

All Users – Reserve a Workstation in Skedda

Revision Date: 05/28/2020

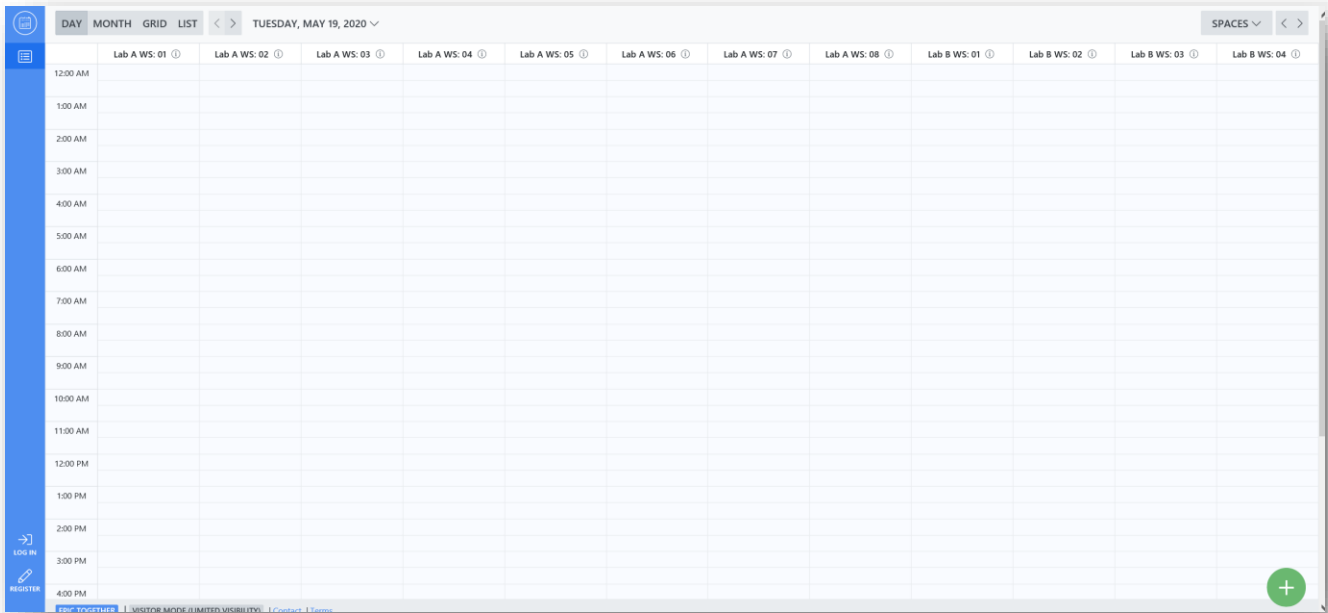
This document will walk you through reserving a workstation for your Epic training.

Try It Out

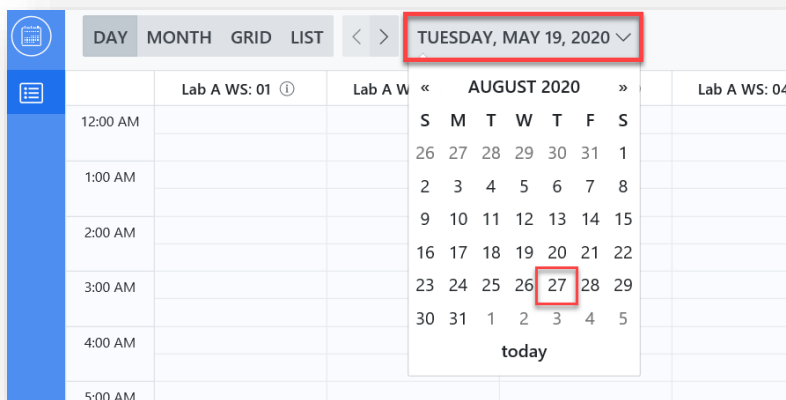
1. **Click** on the **link** below to take you to Skedda, our scheduling platform.

<https://epictogethertraining.skedda.com/>

2. Once you click on the link you will be taken to **Skedda**.



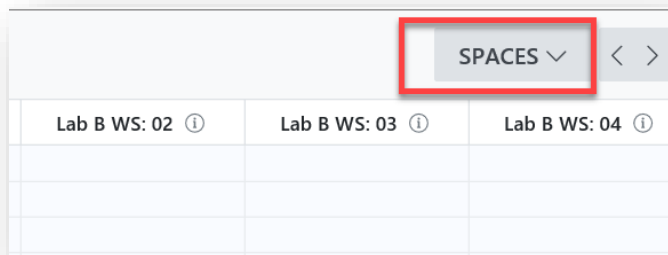
3. **Click** on the date **dropdown** to choose the appropriate date of your class.



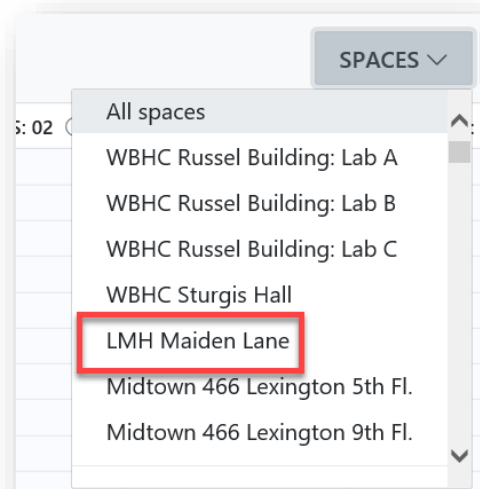
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4. Next click on **SPACES** in the top right corner of your screen, to select the appropriate location.



5. **Select** the appropriate space based on your location.

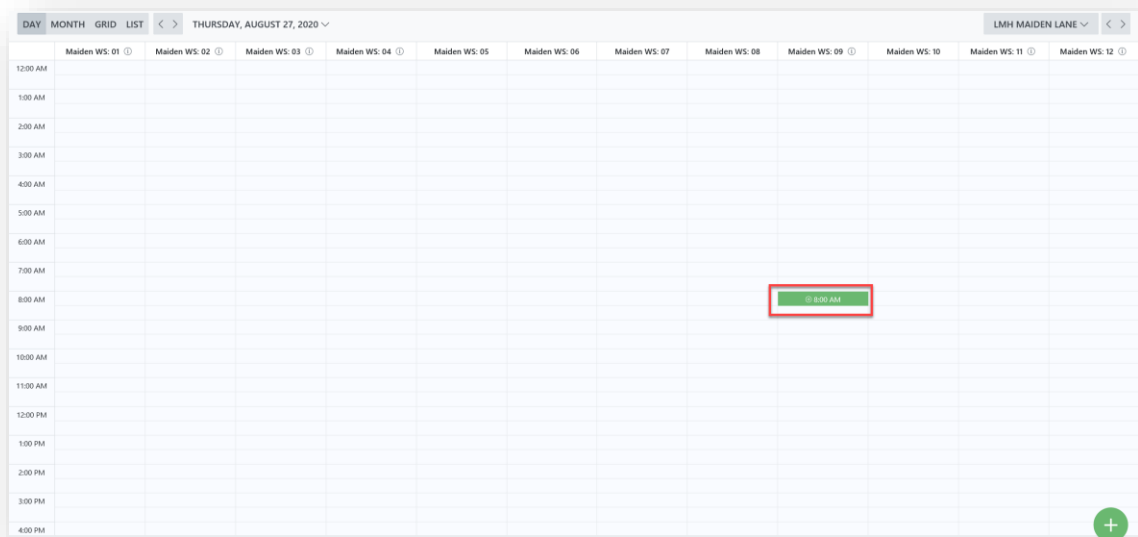


6. Find a workstation that is not reserved and click on a cell in the appropriate column to reserve your space.

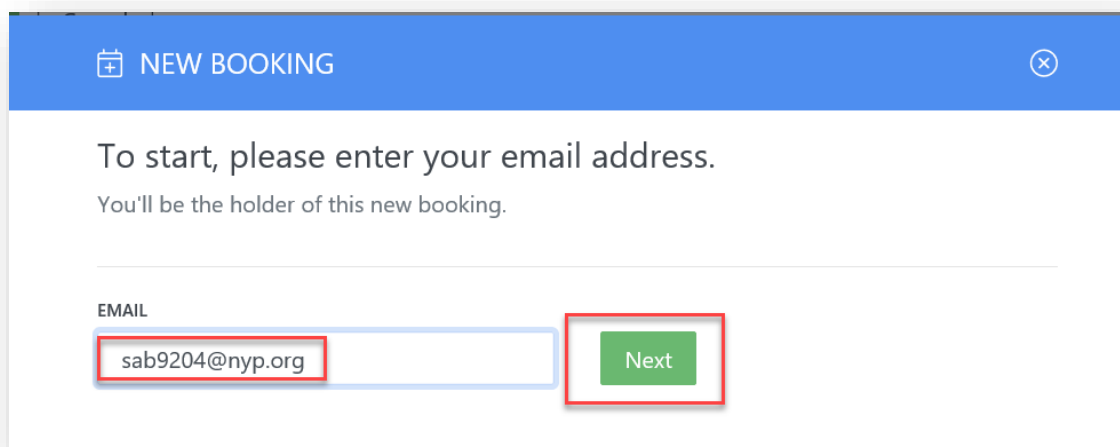


All Users – Reserve a Workstation in Skedda

Revision Date: 05/28/2020



7. You will be prompted to enter your email address. **Type in your email address** and then click **Next**.



8. The new booking window will launch, verify that you have booked the workstation for **the correct date and entire duration of your class**, verify that it is the **correct space**, enter your **first and last name**, enter a **telephone number**, **check the box** that states "I have read and agree to the terms and privacy policy" and click **Confirm booking**.

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NEW BOOKING

DATE & TIME *
Thursday, August 27, 2020 From 8:00 AM to 4:00 PM

REPEAT *
None

SPACES *
Maiden WS: 09

BOOKING TITLE
An optional booking summary

NOTES
Any further information (visible only to booking administrators)

YOUR DETAILS (SANDYBOTROS@GMAIL.COM)

FIRST NAME *
Sandy

LAST NAME *
Botros

TELEPHONE *
201-999-0000

ORGANIZATION
Optional

CANCELLATION
You can cancel this booking any time before it begins.

I have read and agree to the [terms](#) and [privacy policy](#).

Confirm booking Cancel booking

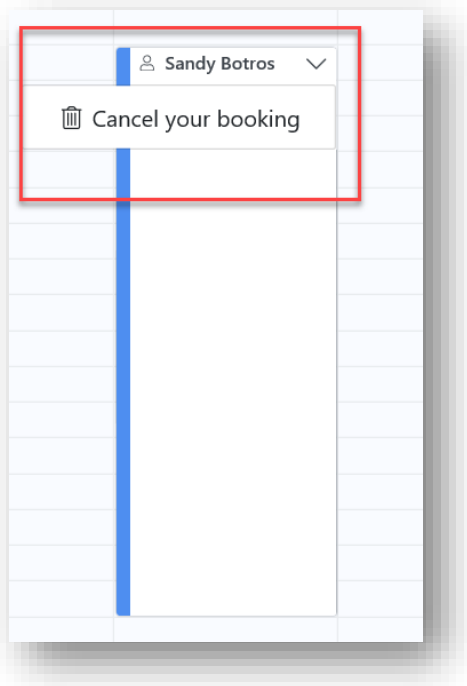
9. Confirm that you see your **correct** reservation. **Verify** it is the correct date and entire duration of your **scheduled class**.

DAY	MONTH	GRID	LIST	THURSDAY, AUGUST 27, 2020											
				Maiden WS: 01	Maiden WS: 02	Maiden WS: 03	Maiden WS: 04	Maiden WS: 05	Maiden WS: 06	Maiden WS: 07	Maiden WS: 08	Maiden WS: 09	Maiden WS: 10	Maiden WS: 11	Maiden WS: 12
12:00 AM															
1:00 AM															
2:00 AM															
3:00 AM															
4:00 AM															
5:00 AM															
6:00 AM															
7:00 AM															
8:00 AM												Sandy Botros			
9:00 AM															
10:00 AM															
11:00 AM															
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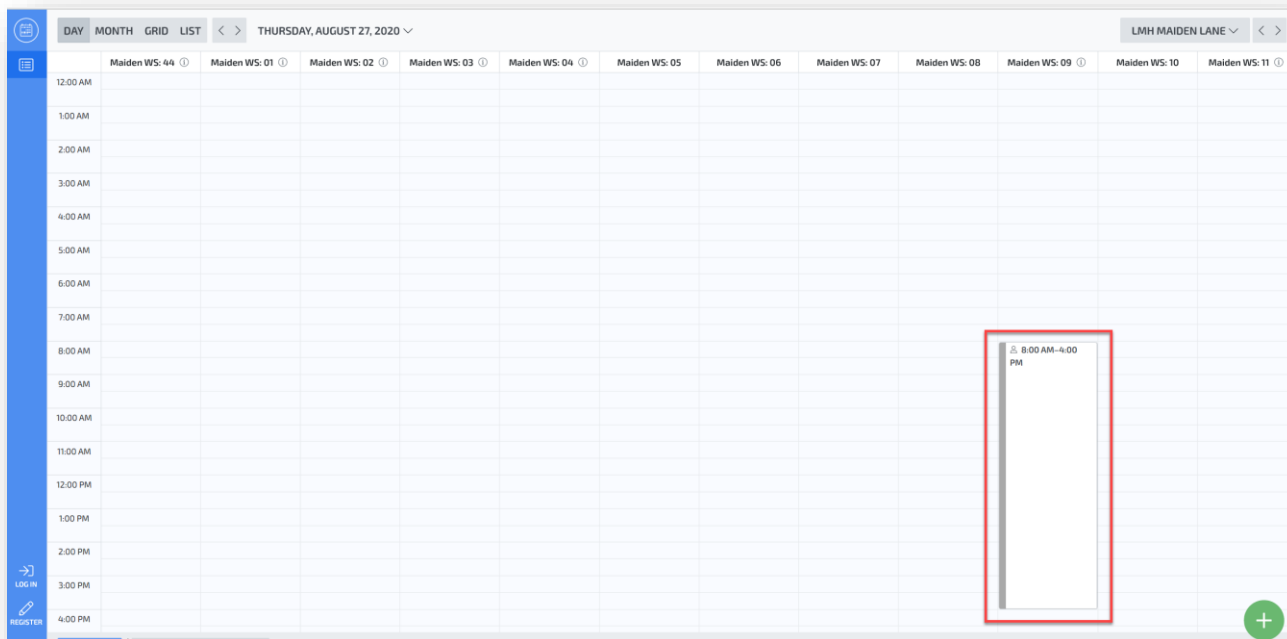
All Users – Reserve a Workstation in Skedda

Revision Date: 05/28/2020

10. To cancel your booking click the **arrow** besides your name and click **Cancel your booking**.



11. Once you have you confirmed your reservation, other end users will see that the workstation is reserved. Your name will not be Public. You can close out of the website.



12. Finally, you will **receive an email** to confirm that you have properly booked your reservation.



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