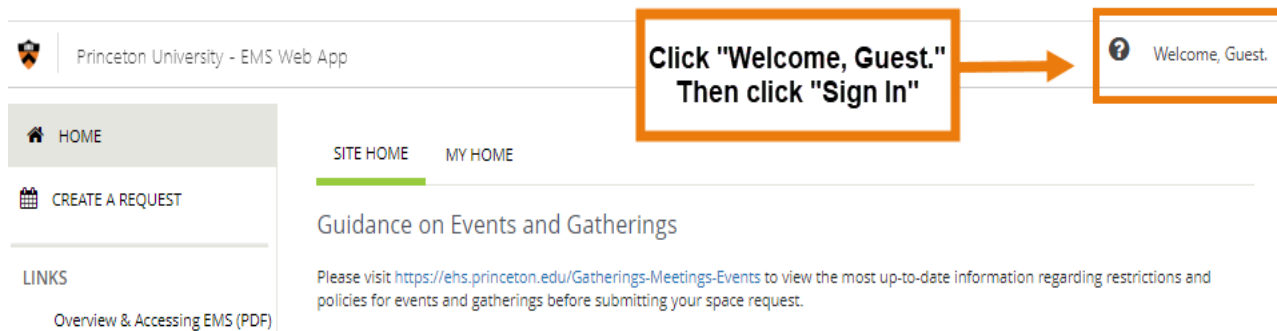


University Calendar: Update An Existing Reservation

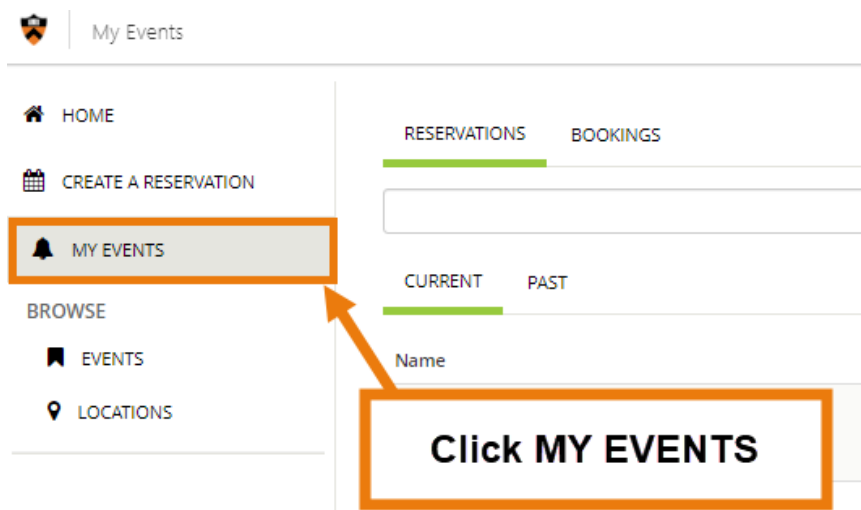
Only confirmed events will appear on the calendar. The calendar is updated approximately every hour.

1. Navigate to: scheduling.princeton.edu

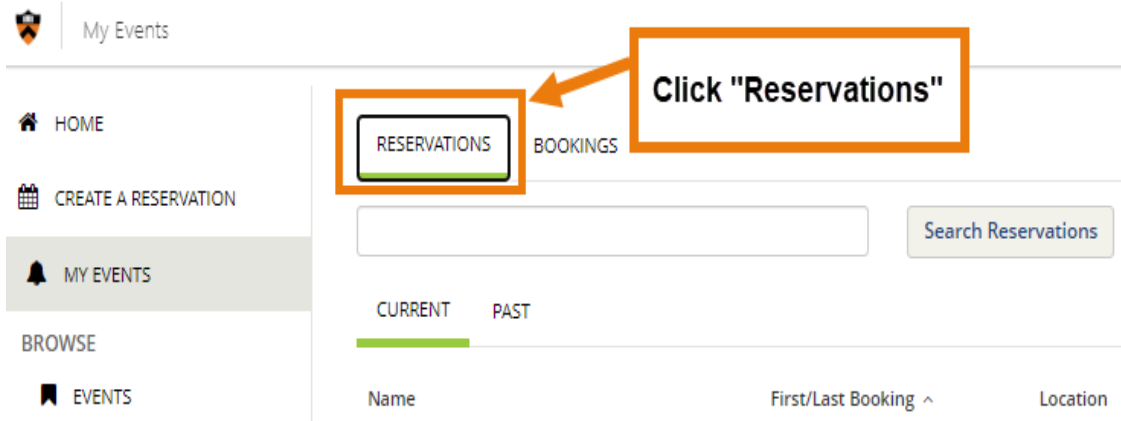
Login by clicking “Welcome, Guest” then “Sign In” at the top right corner of the screen.



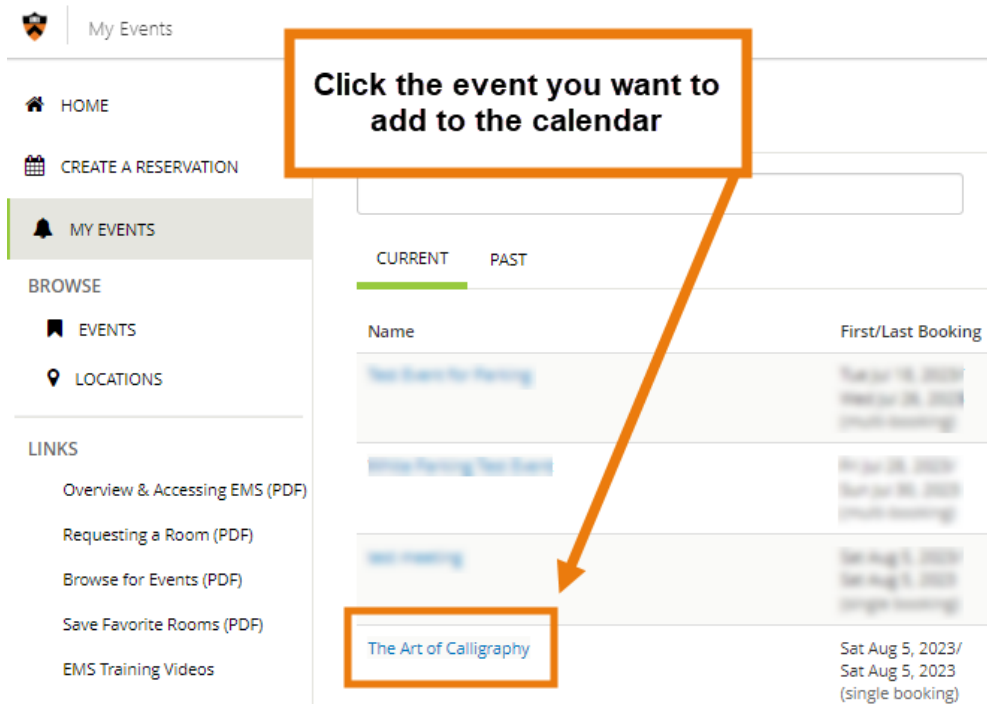
2. Click “MY EVENTS” on the left side of the screen.



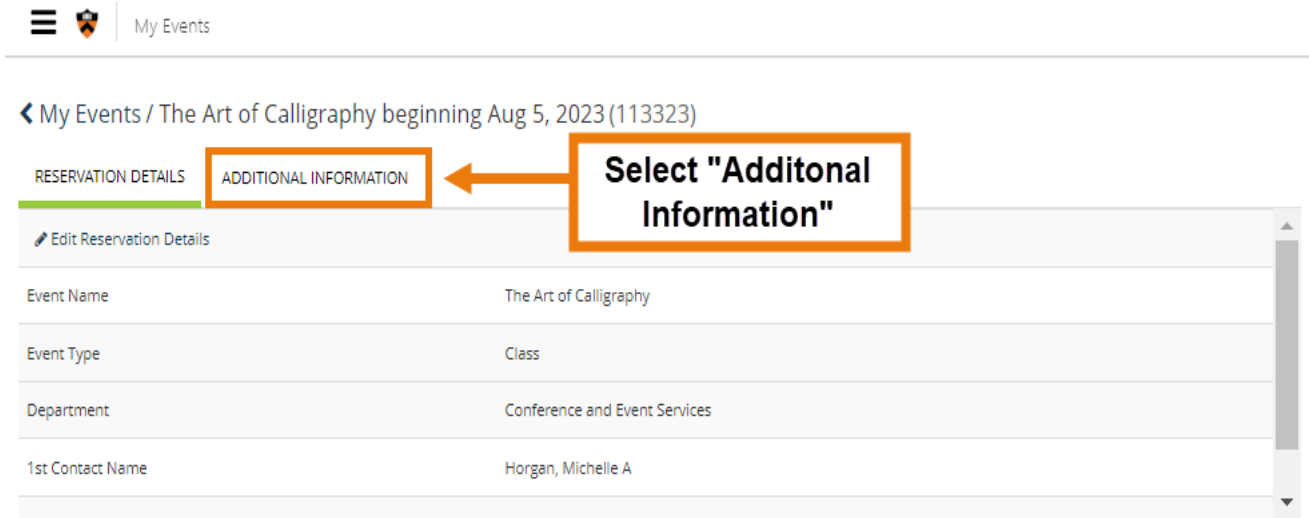
3. Select "Reservations."



4. Select the event you want to add to the calendar.



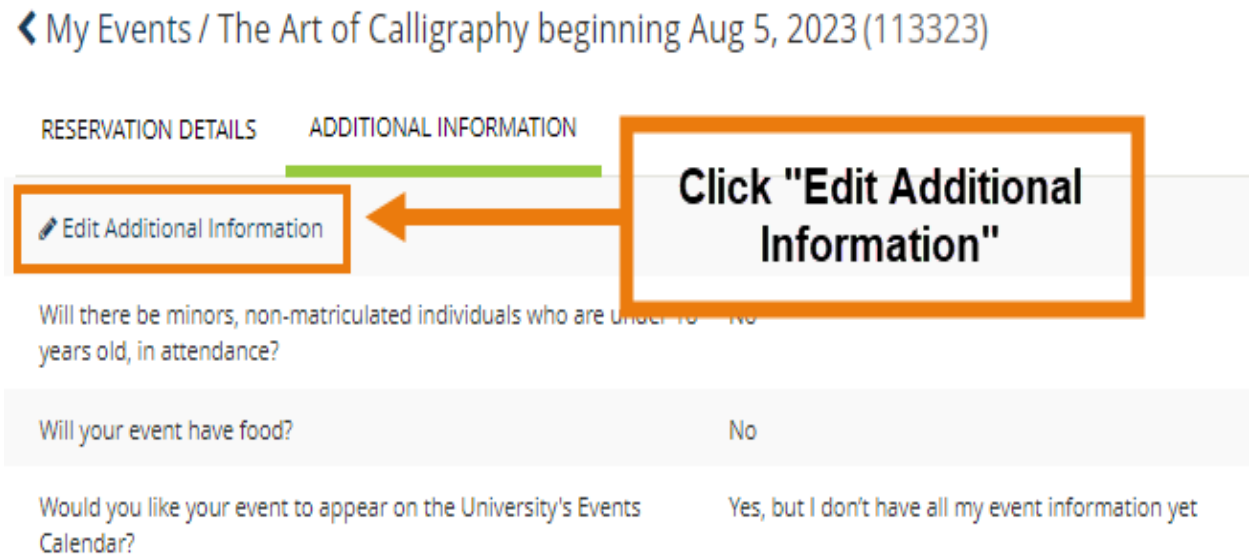
5. Select "Additional Information" at the top of the page.



The screenshot shows the top navigation bar with a hamburger menu icon and a shield logo, followed by the text "My Events". Below this is a breadcrumb trail: "My Events / The Art of Calligraphy beginning Aug 5, 2023 (113323)". A horizontal menu contains two tabs: "RESERVATION DETAILS" and "ADDITIONAL INFORMATION". The "ADDITIONAL INFORMATION" tab is highlighted with a green underline and is enclosed in an orange box. An orange arrow points from a larger orange box containing the text "Select 'Additional Information'" to the "ADDITIONAL INFORMATION" tab. Below the tabs is a link "Edit Reservation Details" with a pencil icon. A table displays event details:

Event Name	The Art of Calligraphy
Event Type	Class
Department	Conference and Event Services
1st Contact Name	Horgan, Michelle A

6. Select "Edit Additional Information."



The screenshot shows the same breadcrumb trail as above. The "ADDITIONAL INFORMATION" tab is now selected and highlighted with a green underline. Below the tabs is a link "Edit Additional Information" with a pencil icon, enclosed in an orange box. An orange arrow points from a larger orange box containing the text "Click 'Edit Additional Information'" to the "Edit Additional Information" link. Below the link are several questions with input fields:

Will there be minors, non-matriculated individuals who are under 18 years old, in attendance?

Will your event have food?

Would you like your event to appear on the University's Events Calendar?

7. Select the dropdown under “Would you like your event to appear on the University’s Events Calendar?” Click Yes. Follow the instructions above starting at Step 13 for guidance on filling in the remaining fields.

Additional Information

Will there be minors, non-matriculated individuals who are under 18 years old, in attendance? *

No

Will your event have food? *

No

Would you like your event to appear on the University’s Events Calendar? *

Yes

Choose one

Yes

Yes, but I don’t have all my event information yet

No

8. Fill in all required fields. Select “Save Reservation Details.”

Would you like your event to appear on the University’s Events Calendar? *

Yes

Event Description *

Category *

Add/Remove

Event Audience (Select all that apply) *

Add/Remove

University Co-Sponsor(s)

Save Reservation Details