

# A GUIDE TO MAKING AN ONLINE RESERVATION

1. Open the **RESERVATION REQUEST FORM**
2. Click on the **Highlight Required Fields** box in the upper right corner of the reservation request form

3. If it is a new event, click on the **New Request** box. If you are updating the information of an event already requested please click on **Update to Event Ref #** and include reference number, if applicable.
4. Fill out every highlighted box, and if applies the ones that are not highlighted as well.
5. Complete the **Requested Dates** section. If you have any questions regarding room reservations you may call the Facilities Operations Office at (631) 632-4591, Monday thru Friday from 9AM-5PM, and speak to a reservationist who will assist in helping you pick a date for your event. **\*\*\*Please keep in mind that reservations are on a first come first serve basis, therefore the quicker you hand in a reservation the more likely you are to get your preferred space\*\*\***

6. When you reach the **Meeting Room Spaces** and **Programming Spaces** section, if you wish to see how the rooms appear, you may see pictures by clicking [Student Activities Center](#) or [Stony Brook Union](#).
7. When you have filled out and completed the **Reservation Request Form** you may either **PRINT** the **Reservation Request Form** by pressing **Print Form** then faxing the printed **Reservation Request Form** to the Facilities Operations Office at (631) 632-4751.

New Request     Update to Event Ref #       

**STONY BROOK UNIVERSITY**  
**STUDENT ACTIVITIES CENTER & STONY BROOK UNION**  
 Facilities Reservations Office, Student Activities Center, Suite 220, Stony Brook University, Stony Brook, NY 11794-2800  
 Phone (631)632-4591, Fax (631)632-4751, sacbuervations@notes.cc.sunysb.edu, http://studentaffairs.stonybrook.edu/facilities/facres

**RESERVATION REQUEST FORM**

**ORGANIZATION**  
 Organization/Department: SAC/SBU Facilities Operations    Are you a non-profit organization: Yes

Telephone: 631-632-4591    Fax: 631-632-4751    Tax ID#:

Requestor/Event Coordinator: SAC/SBU Facilities Reservations    Email: sacbuervations@notes.cc.sunysb.edu

Address: 220 Student Activities Center    City: Stony Brook    State: NY    Zip: 11794

Additional sponsoring organizations:

**EVENT INFO**  
 Event Type: Other    If OTHER please specify: Mock Reservation

8. Or you may submit the form by Email by pressing the **Submit by Email** button.

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9. If your **Reservation Request Form** is missing any required fields, when you click the **Submit by Email** button a message will appear informing you of this.

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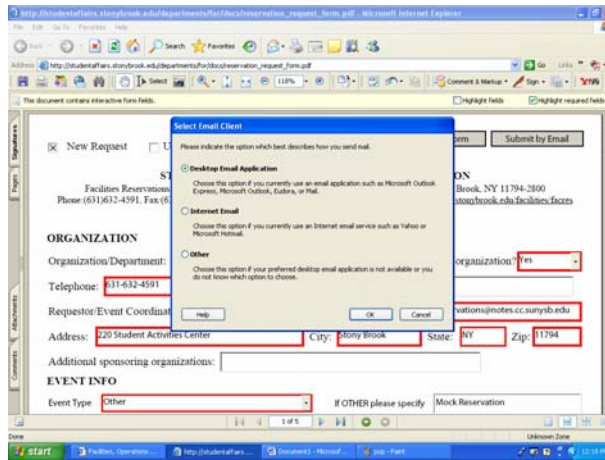
Address: 220 Student Activities Center    City: Stony Brook    State: NY    Zip: 11794

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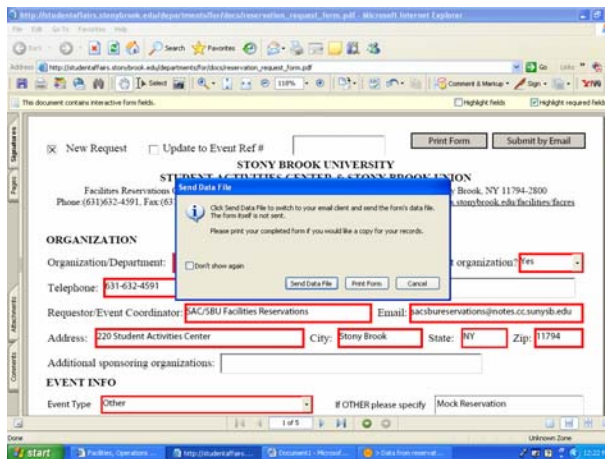
**EVENT INFO**  
 Event Type: Other    If OTHER please specify: Mock Reservation

Missing Account  
 At least one required field was empty or invalid. Please fill in the required fields (highlighted) before continuing.

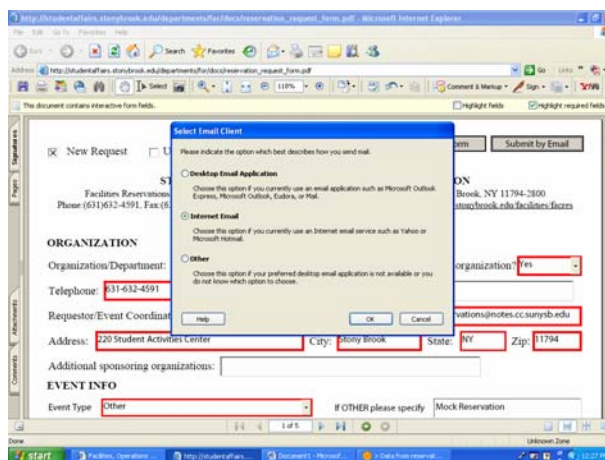
10. If you are not missing any required fields you will be directed to select an **Email Client**. If you are using your **Lotus Notes Account** or any other **Desktop Email Application** click the first bubble and hit **OK**.



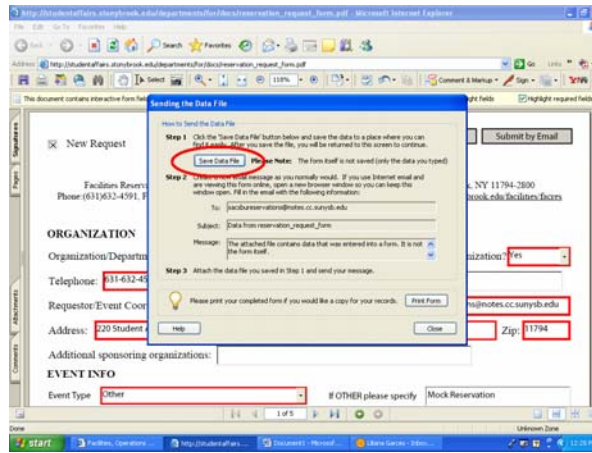
11. However, if you plan on using any **Desktop Email Application**, please make sure the program is running when you plan on sending it. Hit **Send Data File** and it will immediately appear on your Desktop Email Application.



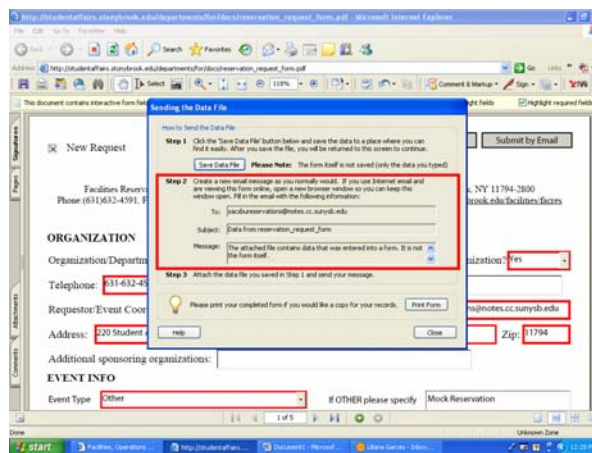
12. If you are not using a **Desktop Email Application**, hit Internet Email and then hit **OK**.



13. When the **Sending the Data File** pop-up appears click on the **Save Data File** button and save file in a place that you will be able to find later on.



14. After you have saved the data file open the **Internet Email Service** (Yahoo/AOL/Hotmail etc.) you plan on using. Open a new memo.



15. Copy and paste the information provided in **Step 2** when filling out the appropriate spaces in your email.

16. Make sure to attach the **Data File** before you send out the email.

17. Print out a copy of the reservation for your records