From your reservation screen, click on the edit button. This will take you to the confirmation screen and you'll click on the Add Dates & Times link. This will take you to the calendar to add more dates and times.

Choose an Time Period All Quarters	Show All Show Approved O	nly 🔿 Show in Process Only					ith questions or change tal@cherrycreekschools
Submitted	Event Name	Building	Location	Event Date	Status	As of	
4/22/2024 @ 1:18pm	TEST-Facility Rental Office	Sample Building	Field (Test only)	Sun 3/17/2024	Open	4/22/2024	a
		Confirm	& Submit Request				
Add Dates & Time							
Add Dates & Time							

Click all your Event Dates on the calendar below

Blocked Dates with allowed booking

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April 2024							May 2024								June 2024								ly 20	24					
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Click W to Select all Wednesday in the month. Shift+click to select a range of consecutive dates.
Blocked Dates with no allowed booking

Click W to Select all Wednesday in the month. Shift+click to select a range of consecutive dates.

Blocked Dates with no allowed booking

Blocked Dates with allowed booking

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