# Quick Guide to Q-Reserve

Overview

Q-Reserve is intended to provide convenient and remote short-notice booking (ideal for personal training, occupational testing, or a single appointment in an ongoing, *previously approved* research project) as well as an overview of our spaces. We use Q-Reserve to book equipment and parking passes in the Applied Research Centre, rooms are booked through Linda Eliuk: Linda.Eliuk@umanitoba.ca.
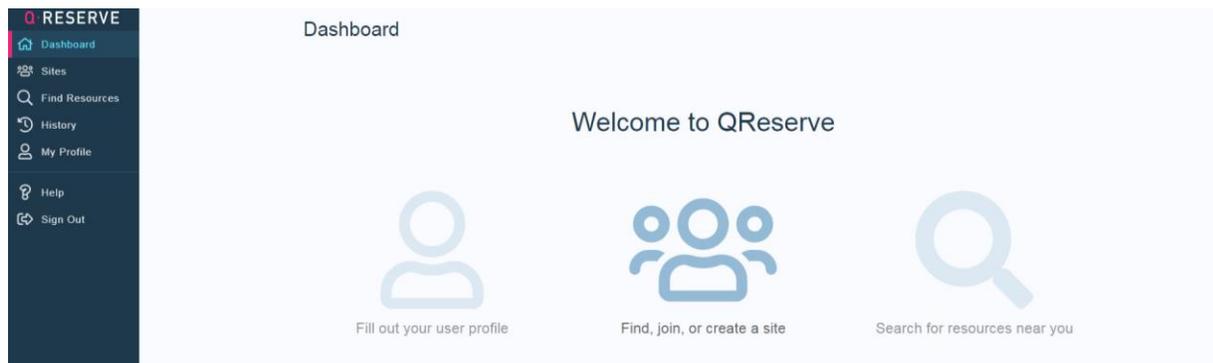
1 - Signing up for Q-Reserve

Visit https://my.qreserve.com/login and select *"Create your account."*
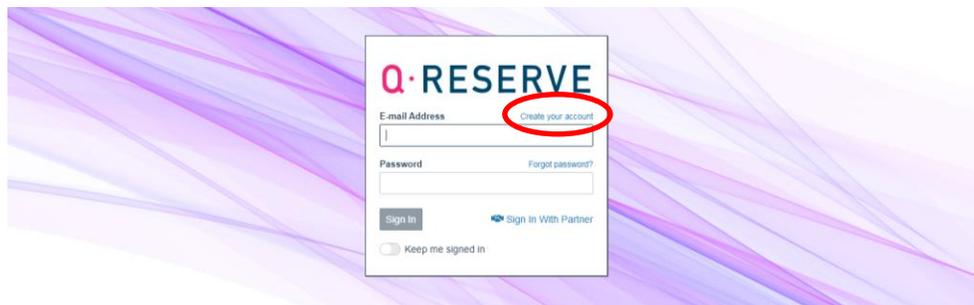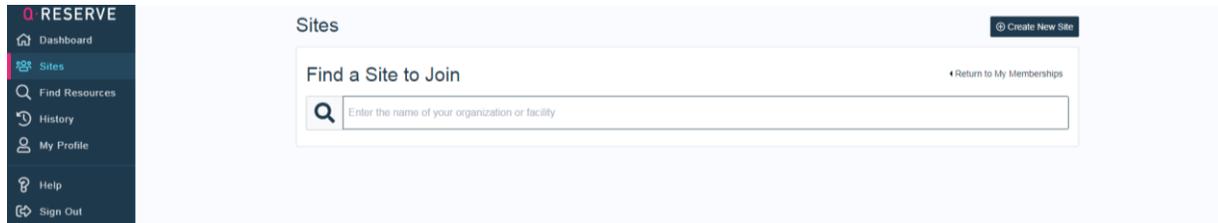

2 - Finding a Site to Join

Once you have signed up for Q-Reserve the following screen will pop up:

Click on *"Find, join, or create a site"* in order to search for the University of Manitoba Faculty of Kinesiology and Recreation Management.
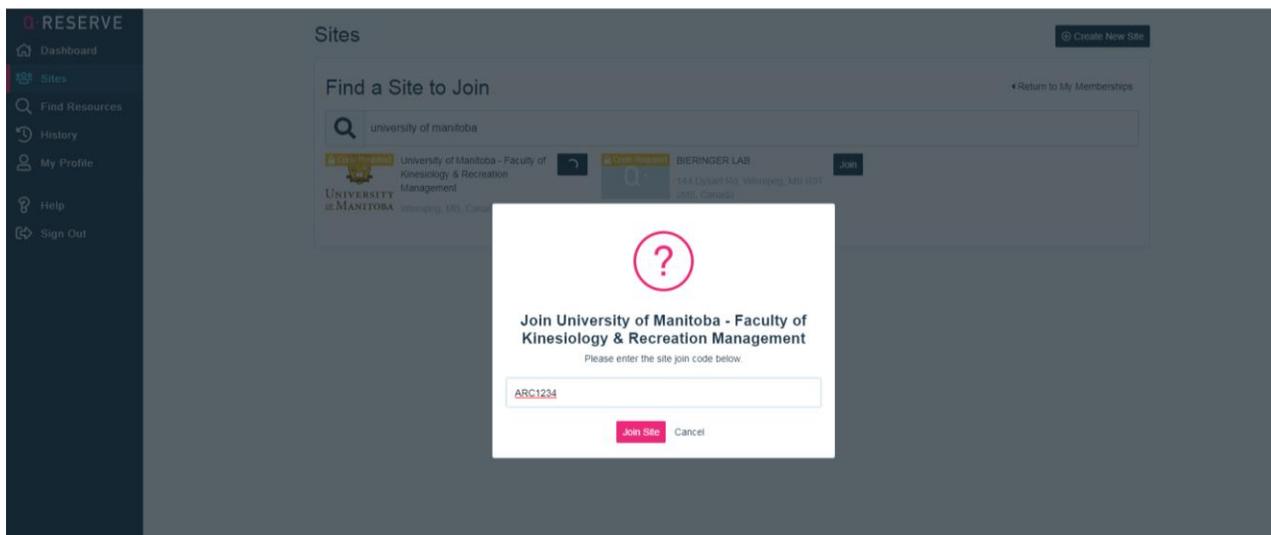
Type "University of Manitoba" into the search bar:

The following two options will appear, click *"Join"* on the University of Manitoba – Faculty of Kinesiology and Recreation Management.
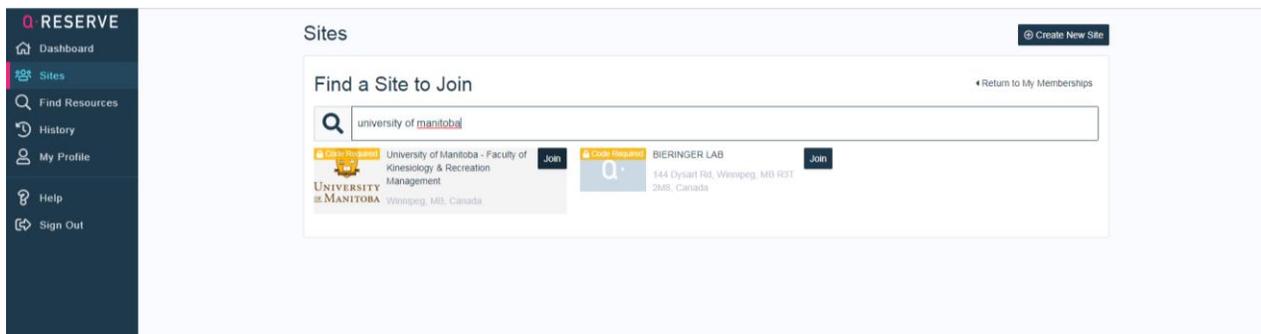

Q-Reserve will then prompt you to enter in an ==access code== which is *ARC1234*. Once this step is complete you will be able to create reservations and look at all possible bookings.


3 - Making Reservations

When you have logged into Q-Reserve (after you have created your account and joined the U of M Faculty of Kin membership) it will bring you to the *Dashboard*. From there you can select on the active membership of your choice.
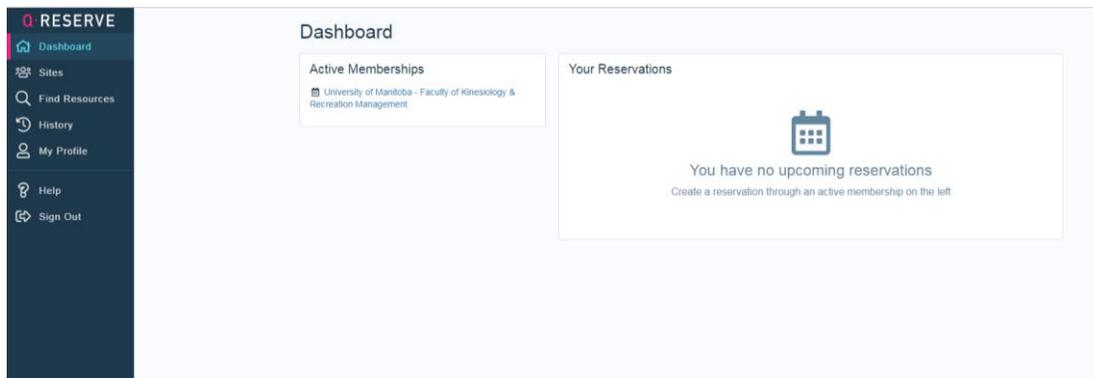

From the site screen below you can see all the different resources available to book and you have the option to create a reservation using the *Reservation Calendar*. Please note equipment and parking passes will use Q-Reserve, while room bookings are done through Linda Eliuk
Linda.Eliuk@umanitoba.ca.
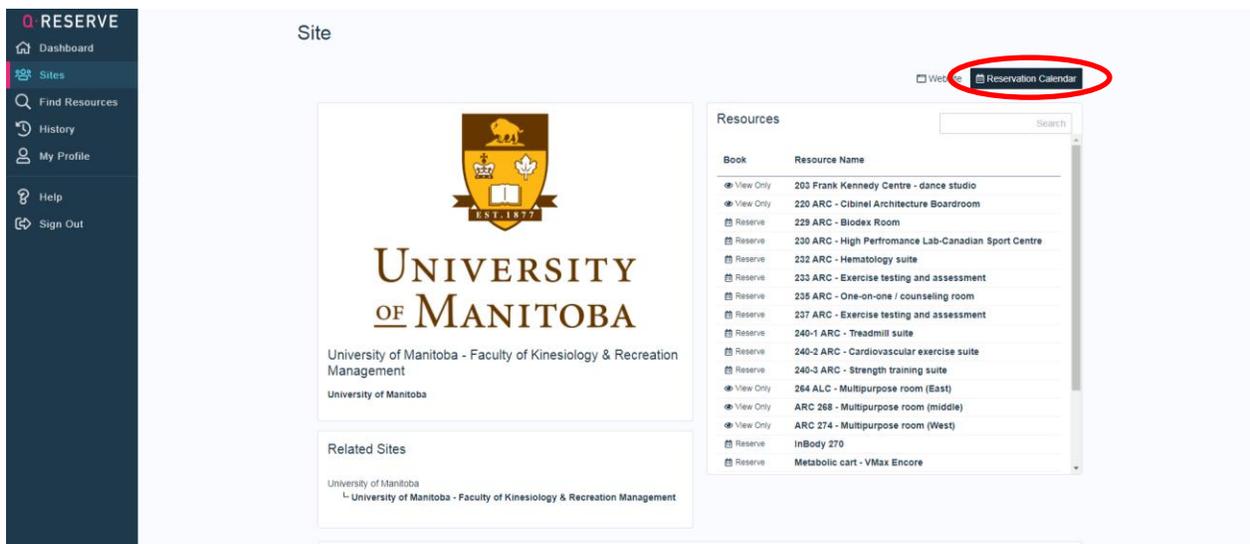
After clicking on the *Reservation Calendar* the following screen will appear. From the screen you can see who has booked rooms/equipment already. To create a reservation, click *Create Reservation*.
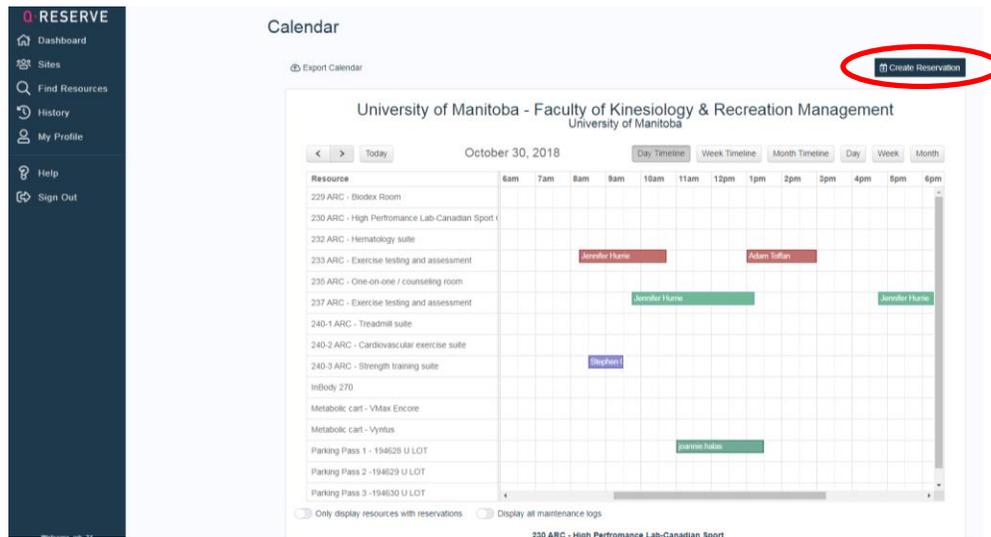

The screenshot below indicates the ability of Q-Reserve to book multiple resources at once on the same day, but it also shows what happens when there is a timing conflict. You will not be able to create a reservation if someone else has already booked the space – *Q-Reserve Message: cannot complete reservation, conflict with _____*. All reservations must be approved by the Lab Coordinator.
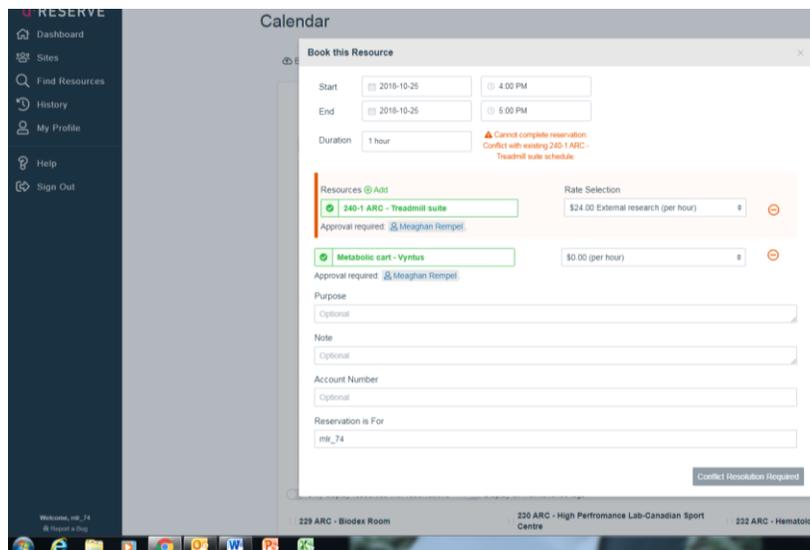
To change the date and time click on the start/end date and time. Unfortunately, Q-Reserve does not allow you to book multiple times or multiple days. If you need the same room at the same time on several different days, each booking will have to be done individually. There is an option to add the *Purpose* or *Notes* to the reservation (account number does not need to be added). Once all of the appropriate fields have been selected and there are no scheduling conflicts, click *Reserve*.
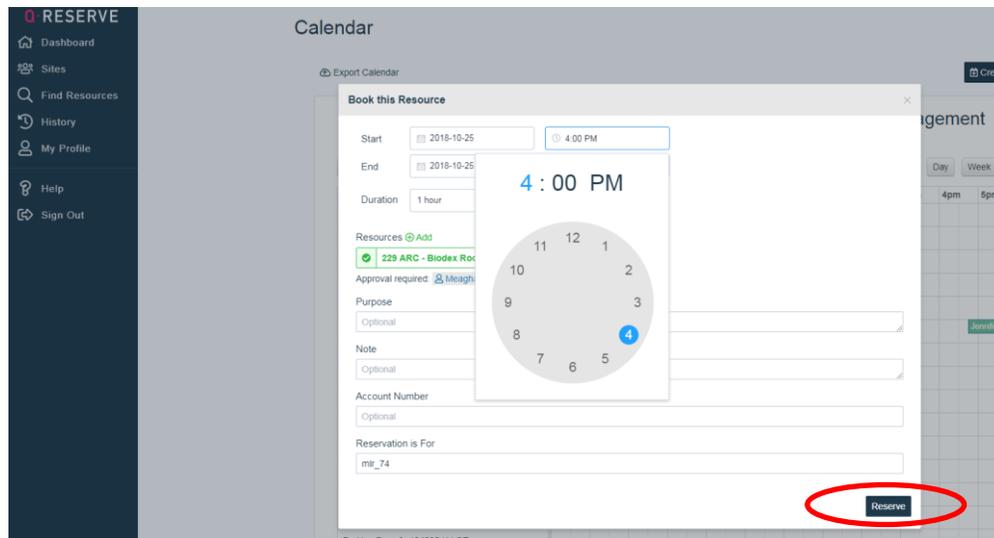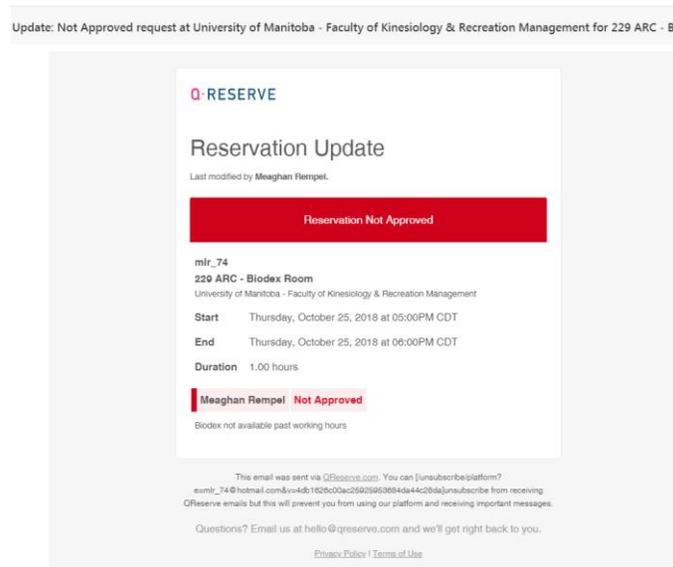

After a reservation has been requested, you will receive an automatic email from Q-Reserve:
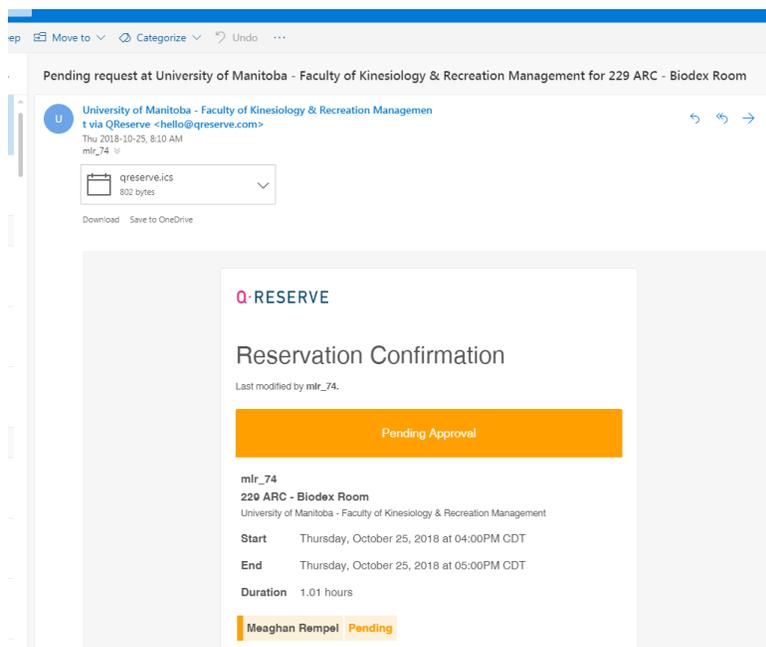
Once the request has been approved, another automatic email will be sent and the reservation is then confirmed.
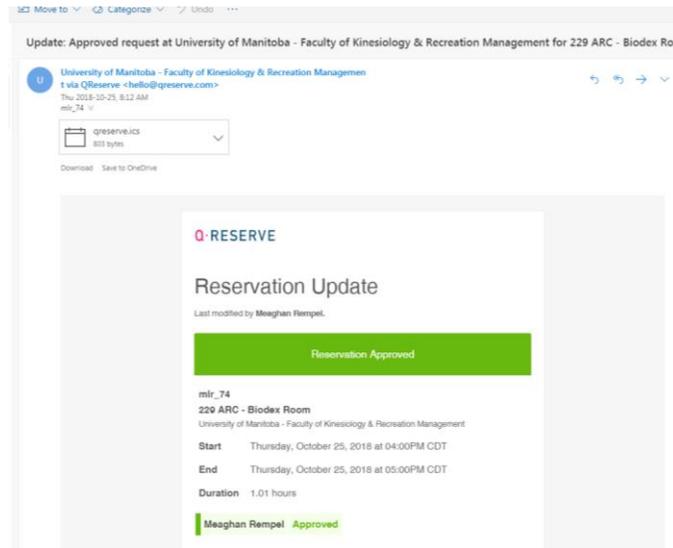
On very rare occasions a request might be denied. The Lab Coordinator will do their best to provide a rationale for why that might be.

If you have further questions regarding Q-Reserve or if you are having issues, please email the Lab Coordinator at fkrmlab@umanitoba.ca