

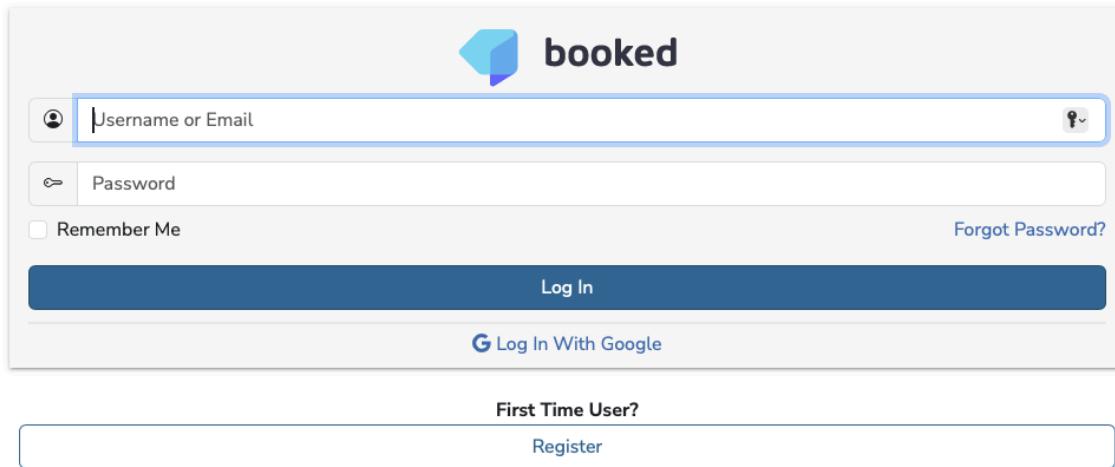
Booked Scheduler - User Guide

Overview:

Booked Scheduler is an online room scheduling software. Once in the system, users can view room availability, and create and maintain their own space reservations. This guide is intended to help users navigate Booked Scheduler.

Getting Started:

- To make reservations in Booked Scheduler, staff, faculty, and students must have an account. Booked Scheduler uses bennington.edu login credentials; if you need an account, please contact registrar@bennington.edu.
NOTE: Booked Scheduler is a division of Twinkletoes software, which you'll see upon clicking 'Log In With Google'.
- Once an account has been created, navigate to the Booked Scheduler website (linked [here](#) and also below):
<https://scheduler.bennington.edu/Web/index.php>
RECOMMENDATION: save the link to your Favorites for easy access
- At the log in page, select 'Log In With Google':



- Select your bennington.edu email address.

Making a Reservation:

- On the top menu, click on 'Reservations', and then 'Schedule' from the drop down menu:

Dashboard Reservations ▾ Application Management ▾ Reports ▾

- Choose the space you want from the drop down menu in the center of the screen:

Martha Hill Dance Theater
 ▼

- Navigate to the date for the reservation by using the calendar:

January 2026							February 2026							March 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31	1	2	3	4

Today

Show Specific Dates

- After the space and date is selected, a grid will appear with the space and rooms.

NOTE: each building has all spaces listed under one umbrella, for easier availability view (see below sample for Commons).

Wednesday, 2/18/26	12:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 P
Commons 201												
Commons 203				FRE4224.01 - N. Rouxel-Cubberly					LIT4606.01 - M. Rahmani			
Commons 250												
Commons 253												
Commons 256												
Commons 300			JPN4219.01 - I. Yoshida									
Commons 302												
Commons 303					APA4160.01 - Y. Inoue			APA4160.01 - Y. Inoue				
Commons 304												
Commons 318								SCT4112.01 - A. Devost				
Commons 319					PEC2282.01 - E. Kast							
Commons 322									PHI4129.01 - P. Voice			
Commons 326										PEC2282.01 - E. Kast		
Commons 327 - Computer Lab												
Commons 329												

- Once you've settled on a day and time for your reservation, drag your mouse over the time blocks that you'd like the reservation for. This will automatically open a new window.

New Reservation

Title
|

Owner [Change](#) [Carly Rudzinski](#) **Co-Owners** [Add](#)

Begin **End** **1 hour** [View Availability](#)

Repeat [Does Not Repeat](#)

Resources [Commons 253](#) **Accessories**

Participants [Allow Others To Join](#)

Description
|

- Title your reservation (general format = Title - contact: xx).

NOTE: any user will be able to see the title of your meeting; be sure that the title is appropriate.

- If this meeting is being scheduled for another person, click on 'Change' next to 'Owner'. Provided the person you are scheduling the meeting for is a User, the owner can be reassigned.
- Verify the start and end dates; if the meeting is recurring, select the appropriate status from the drop down menu:

Begin **End** **1 hour** [View Availability](#)

Repeat [Does Not Repeat](#)

Daily
Weekly
Monthly
Yearly
Specific Dates

Participants

- If repeating, select the appropriate days and enter an end date:

Begin **End** **1 hour** [View Availability](#)

Repeat

Every

Until

Resources [Commons 253](#) **Accessories**

- After your reservation is set, click Create on the upper right hand corner.

- To add your reservation to your google calendar, click on the reservation on the grid:

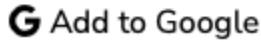
Commons 250							
Commons 253							
							TEST - contact: Carly Rudzinski

- On the upper right hand corner, click on the three vertical dots next to 'Delete':

- Click on 'Add to Google':

- Save the reservation to your google calendar:

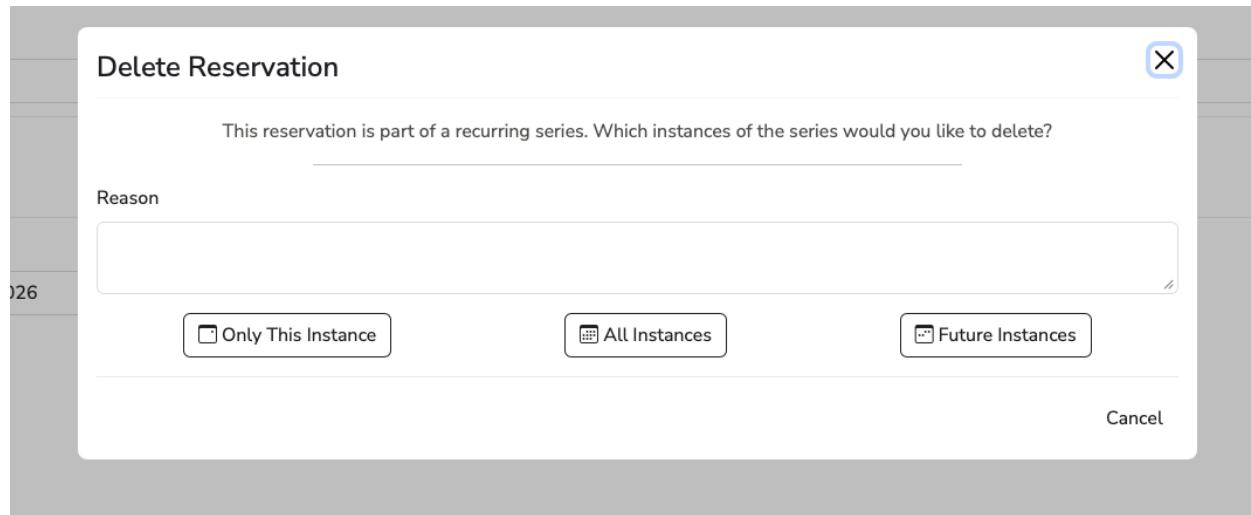
 TEST - contact: Carly Rudzinski

Save

IMPORTANT: for recurring reservations, only the first one will show on your google calendar. You will need to add it as recurring on your personal calendar.

Deleting a reservation:

- Navigate to the reservation that needs to be deleted.
- Click on the reservation to open it.
- Select 'Delete' from the upper right hand corner.
- If you need to remove one instance of a recurring series, select 'Only This Instance'.



More information about scheduling and reservations can be found on [Booked Scheduler's site](#).