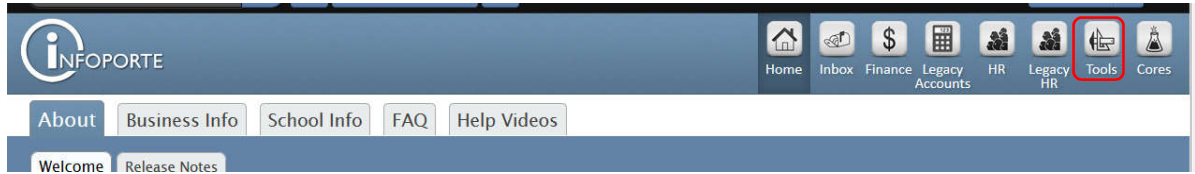


Reserving Toy Lounge

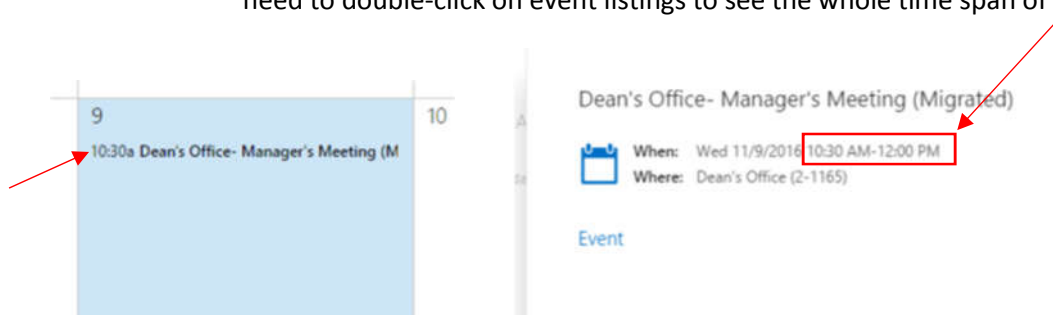
1. Log into Infoporte using your Onyen and password (<https://infoporte.unc.edu/home/welcome.php>)
2. Click “Tools” in the top right-hand toolbar



3. Select “Dey – Toy Lounge” from the list of available rooms.

Carrington 540	UNCCH440100	Rooms	View	Check Schedule
Carrington 1300 Fox Auditorium	UNCCH440100	Rooms	View	Check Schedule
Dey - Toy Lounge	UNCCHL5_0240	Rooms	View	Check Schedule
GMB 1007	UNCCH450100	Rooms	View	Check Schedule
GMB 1024	UNCCH450100	Rooms	View	Check Schedule

- a. Make sure to click “Check Schedule” under the Schedule heading before submitting the reservation to make sure the you would like to reserve is available on the date and time of your event. Please note: the events on the calendar only display the start time. You need to double-click on event listings to see the whole time span of the event.



- b. Please be sure to include anticipated set-up and clean-up time in your reservation request.

Reserving Toy Lounge

- Complete the Room Reservation form. (Please ignore the VTC request field)

The screenshot shows a web form for reserving a room. The form includes the following fields and elements:

- Event Title:** A text input field.
- Event Description:** A large text area.
- # of UNC Attendees:** A text input field with a red asterisk indicating it is required.
- Starting Time of Event:** A text input field with a red asterisk indicating it is required.
- Ending Time of Event:** A text input field with a red asterisk indicating it is required.
- VTC Requested:** A dropdown menu currently set to "NO". A red box highlights this field with the text "Ignore this VTC field".
- Repeating Event:** A text area with a small note above it: "If you are requesting this room for a recurring event, list the additional dates and times here separated by commas".
- Special considerations or comments:** A text area.
- Contact Person Section:** A header "Contact Person" is followed by four input fields:
 - Full Name:** Contains "Carey, Shavon" with a red asterisk and "required" below it.
 - Organization:** An empty text input field with a red asterisk.
 - Email:** Contains "shavon@email.unc.edu" with a red asterisk and "required" below it.
 - Phone Number:** An empty text input field with a red asterisk.A red box highlights the Organization and Phone Number fields with the text "Please enter your Department Name and direct contact number here".

- Click Submit request

Once the room reservation is entered, you will receive an email from Infoporte with your request information. This is only a confirmation that your request has been submitted and does not guarantee that your reservation will be approved.

A staff member will then review your request and will contact you via email to either confirm the reservation or explain why it cannot be accepted.