

## Booking AV & Media Equipment using Resource Scheduler - Recurring Bookings

Follow the same procedure for a basic booking, but before you hit Submit, click More.

Select the Recurring Tab.

Select Daily, Weekly or Monthly and choose your 'until' date. Note that the times and day of the week are carried over from the Quick Reserve pop-up.

Now click Submit and look for the update information in the top left corner.

Click the Home button to confirm that your booking appears under My Reservations. The icon signifies a recurring booking.