.*

Step 2 of 3

Next Step

**Make sure the booking  
looks good.**

## Confirm booking

### Alterna Savings Meeting Room

Wednesday June 29, 2011 - 9:00am to 12:30pm

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:** Tentative

Confirm

Modify

Delete

**You can see here that it  
is “tentative”.**

## Confirm booking

### Alterna Savings Meeting Room

Wednesday June 29, 2011 - 9:00am to 12:30pm

**Organization:** CSI Test Member

**Contact:** CSI Test Member Contact <consulting@socialinnovation.ca>

**Status:** Tentative

Press “Confirm”.

Confirm

Modify

Delete

FROM DATE:  TO DATE:

Format: 2011-06-19 Format: 2011-06-19

**You can see here that it is "tentative".**

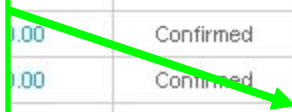
Date	Time	Space	Extras	Booked	By	Amount	Status	Changes
Sunday, Jun 19	9:00am - 1:00pm	<a href="#">Innovation Lab</a>	Coffee & Tea (Spadina) [5] Screen (Spadina) [1] TV/DVD Player (Spadina) [1]	4 days 2 hours ago	<a href="#">CSI Test Member</a>	\$169.50	Confirmed	<a href="#">modify</a>
Tuesday, Jun 21	11:00am - 3:00pm	<a href="#">Fishbowl</a>		4 days 1 hour ago	<a href="#">CSI Test Member</a>	\$0.00	Confirmed	<a href="#">modify</a>
Wednesday, Jun 29	9:00am - 11:30am	<a href="#">Sunshine Room</a>		2 days 16 hours ago	<a href="#">CSI Test Member</a>	\$0.00	Confirmed	<a href="#">modify</a>
Wednesday, Jun 29	9:00am - 12:30pm	<a href="#">Alterna Savings Meeting Room</a>		2 sec ago	<a href="#">CSI Test Member</a>	\$0.00	<b>Tentative</b>	<a href="#">modify</a>
Thursday, Jun 30	11:00am - 1:00pm	<a href="#">Think Tank</a>	Conference Pod [2] Flipchart + Markers [2] Projector (Spadina) [1]	2 days 15 hours ago	<a href="#">CSI Test Member</a>	\$0.00	Confirmed	<a href="#">modify</a>

FROM DATE: 2011-06-18 TO DATE: 2012-06-19 Apply  
Format: 2011-06-19

Date	Time	Space	Extras	Booked	Invoiced to	Cost	Booking Status	Make Changes
			Coffee & Tea			9.50	Confirmed	<a href="#">modify</a>
						0.00	Confirmed	<a href="#">modify</a>
						0.00	Confirmed	<a href="#">modify</a>
						0.00	Tentative	<a href="#">modify</a>
						0.00	Confirmed	<a href="#">modify</a>

**Come back to your “My Bookings” page and click “modify” whenever you want to confirm or delete the booking.**

**Remember that it is automatically released 48 hours in advance if you do not confirm the booking.**



LOCATION:  CSI Spadina  CSI Annex

Clear

Confirm

[← Previous Day](#) Wednesday Jun 29, 2011  [Next Day →](#)

Wednesday Jun 29, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM	Request										
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											

These are interconnected rooms. Click for details

Here, you can see that someone else has made a tentative booking. (it's a different colour and it has the word "Request" on it)

LOCATION:  CSI Spadina  CSI Annex

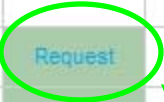
Clear

Confirm

← Previous Day **Wednesday Jun 29, 2011**  Next Day →

Wednesday Jun 29, 2011	Alterna Savings Meeting Room	Fishbowl	Innovation Lab	Sunshine Room	The Harvest Room	The Scratchpad	Think Tank	Suite 120 - 1	Suite 120 - 2	Suite 120 - 3	Suite 120 - 4
7:00AM											
7:30AM											
8:00AM											
8:30AM											
9:00AM	Request										
9:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											
12:00PM											
12:30PM											

These are interconnected rooms. Click for details



**If this is a day, time and room that you want, click Request.**

**This page confirms the details of the request and describes what will happen.**

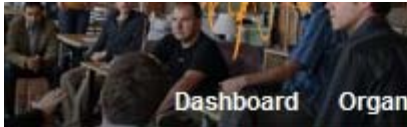
Tentative: Alterna Savings Meeting Room, Wednesday June 29, 2011 - 9:00am to 12:30pm

**Request tentative booking?**

By requesting this tentative booking, an e-mail message will be sent to the person who has made the booking requiring them to confirm within 2 business days if they would like to keep the booking.

Request

Cancel



**If everything looks good, click “Request”.**



Tentative: Alterna Savings Meeting Room, Wednesday June 29, 2011 - 9:00am to 12:30pm

**Request tentative booking?**

By requesting this tentative booking, an e-mail message will be sent to the person who has made the booking requiring them to confirm within 2 business days if they would like to keep the booking.

Request

Cancel

**You will receive an email and the original booker will also receive an email, giving them 48 hours to confirm.**

**If you made the original tentative booking, you will get this email. If you ignore the email, the tentative booking will be automatically released in 48 hours.**

File Edit View Insert Format

Reply Reply to All Forward

Extra line breaks in this message were

From: info@socialinnovation.ca or  
To: consulting@socialinnovation.ca  
Cc:  
Subject: Centre For Social Innovation Tentative Booking Confirmation Request

Sent: Sun 6/19/2011 1:26 PM

Another member has made a request for your tentative booking: Tentative:  
Alterna Savings Meeting Room, Wednesday June 29, 2011 - 9:00am to 12:30pm.  
Please note that you until 1:26PM Tuesday June 21, 2011 to confirm this booking or it will be released.  
To confirm the booking, please click here:  
<http://community.socialinnovation.ca/csi/booking/tentative/confirm/5405>

-----  
No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 10.0.1382 / Virus Database: 1513/3713 - Release Date: 06/19/11

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward [Icons]

Extra line breaks in this message were removed.

From: info@socialinnovation.ca on behalf of roombooking@socialinnovation.ca  
To: consulting@socialinnovation.ca  
Cc:  
Subject: Centre For Social Innovation Tentative Booking Confirmation Request

Sent: Sun 6/19/2011 1:26 PM

Another member has made a request for your tentative booking: Tentative:  
Alterna Savings Meeting Room, Wednesday June 29, 2011 - 9:00am to 12:30pm.  
Please note that you until 1:26PM Tuesday June 21, 2011 to confirm this booking or it will be released.  
To confirm the booking, please click here:  
<http://community.socialinnovation.ca/csi/booking/tentative/confirm/5405>

-----  
No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 10.0.1382 / Virus Database: 1513/3713 Release Date: 06/19/11

**Click this link to  
confirm or cancel the  
tentative booking.**

**You are brought to this page. Pick the appropriate options and then click Finalize.**

The screenshot shows a web application interface with a navigation bar at the top containing the following items: Dashboard, Organizations, People, Events, and Bu. Below the navigation bar is a white dialog box with the following content:

Tentative: Alterna Savings Meeting Room, Wednesday June 29, 2011 - 9:00am to 12:30pm  
WHAT WOULD YOU LIKE TO DO WITH THE TENTATIVE BOOKING?: \*

Below the text are two radio button options:

- Cancel
- Keep

At the bottom of the dialog box is a button labeled "Finalize". A green circle highlights the radio button options and the "Finalize" button. A green arrow points from the text box above to the "Keep" radio button.

**You are brought to this page. Pick the appropriate option and then click “Finalize”.**

Dashboard Organizations People Events Bu

Tentative: Alterna Savings Meeting Room, Wednesday June 29, 2011 - 9:00am to 12:30pm

WHAT WOULD YOU LIKE TO DO WITH THE TENTATIVE BOOKING?: \*

Cancel

Keep

Finalize

**An email will be sent to both members confirming the results of the selection.**

**THE END**

