

Texans Can Conference Room Booking

Click on <http://www.texanscanstaff.org/specialty-sites/> and Click on View Conference room calendar and check the availability for the day you are wishing to schedule and then contact your designated Campus or Department Admin for scheduling your Conference room.

TEXANS CAN CONFERENCE ROOM BOOKING

SCHEDULE USERS

Day Month List Thursday, October 5, 2017 Thursday, December 14, 2017

All spaces

Any user Any type Any status Search...

(22 matches) Top (50) Print

Fri, Oct 6	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
	11:30 AM-1:30 PM (2h)	Corporate - Large Conference	Dawn Mace (Texans Can)	Leelynn Montes 214-944-1948
Mon, Oct 9	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	Dawn Mace (Texans Can)	C&I Department Meeting Amy Baker abaker@texanscan.org 817-658-0451
Fri, Oct 13	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
Mon, Oct 16	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	(Casual user)	C&I Department Meeting Amy Baker abaker@texanscan.org 817-658-0451
Fri, Oct 20	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
Mon, Oct 23	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	(Casual user)	C&I Dept Meeting Amy Baker abaker@texanscan.org 817-658-0451
Fri, Oct 27	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
Mon, Oct 30	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	Dawn Mace (Texans Can)	C&I Dept Meeting Amy Baker abaker@texanscan.org 817-658-0451
Fri, Nov 3	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
Mon, Nov 6	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	(Casual user)	C&I Dept Meeting Amy Baker abaker@texanscan.org 817-658-0451
Fri, Nov 10	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
Mon, Nov 13	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	(Casual user)	C&I Dept Meeting Amy Baker abaker@texanscan.org
Fri, Nov 17	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
Mon, Nov 20	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	(Casual user)	C&I Dept Meeting Amy Baker abaker@texanscan.org
Fri, Nov 24	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
Mon, Nov 27	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	(Casual user)	C&I Dept Meeting Amy Baker abaker@texanscan.org
Fri, Dec 1	9:00 AM-10:30 AM (1h 30m)	Corporate - Small Conference	(Casual user)	Sr. Staff Meeting
Mon, Dec 4	8:00 AM-12:00 PM (4h)	Corporate - Large Conference	(Casual user)	C&I Dept Meeting Amy Baker abaker@texanscan.org
Fri, Dec 8	7:30 AM-4:30 PM (9h)	Corporate - Large Conference	(Casual user)	Adrian Ashley

Campus/Department Admin – You will click on <http://www.texanscanstaff.org/specialty-sites/> and then click on Book a conference room which will direct you to <https://texanscanbooking.skedda.com/booking>

TEXANS CAN CONFERENCE ROOM BOOKING

BOOKINGS LOG IN REGISTER

Day List Thursday, October 5, 2017

All spaces

	Corporate - Large Conference	Corporate - Small Conference	Corporate - HR Conference Room	Ross Ave	Oak Cliff - Meeting Room	CFB	Pleasant Grove	Grant East
1:00 PM								
2:00 PM								

FIRST TIME using you will need to click on I forgot my login details and it will send an email to set your classic password. Please be sure to check your spam folder. Once you have set your password you are ready to log in.

Click on the log in button and enter your email and password.

Let's see some id.

Login using your service...

Facebook Google Twitter

...or your password:

your@email.address

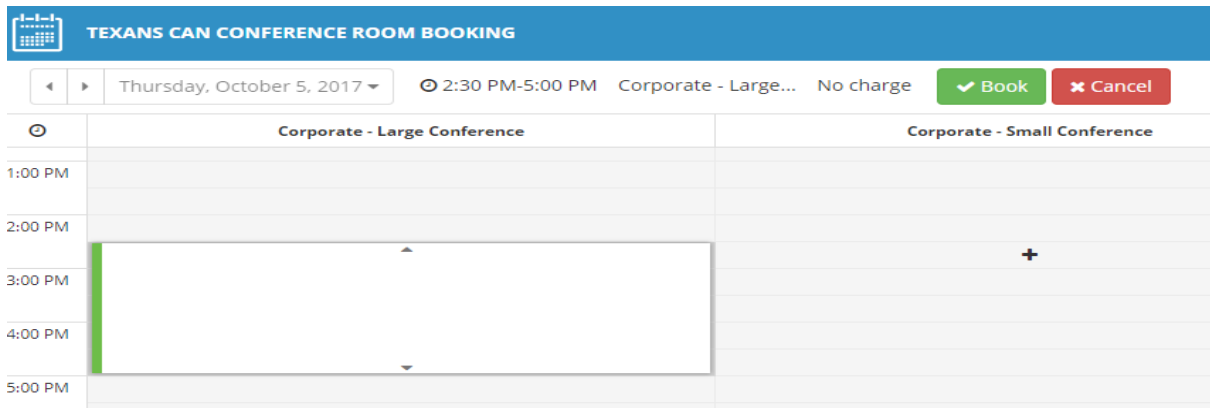
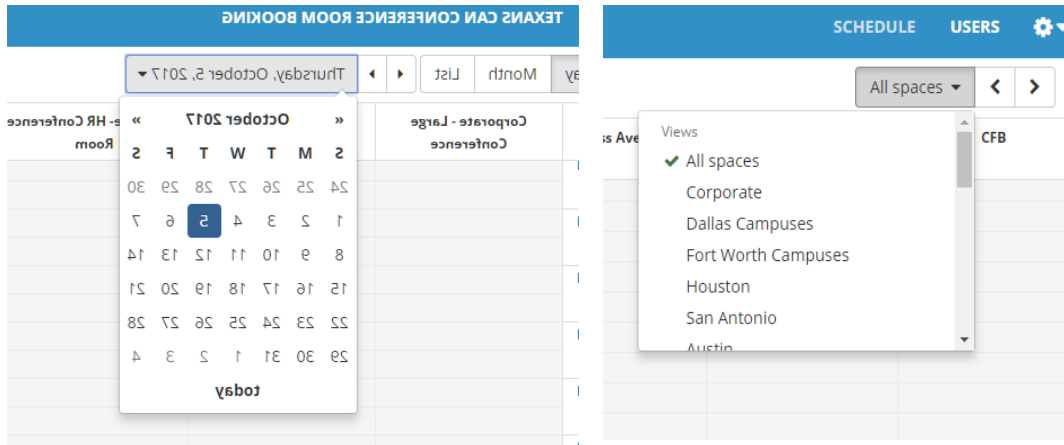
Your password

Remember me

Go

I forgot my login details Register

Then choose the Date from the dropdown list and choose the Campus location from the Spaces tab on the left hand side of the screen. Once you are in the correct campus you may then use your mouse to locate the time of your meeting and the duration of such meeting. Once you have done that you will need to click the green book and complete the new booking form then click confirm booking (see below examples) *If needing to schedule a recurring booking you will need to complete the Repeat information.



+ New booking

✕ Cancel booking

Holder: 🧑 Dawn Mace (Texans Can) ✉ dmace@texanscan.org ☎ 1 (214) 944-1998

Corporate - Large Conference, 2:30 PM – 5:00 PM, Thursday, October 5, 2017 [Edit](#)

For a venue user For internal use Unavailable

User* **Price***

Title


Notes

Repeat None Daily Weekly Monthly Yearly

✓ Confirm booking

✕ Cancel booking

Once you click Confirm Booking – it takes you back to the schedule page and looks like the example below:

 **TEXANS CAN CONFERENCE ROOM BOOKING**

🕒	Corporate - Large Conference
1:00 PM	
2:00 PM	
3:00 PM	<input type="text" value="🧑 Dawn Mace (Texans Can): Example of meet..."/>
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
9:00 PM	
10:00 PM	

You will receive an email confirming your booking.

Your booking for Thursday, October 5, 2017 at 2:30 PM at Texans Can
Conference Room Booking

Hi Dawn,

Your booking is in! Here's all the info...

Booking details

Start	Thursday, October 5, 2017 at 2:30 PM
Duration	2 hours 30 minutes
Spaces	Corporate - Large Conference
Title	Example of meeting

*If you need to edit a booking after it has been scheduled you will need either just delete and reschedule or open a helpdesk ticket to have it edited. *

*If you need to cancel a booking you may just log back in and delete the booking. (if you have any questions contact Dawn Mace at 214-944-1993.