

If you would like to book a room that is **Sprott space** please log in to the room booking portal following the steps below.

1. Click on this link and sign in with your Carleton log in – <https://booking.carleton.ca/Portal/index.php>
2. On the menu on the LEFT click on **Request a Specific Room**.
3. Under the **Request Criteria** section click on **Request Type** and choose **Dept'l Room – BUSI** and this will give you all of the Sprott rooms you can choose from.
4. Select the room you would prefer (i.e. 906 DT) and in the **Availability** information below there, put in the date, time and duration of the meeting and click on **Verify Availability**.
5. From there, if the room appears to be available click on the start time you would like for the meeting and fill out the information and hit submit.

If you would like to book a room that is **not Sprott space** (i.e. campus wide rooms) please log in to the room booking portal following the steps below.

1. Click on this link and sign in with your Carleton log in – <https://booking.carleton.ca/Portal/index.php>
2. On the menu on the LEFT click on **Find a Room**
3. Under **Request Criteria** section you can leave Request Type as Bookable Classrooms and this will search in all bookable classrooms campus wide. At the right under “Request Criteria” you can indicate the Minimum Capacity to fine tune your search.
4. Under **Availability** you can choose to use “Request a specific date”, “Find a date” or “Make a recurring request”. In either category fill in the drop down menus. I normally used “Request a specific date” as that is the information I usually have available.
5. When the list of rooms available appears on screen you can make your selection by clicking on “Request” at the left of the room information.
6. This ad hoc request will automatically be forwarded then to the Scheduling Office. A staff member in that office will soon reply to your request with a confirmation or denial of the space.

When you begin using this portal you will be pleasantly surprised that it allows you to see all space on campus with room descriptions and pictures that can help you decide which room you might like to use.

If you ever have questions or need a “one on one” tutorial please do not hesitate to contact us!