

Online Room Reservation System

Link to the room reservation system: <https://fmp.npsk.org/fmi/webd/NPSEvent>

Once you click on the link you will get to the sign in screen, where you need to sign in as Guest.

Sign in to open "NPSEvent".

[Sign In as Guest](#)

Calendar View

The monthly view is the default view, however, you can also select a weekly view (Week) and daily (Day) view.

Filter Options

In the left hand above corner you can filter by location, if you only want to see the reservations in one specific location.

You can also filter by building here by simply typing in NHS, CPS, NIS or NES and then clicking on the rotating arrows button.

Filter by Location

Event Details

You will see the time and location on the calendar, and if you hover on the event with your mouse you can see the title of the event as well.

Booking Request

If you want to request a room, click on New Booking Request and fill out the form. After submitting the form, you will get a confirmation email that I will come back to you with the confirmation as soon as I can.

[New Booking Request](#)

Page 1 fields are:

- First name, last name
- Phone number (*extension is sufficient*)
- Email
- The building you're working in

After this you can click on **Swipe or Click to book >>**

Page 2 fields are:

- Room (you can choose here from a drop down menu)
- Start date and time
- End date and time
- Event Description
- Setup IT
- Setup Facilities
- Notes (*use this if there are set up requirements that are not mentioned in the pre set up setup requirements, or if you have multiple rooms and/or dates to book*)

Booking requests still need to be approved by the Director of Facilities & Grounds, so you will only have a location confirmed once you get a confirmation from the Admin Assistant of the Director of Facilities & Grounds.