Add Transportation & Parking Services To A Space Request

Requests for Parking services must be submitted within 7 business days of an event
Requests for charter bus services must be submitted within 2 weeks of an event

1. Navigate to scheduling.princeton.edu
2. Login by clicking “Welcome, Guest” in the top right corner of the page.
3. Click “Create A Reservation” on the left side of the screen. Click “Book Now” on the right side of the screen next to the appropriate template.

4. Select the date and time for your request. Feel free to add multiple dates - if each date has the same parking needs. If each date has different parking needs, enter separate reservations for each date.
5. Click “Add/Remove” next to “Locations” to choose a building.

6. Scroll down or begin typing in the search bar to find the building you want. Click the checkbox next to the building, then click “Update Locations.”
7. Click the green plus sign next to the room you want to add to your reservation.

8. Enter the number of people expected to attend and click “Add Room.”
9. You will see the room we added at the top of the page. You can add more dates and rooms here if needed before moving on to the next step.

10. Add Transportation & Parking Services on this page. There are four potential selections to choose from. AV Services can also be added on this page.
11. Choose “Attendee Parking” if your guests and/or vendors will be driving to campus and will need parking.

12. Enter the estimated number of people who will need campus parking and click “OK.”
13. The service you just added will appear on the right side under “Services Summary.”

14. Choose “Traffic and Parking Management” if you would like a parking attendant to assist with traffic management at your event. There is a charge for this service.
15. Select the number of parking staff you would like for your event. Enter any special instructions in the text box, and click “OK.” A member of Transportation & Parking Services will be in touch within 72 hours.

![Traffic and Parking Management](image)

16. If your guests need to be picked up and dropped off on or near campus, make a selection under “Pick-Up/Drop-Off.” Choose “Ten or less individuals” or “More than ten individuals” based on the number of passengers.

![Transportation & Parking](image)
17. Enter the number of passengers, pick-up location, and drop-off location. Click “OK.” A member of Transportation & Parking Services will be in contact within 72 hours with a quote.

18. Under “Services Summary,” you can view, edit, or delete the services you just added. To edit, click the pencil icon. To remove a service, click the red minus sign. A chart string is not necessary.
19. Click the blue “Next Step” button on the top right of the screen.
20. Enter the reservation details: event name and type, and your contact information. A chart string is not necessary.

Click “Create Reservation” on the bottom right side of the screen.

You will hear directly from Transportation & Parking Services regarding the status of your service request.