Visit: http://events.ship.edu

or go to http://www.ship.edu/events/ and click on Event Planning

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**Your Event Summary**

After completing your reservation, you will receive an Event Summary Confirmation in an email. Once your request is received by the space manager/approver, the request will be processed and a confirmation will be sent to you.

Here you can edit the reservation, add a booking, cancel services, forward your event to someone through email, change booking details, or, if you need to change the answers to the questions that were asked, you can do that too.
Need to Edit Your Reservation (or Booking?)

After you log in, click on the Reservations menu item and select View My Requests.

You can search by Reservation ID or Event Name. Once you find the reservation you want to edit, click on the event name to open.

- Edit Reservation
  - Change the Organization (Who) and the Event Name (What)

- Add a Booking
  - Clicking on this link will return you to the booking form and you can simply repeat the process of adding an “event” or booking to the 1st reservation you made.

- Cancel Services
- If you realize you no longer need a service (item)
- Click on
  - Cancel Services
    - Select the service and click Save
    - Or click on the red X to cancel the entire service
    - Or click on the red X to the left of the item to cancel a specific item

- If you need to change any of the answers you provided during the initial creation of the event, click Edit Additional Information