How to Submit a Room Reservation

1. Log in to RAP AOPs with your UC credentials and click on Animal Operations and then Protocols to see the protocols where you are a team member. Click on the protocol that you would like to reserve a room under.

2. Click Create Reservation from the menu on the left

3. From the drop-down menu, select Facility as the reservation type, select the room you wish to reserve, enter the start and end dates/time, then click Finish

   Please note, you can view reservable rooms by clicking the ellipsis