

How to find the website where you can make / modify reservations:

1. Go to <http://www.snellinck2.nl>
2. Click on “Washing” at the top of the page.
3. Click on the image.

Create an account on phpScheduleIt 2

1. **On the initial screen click on “Create an Account”**
2. **Fill out the requested details & click on Register.** Check the time-zone (Europe/Amsterdam) carefully! Please also enter your mobile phone number as other tenants might want to contact you regarding reservations. It is advisable to leave the default homepage unchanged as you might miss announcement on the Dashboard regarding the washing facilities if you jump to the Schedule by default.
3. **Go to your e-mail and click on the link in the confirmation e-mail to finalize the sign up procedure.** You will be automatically logged in after clicking on the link.

Using phpScheduleIt to make & modify reservations

1. **Use your e-mail address or login name and password to login.** Check the announcements on the dashboard.
2. **Using the options in the top-bar, navigate to Schedule → Bookings.** The booking schedule will be displayed. Depending on your screen size and the requested block size (for example 1 reservation each 30 minutes), the schedule might be bigger than your screen. You can only make reservations from the current time into the future; grey indicates the past.
3. **Click on the desired start time of your reservation.**
4. **In the next screen, fill out the begin / end time of your reservation and click on Create.** Time for a single reservation is limited to 1:00-1:30 hr (washing machine) or 1:00-2:00 hr (dryer) in 30 minute intervals. Please choose an appropriate period for the programs that you will be using. You do not have to enter a title / description. For now, it is possible to create repeating reservations. If this leads to a continuous block of many popular time slots, this option will be disabled / the administrator has the right to delete repeated reservations.

General notes

- In the booking schedule you can click on any reservation to see whose it is.
- Click on you own reservations to modify / delete them. You can of course only modify / delete your own reservations (reservation details: left bottom = delete link).
- **Please delete a reservation if you do not plan to use it for whatever reason!!**