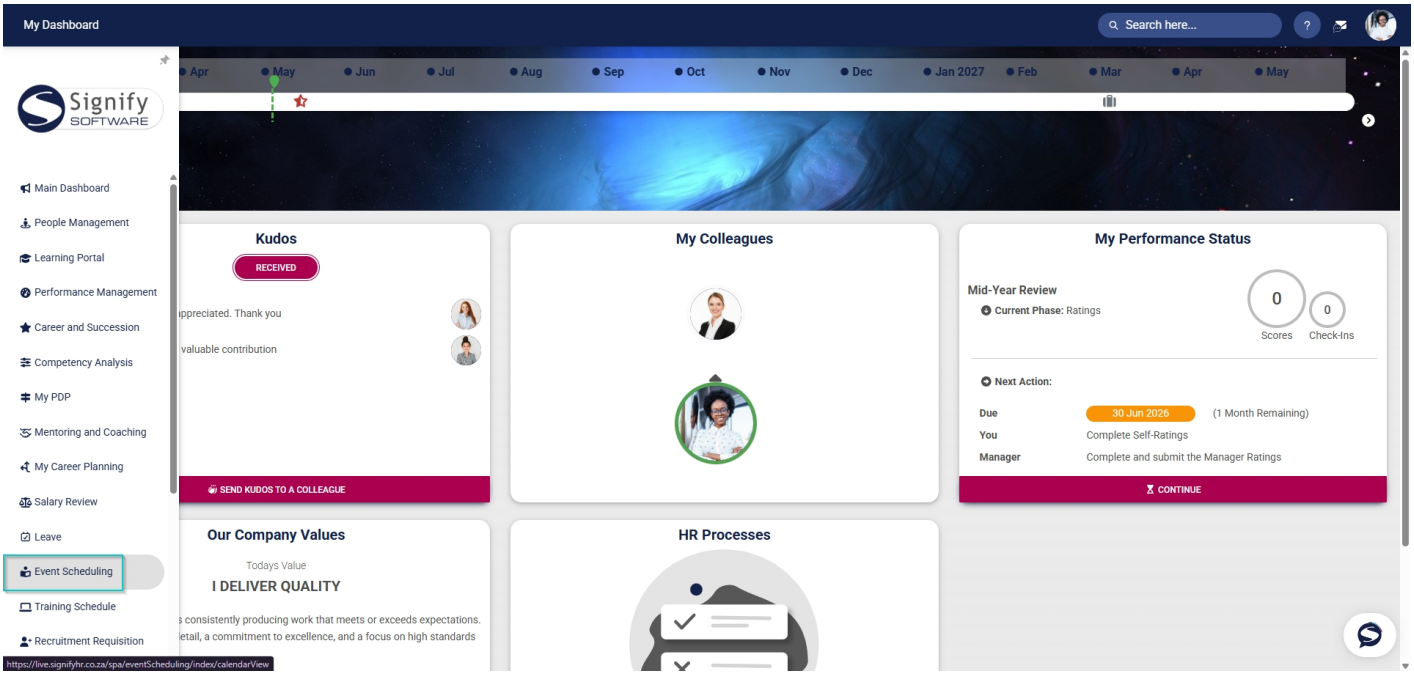
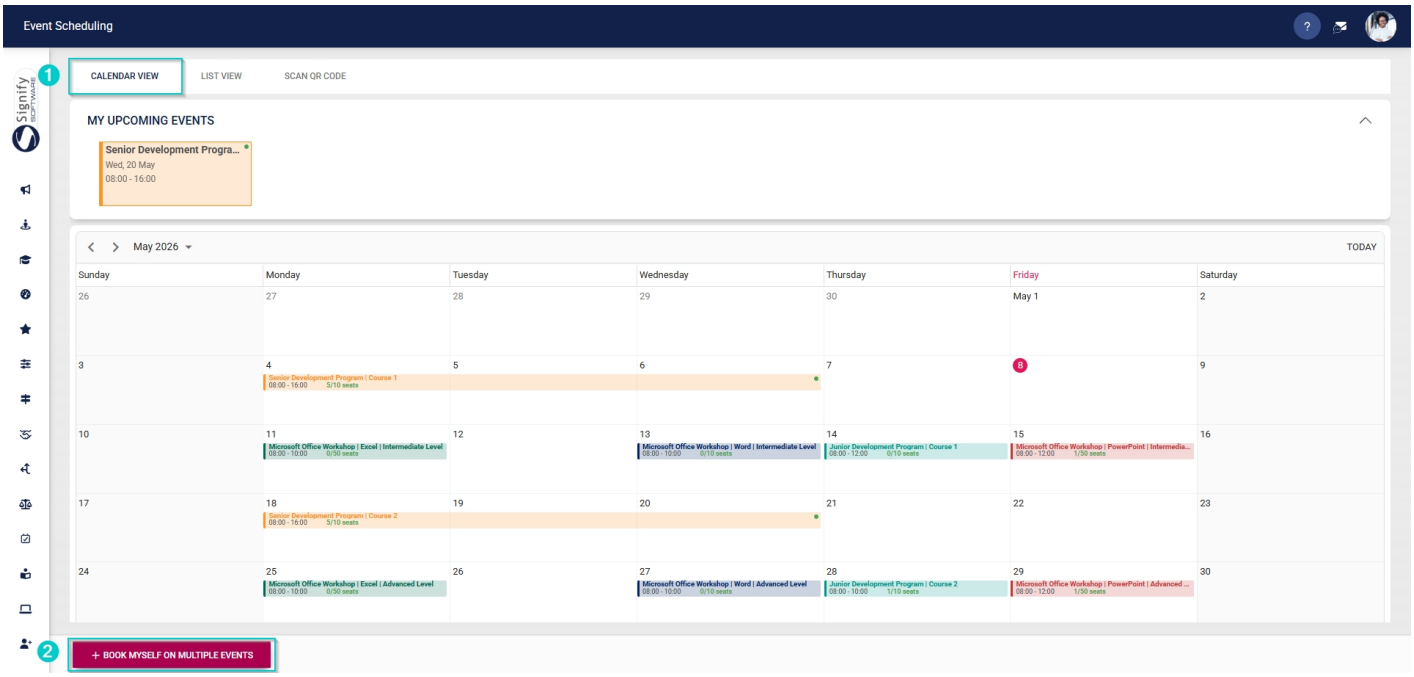
How to Book Myself on an Event

Employees can use the self-booking service to book themselves on open events.

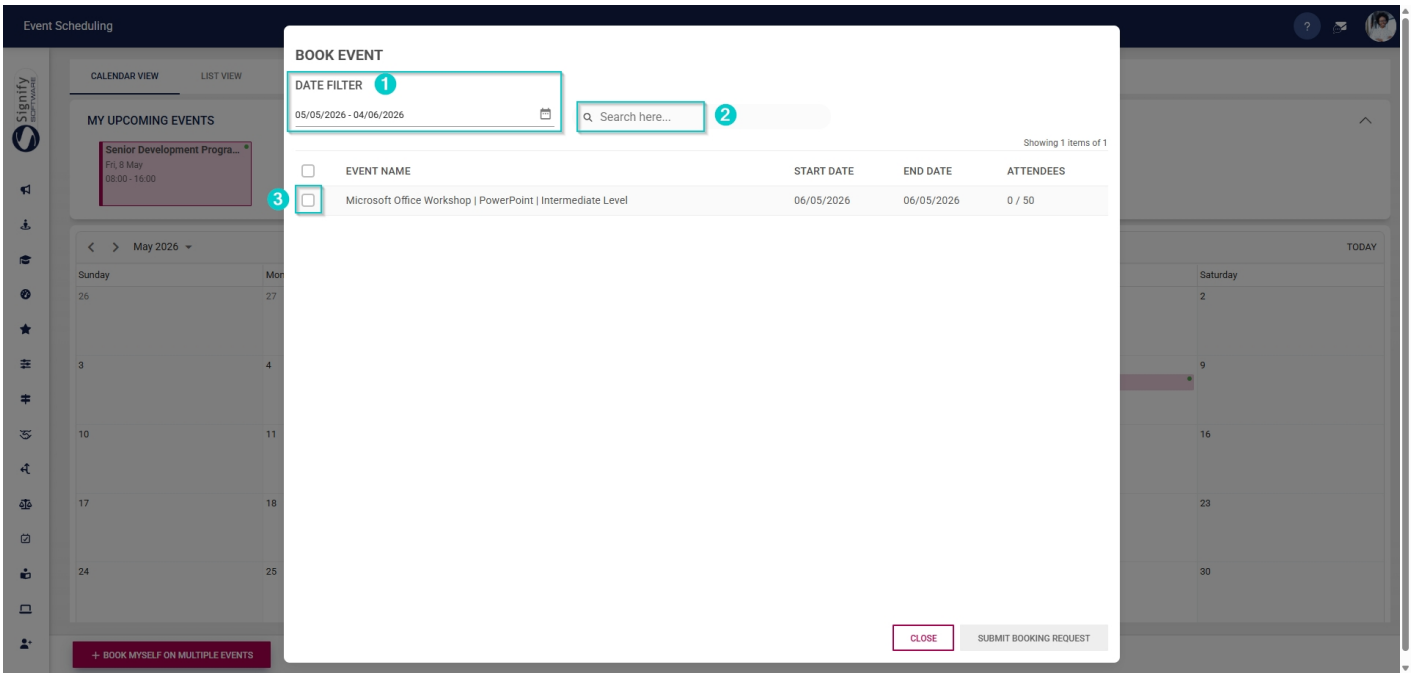
- Hover over the **sidebar** menu, then click **Event Scheduling**.



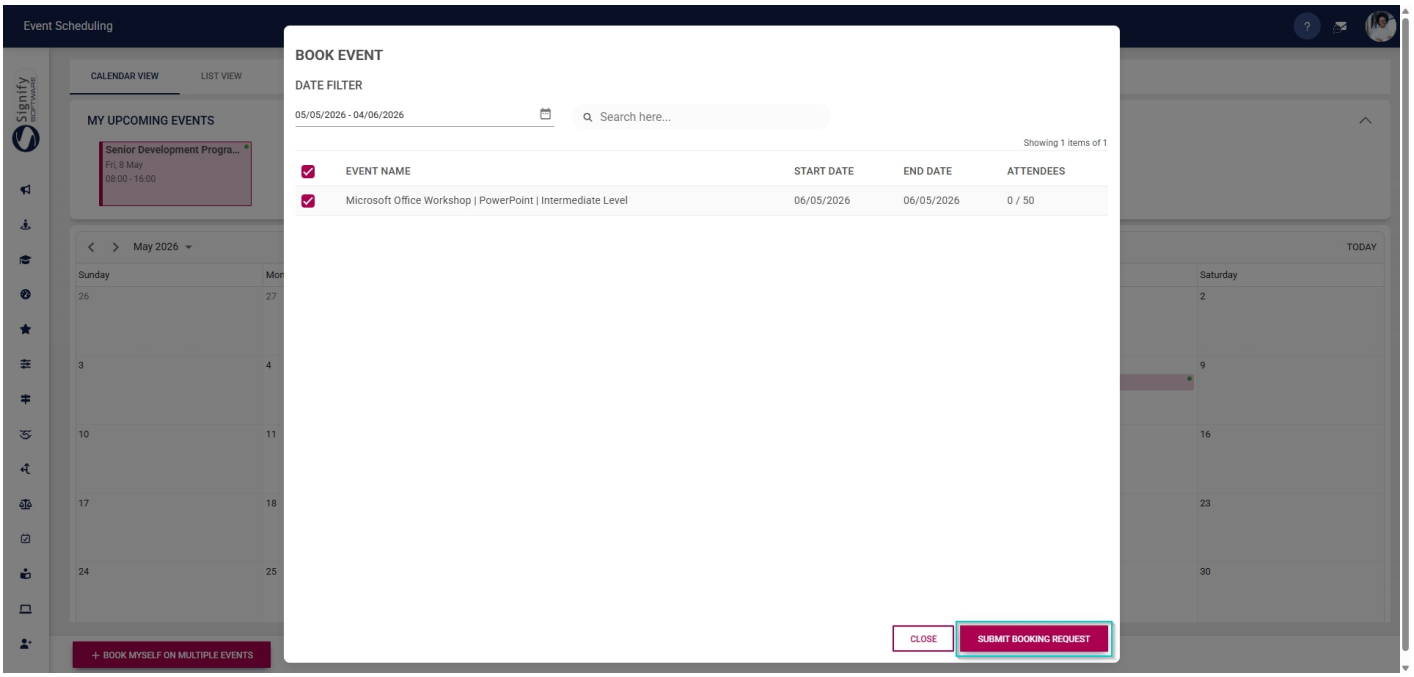
- When on the **Calendar View** tab, click **+BOOK MYSELF ON MULTIPLE EVENTS**.



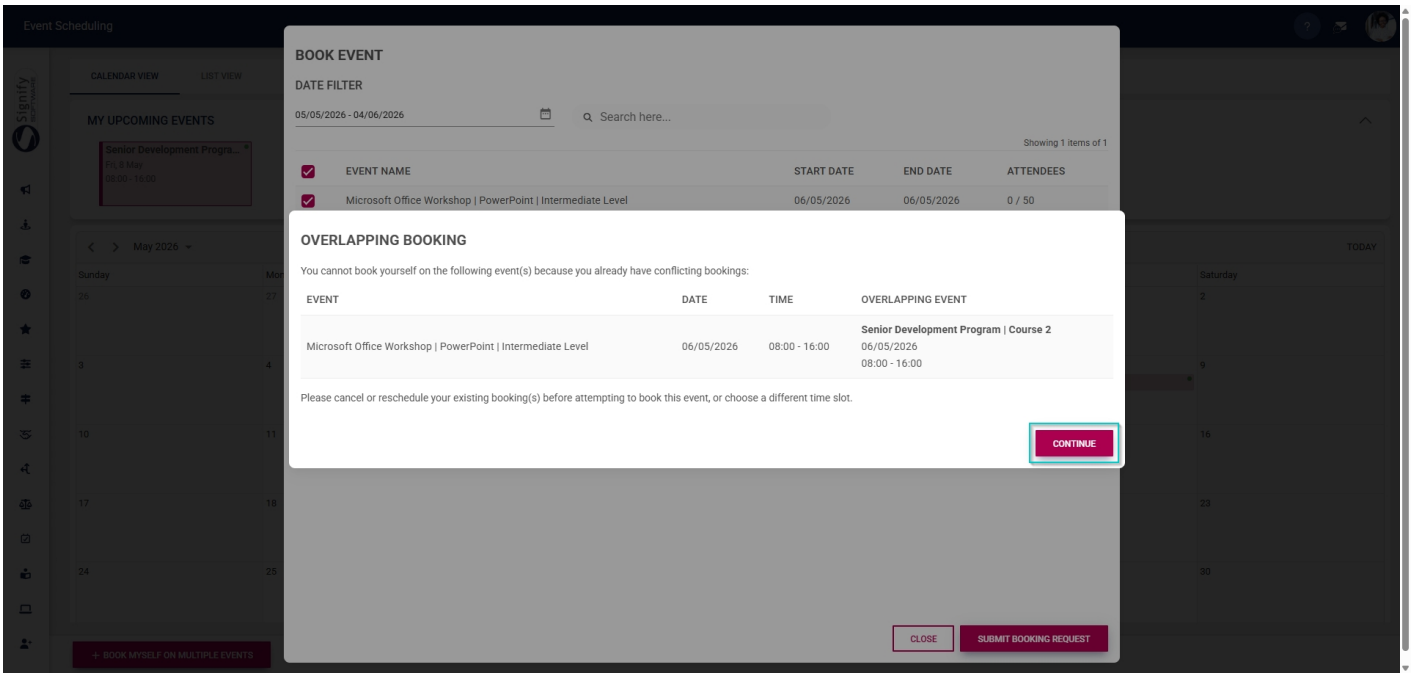
- Use the **date filter** to view events within a specific date range. Click the **calendar icon** to change the date range.
- Use the **search bar** to search for a specific event by name.
- Tick the **checkbox** next to an event to book yourself on that event.



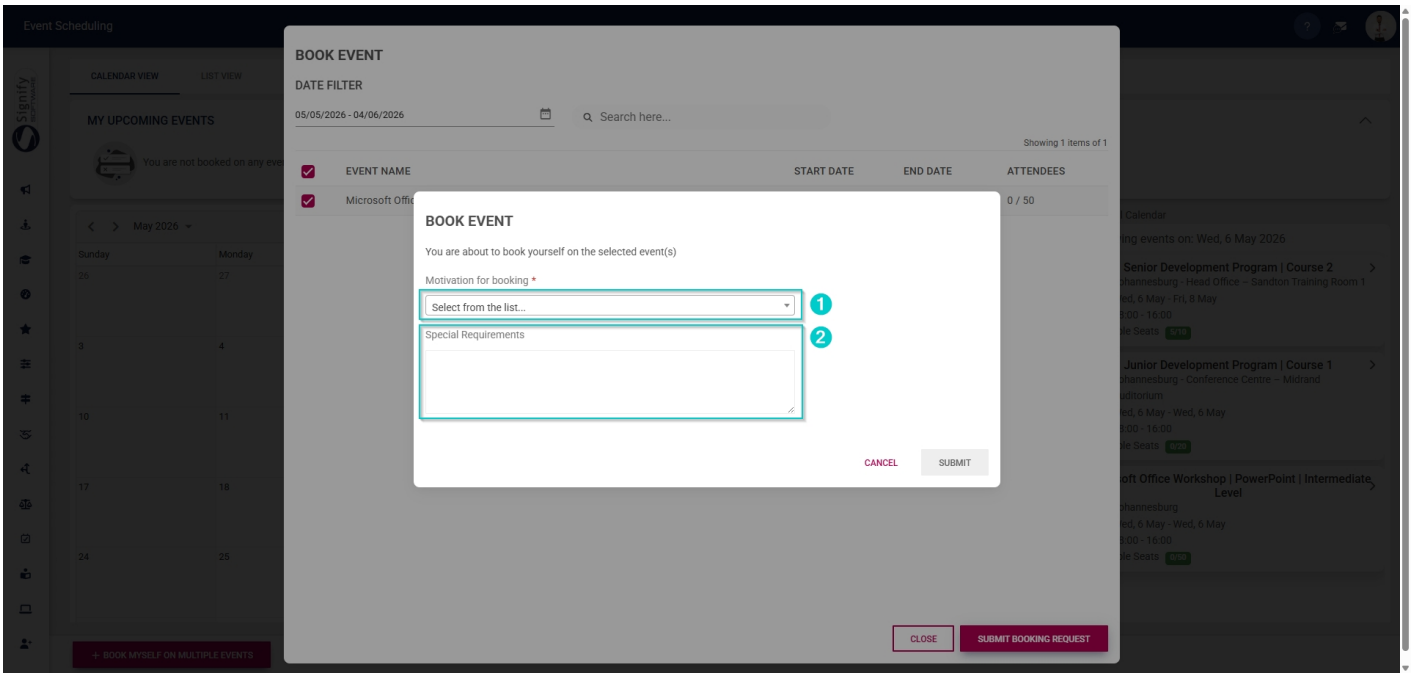
- Once an event has been selected, click **SUBMIT BOOKING REQUEST** to continue.



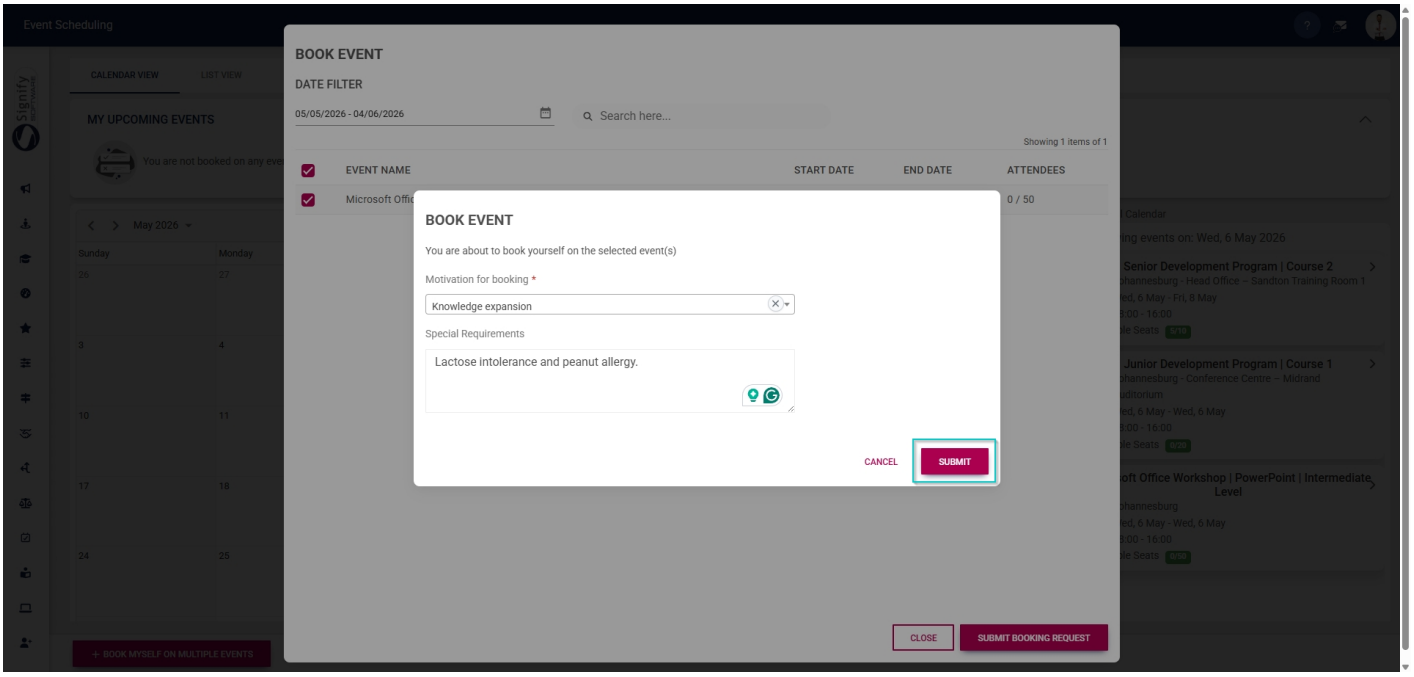
- If the employee has a **conflicting booking**, the system will display a pop-up window warning them of the overlap.
- To proceed with registering for the new event, first cancel the existing booking or choose a different timeslot.
- Click **CONTINUE** to proceed.



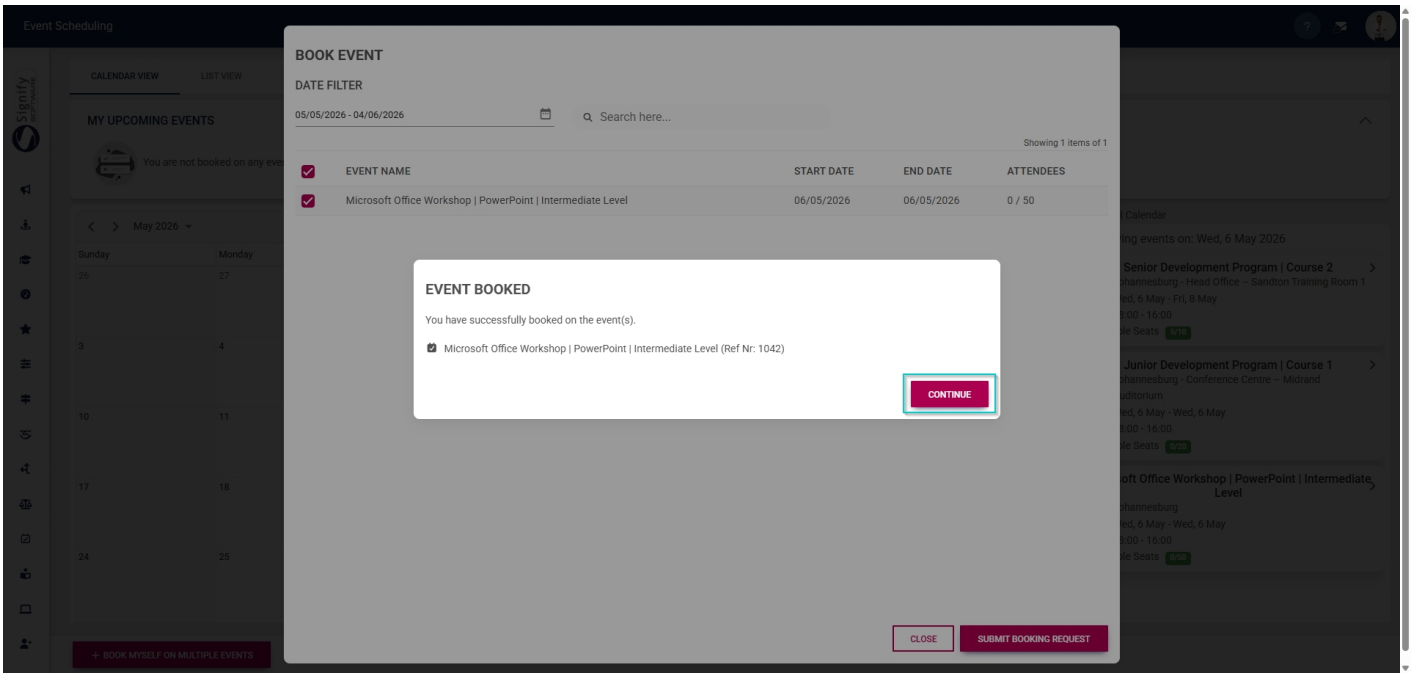
- If the employee has no conflicting bookings, the **booking motivation** pop-up window will appear.
- Select the **motivation for booking** from the **dropdown menu** and fill in any **special requirements**.



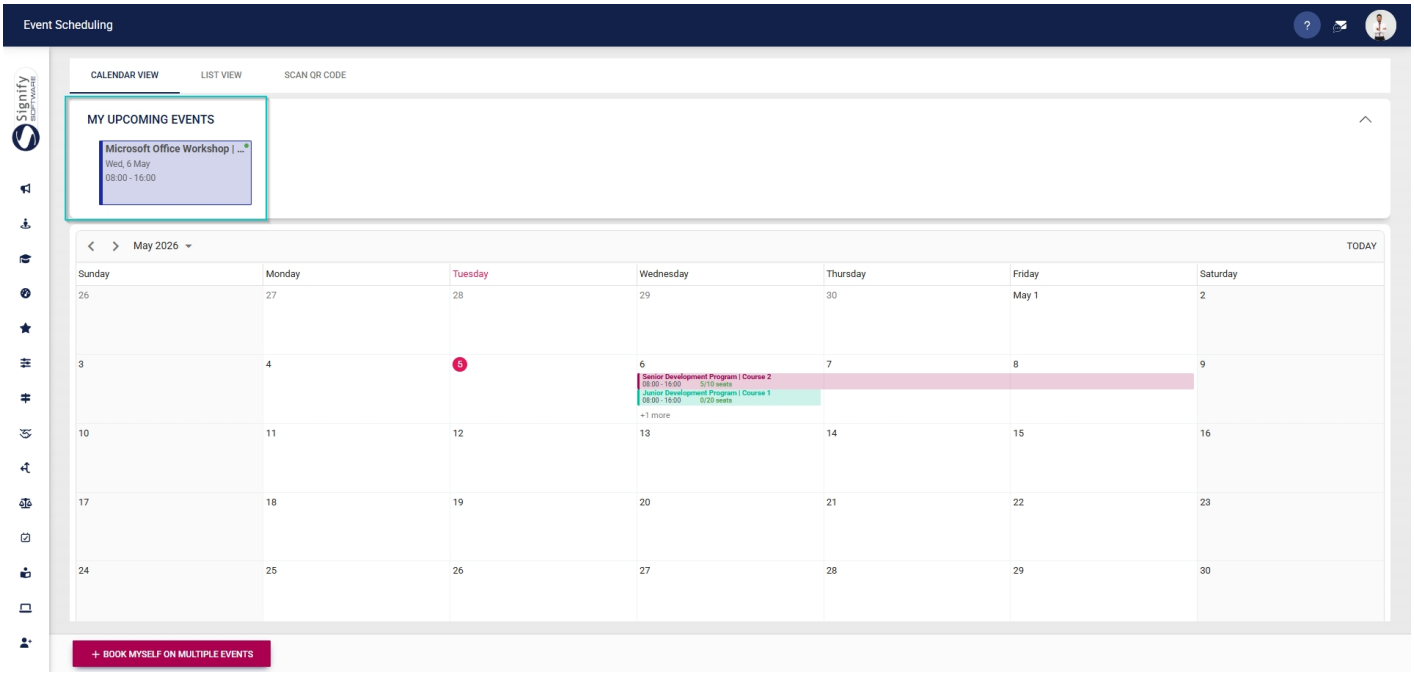
- Click **SUBMIT** when you are finished or click **CANCEL** to discard your edits.



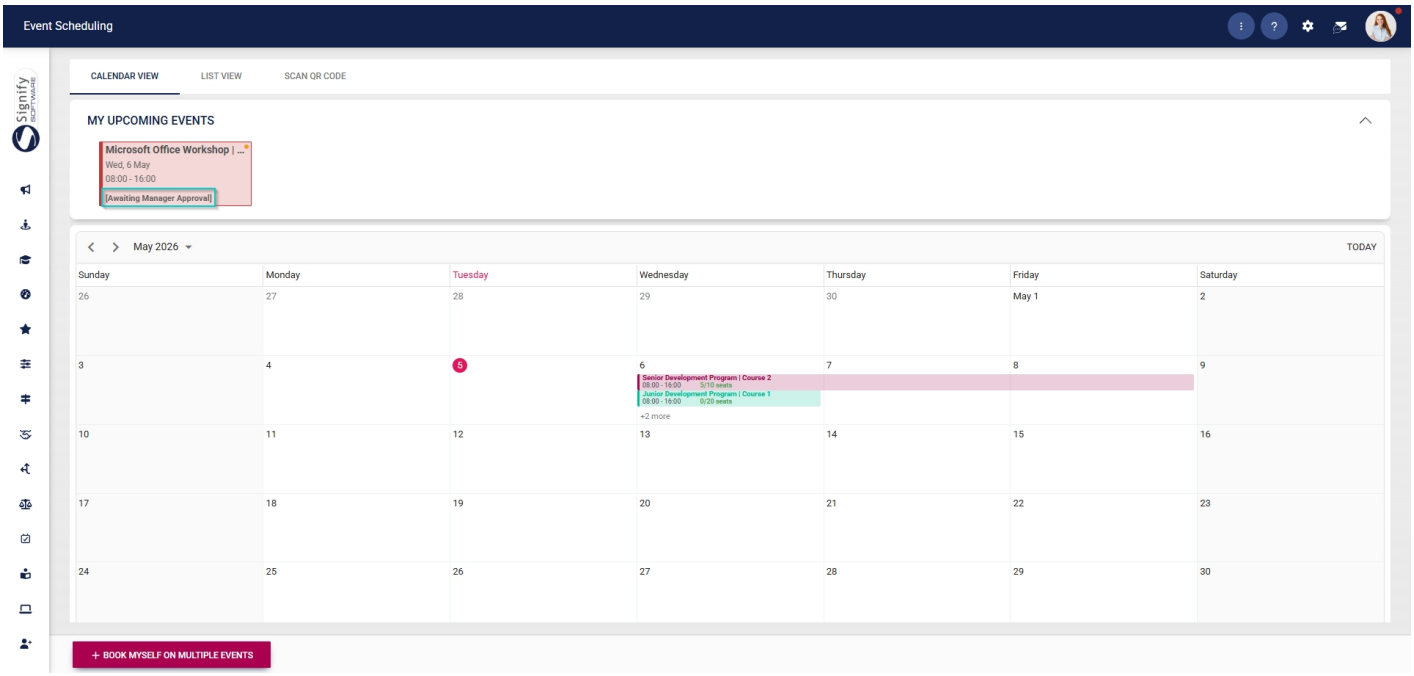
- A pop-up message will confirm that you have successfully booked yourself for the event.
- Click **CONTINUE** to proceed.



- The new event will show in the **My Upcoming Events** section.



- If an employee has requested to attend an event that requires **approval**, the event card will show the system as **Awaiting Manager Approval**.



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