http://spazi.sns.it

Essential guidelines

Login

Insert your SNS e-mail and password

OR

Sign in with google (SNS e-mail and password

Change language

Schedule: bookings

FIRST: select resource

SCUOLA NORMALE SUPERIORE

Dashboard | My Account ▾ | Schedule ▾

⚙ ▾ | Help ▾ | Sign Out

- Bookings
- My Calendar
- Resource Calendar
- Find A Time
- Search Reservations

Biblioteca Pisa Prestito/Restituzione ▾ 📅

🏠 ← 06/15/2020 - 06/19/2020 →
(Show Full Week)

☐ Show Specific Dates

You can select your favorite view

◀							**July 2020**							**August 2020**						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

Today

View previous reservations and create your reservation

|	Monday, 6/15/20	Tuesday, 6/16/20	Wednesday, 6/17/20	Thursday, 6/18/20	Friday, 6/19/20
Biblioteca Prestito/Restituzione, Palazzo del Capitano	⊕ Create Reservation	⊕ Create Reservation	⊕ Create Reservation	⊕ Create Reservation	⊕ Create Reservation 11:30 AM-11:45 AM Enrico Martellini 12:00 PM-3:00 PM Marcella Monreale
Biblioteca Prestito/Restituzione, Palazzo dell'Orologio	⊕ Create Reservation	⊕ Create Reservation	⊕ Create Reservation	⊕ Create Reservation 9:30 AM-9:45 AM Stefano Bonanni	⊕ Create Reservation

New reservation

SCUOLA NORMALE SUPERIORE

New Reservation

📅 View Availability ⊙ ⊙ Create

User (user@sns.it)

Begin 06/19/2020 9:30 AM
End 06/19/2020 9:45 AM

0 days 0 hours 15 minutes

Repeat Does Not Repeat

Resources Change ➕

Biblioteca Prestito/Restituzione, Palazzo del Capitano 🔒

Title of reservation

Description of reservation

Insert your reservation date and time and click "Create"

Title and description are optional fields

CASE A: SUCCESS

✓

Your reservation was successfully created!

Your reference number is 5eecdb8ab8d1f070813580

CASE B: PENDING (waiting for approval)

🚩

Your reservation was successfully created!

Your reference number is 5eecf511d64a6352016412

06/19/2020 Biblioteca....

One or more of the resources reserved require approval before usage. This reservation will be pending until it is approved.

Close

CASE C: max n. of reservations reached

⚠

Your reservation could not be made

There are conflicting reservations on the following dates:

06/19/2020 Biblioteca....

⟲ Change Reservation

About reservations

Updating a Reservation

- You can only update any reservation that you have created or that was created on your behalf.

- To update a reservation, find it on the Schedule, click to open, update as needed, and click Update to save your changes.

Deleting a Reservation

- Deleting a reservation completely removes it from the schedule.

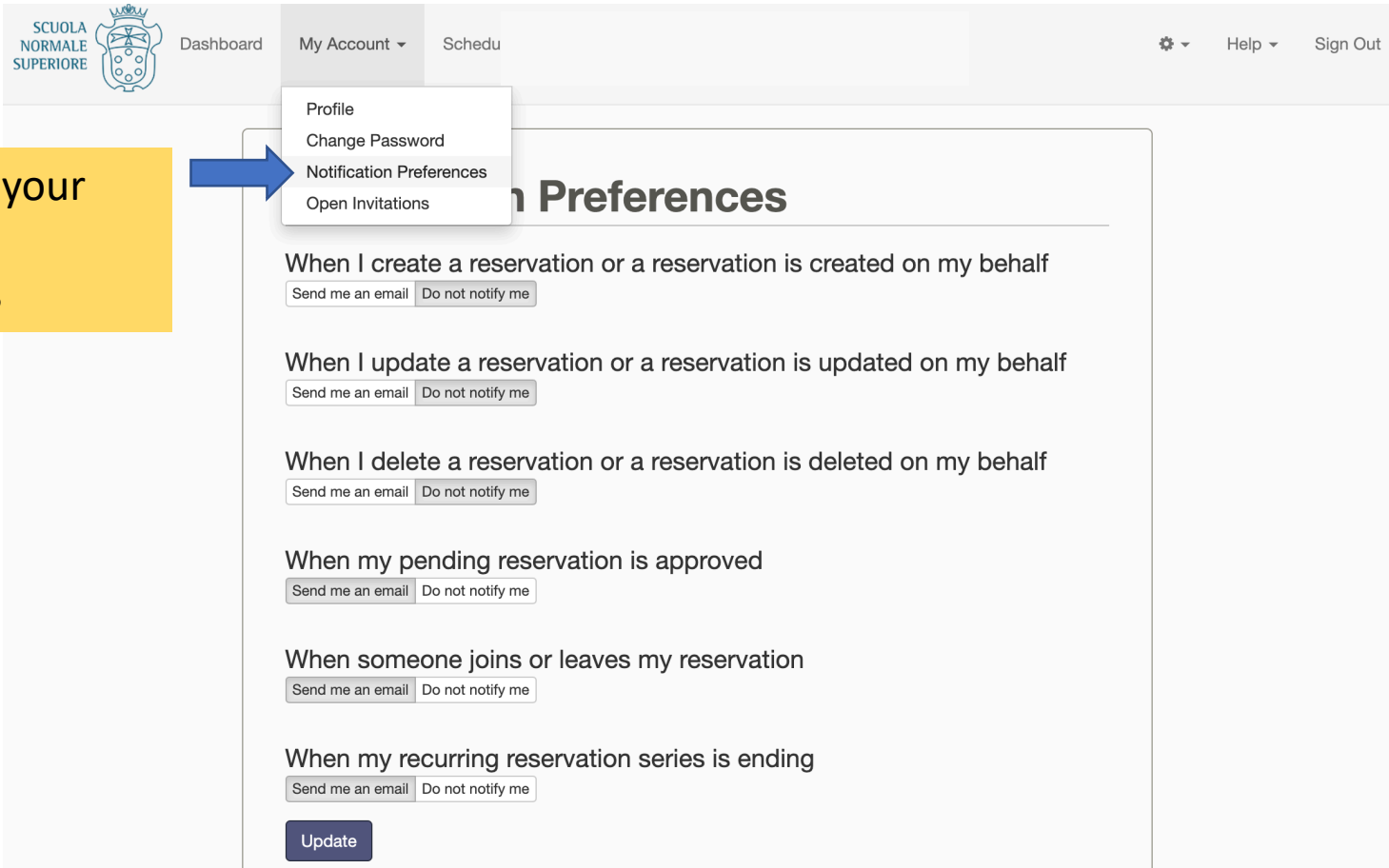- By default, you cannot delete a reservation that is in the past, though you administrator may change this option.

Email Notifications

- You can opt-in to be sent email notifications for different events. Email notifications can be enabled or disabled in Notification Preferences section under My Account.

- You can choose to receive notifications for new reservations, reservation updates, reservation deletions, reservation approvals, participation changes, or when a recurring series end date is approaching.

Colors used in calendars:

| Open | Blocked | Reserved | My Reservation | Participant | Pending | Past |

Notification preferences

You can set your notification preferences

Find a time

You can search for availability

Find a time

Select resources

List of availability.
Click and book