

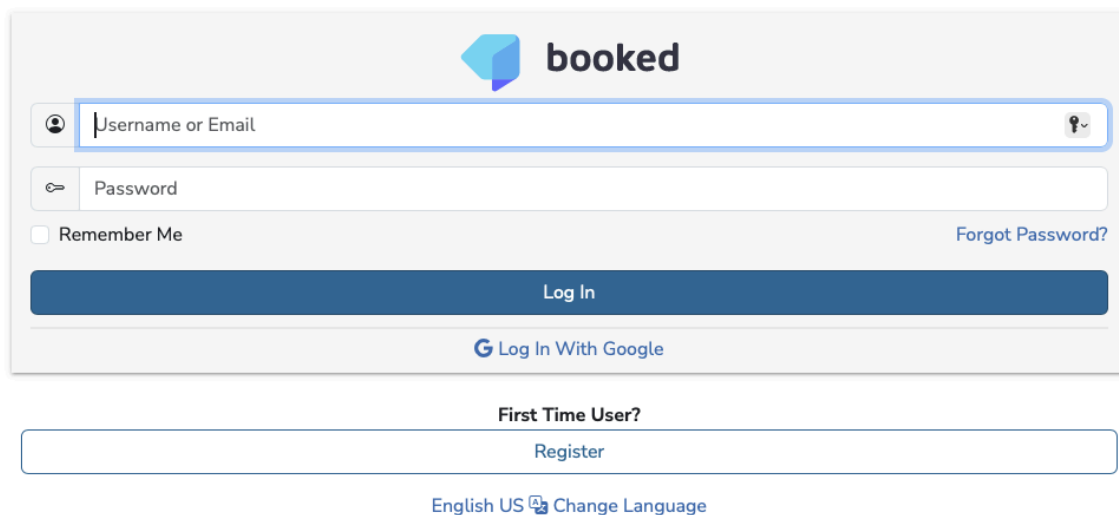
Booked Scheduler - User Guide

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](https://scheduler.bennington.edu/Web/index.php) 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':

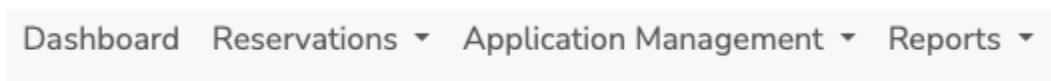


The screenshot shows the login interface for Booked Scheduler. At the top, there is a logo consisting of a blue and purple geometric shape followed by the word "booked". Below the logo is a login form with two input fields: "Username or Email" and "Password". The "Username or Email" field is highlighted with a blue border. Below these fields are a "Remember Me" checkbox and a "Forgot Password?" link. A large blue "Log In" button is positioned below the form. Below the button is a "Log In With Google" link with the Google logo. At the bottom of the login section, there is a "First Time User?" link and a "Register" button. At the very bottom, there is a language selection option showing "English US" and a "Change Language" link.

- Select your bennington.edu email address.

Making a Reservation:

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



- 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 <input type="checkbox"/>																				

- 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 PM
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												
Commons 326								PHI4129.01 - P. Voice				
Commons 327 - Computer Lab								PEC2282.01 - E. Kast				
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 Close Create

Title

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

Begin End 1 hour [View Availability](#)

Repeat

Resources [1 Change](#) Accessories [0 Add](#)

Participants [0](#) [Add](#) ☒ 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

Resources [1 Change](#) Accessories [0 Add](#)

Participants [0](#) [Add](#) ☒ Allow Others To Join

Description

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

Begin End 1 hour [View Availability](#)

Repeat

Every week on

Until

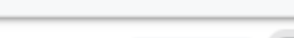
Resources [1 Change](#) Accessories [0 Add](#)

Commons 253 [1](#)

- Close ☒ Create

- [illegible]

- Close ⋮ Delete Update

- 

- × TEST - contact: Carly Rudzinski Save

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'.

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Delete Reservation

✕

This reservation is part of a recurring series. Which instances of the series would you like to delete?

Reason

☐ Only This Instance

☒ All Instances

☐ Future Instances

Cancel

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