1. Log in as you to Schoolwires.
2. Click your **Site Manager** tab.
3. Click on **Reservations** at the top, on the left navigation bar.
   You will see computer labs, rooms, laptops. Click to choose the reservation calendar you need.
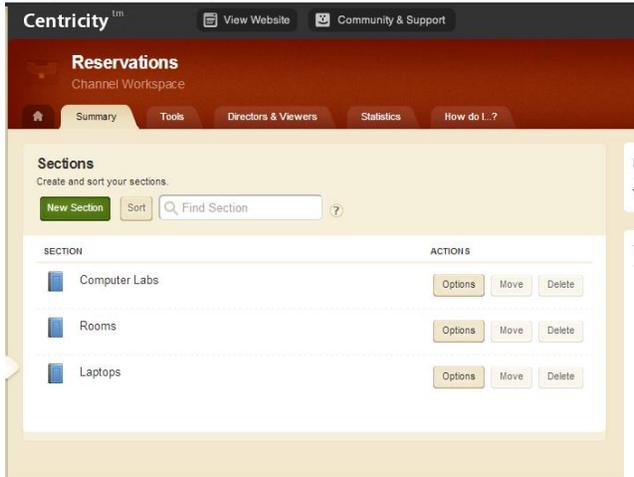


4. Click **New Event (**or just double click the date).
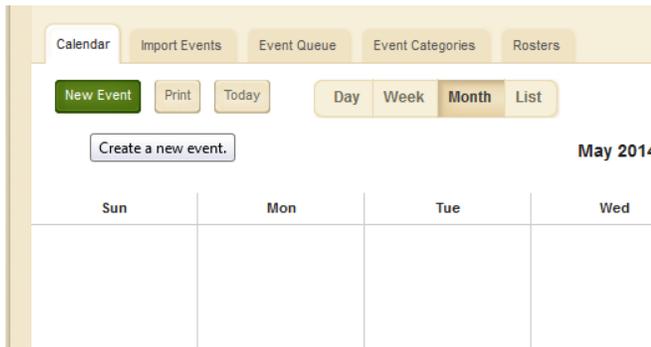


5. When you click New Event, you will see the following window where you can enter your event and select the options you want. Be sure to put your last name and the time and date from and to that you are making the reservation.