

# Reserving and allocating spaces

Where the Seminar Activity has been set to **Allow manager reservations**, Staff Managers (users with direct reports) can **Reserve** or **Allocate** spaces at a Seminar Event for members in their team.

Reserving spaces allow managers to secure a pre-determined number of spaces on a session for their team. This is helpful when it is not yet known who will be attending from a team.

Allocating spaces allow managers to assign a pre-determined number of spaces on a session for specific members in their team.

## ▼ Manager reservations

<b>Allow manager reservations</b> ⓘ	<input type="text" value="Yes"/>
<b>Maximum reservations</b> ⓘ	<input type="text" value="1"/>
<b>Automatically cancel reservations</b>	<input type="text" value="Yes"/>
<b>Reservation cancellation days</b> ⓘ	<input type="text" value="1"/>
<b>Reservation deadline</b> ⓘ	<input type="text" value="2"/>

ⓘ To be able to **Allocate** or **Reserve** spaces, a manager needs the relevant Permissions and Capabilities in the context of the course. Please see [Reserve and allocate access](#) for instructions on assigning access rights.

## Reserving spaces

To reserve a space, or number of spaces within a Seminar Event click the corresponding **Reserve spaces for team** link where displayed on the course home page or use the corresponding **View all events** link to view all Events within the selected Seminar Activity.

👤 Manager Approval Seminar □

Session dates	Session times	Room	Seats available	Event booking	Actions
Wait-listed			10	Booking open	<a href="#">Allocate spaces for team (0/1)</a> <a href="#">Reserve spaces for team (0/1)</a> <a href="#">Manage reservations</a> <a href="#">More info</a>
26 February 2019	9:00 AM - 10:00 AM Pacific/Auckland		10	Booking open	<a href="#">Allocate spaces for team (0/1)</a> <a href="#">Reserve spaces for team (0/1)</a> <a href="#">Manage reservations</a> <a href="#">More info</a>

[View all events](#)

A number will be displayed next to the link e.g. (0/1). The left number displays the amount of spaces that have been reserved. To the right, the amount of spaces that are allowed to be reserved.

From the drop-down, select the number of spaces you wish to reserve (from the available options) and select the **Update** button.

You will be returned to the **Events Dashboard** and the number of spaces will be updated to show how many you reserved and how many you have remaining.

# Manager Approval Seminar

## Event date/time

10 October 2016, 9:00 AM - 5:00 PM Europe/London

## Duration

8 hours

## Seats available

10

## Approval required by:

Manager Approval

You can use this form to change the number of reservations you have for this event - to cancel existing reservations, just reduce the number below.

Reserve spaces for team  None

1

Update

Cancel

## Events in Manager Approval Seminar

Event time :

Last reservations are 2 days before the event starts. Unallocated reservations will be deleted 1 days before the event starts.

Session dates	Session times	Room	Session status	Seats available	Event booking	Sign-up period	Actions
Wait-listed				10	Booking open		<a href="#">Allocate spaces for team (0/1)</a> <a href="#">Reserve spaces for team (0/1)</a> <a href="#">Manage reservations</a> <a href="#">More info</a>
26 February 2019	9:00 AM - 10:00 AM Pacific/Auckland		Upcoming	10	Booking open		<a href="#">Allocate spaces for team (0/1)</a> <a href="#">Reserve spaces for team (0/1)</a> <a href="#">Manage reservations</a> <a href="#">More info</a>

The **Attendees** list will be updated showing a **Reserved** booking.

ATTENDEES	WAIT-LIST	CANCELLATIONS	TAKE ATTENDANCE	MESSAGE USERS
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## Attendees

Actions

Name	Time of sign-up	Status	User's Organisation Name(s)	Dietary Requirements (icons)	Dietary Requirements (text)	Actions
Reserved	3 Oct 2016 at 17:30	Booked	-			

Export as

## Allocating spaces

To Allocate a space or number of spaces to members of your Team within a Seminar Event click the corresponding **Allocate spaces for team** link where displayed on the course home page or use the corresponding **View all events** link to view all Events within the selected Seminar Activity.

A number will be displayed next to the link e.g. (0/1). The left number displays the amount of spaces that have been allocated. To the right, the amount of spaces that are allowed to be allocated.

From the **Potential allocations** list, select the members in your team that you wish to book into the session, choose whether to **Replace reservations when adding allocations** ('Yes' or 'No') and select the **Add** button.

To remove an Allocation, select the relevant user(s) from the **Current allocations** list and select the **Remove** button.

# Manager Approval Seminar

**Event date/time**  
10 October 2016, 9:00 AM - 5:00 PM Europe/London  
**Duration**  
8 hours

**Seats available**  
9  
**Approval required by:**  
Manager Approval

## Current allocations (0 / 1)

This event  
None  
**Other event(s) in this activity**  
Jane Learner (Booked by another manager)

◀ Add  
Remove ▶

## Potential allocations (1 left)

John Learner

Replace reservations when adding allocations (1) Yes ▾

You will be returned to the **Events Dashboard** and the number of spaces will be updated to show how many you reserved and how many you have remaining.



It is important to note that if you allocate a learner a space on a seminar which is already full then they will be added to the waitlist. They will then automatically be added to the seminar booking if there is a cancellation and they are the next in the queue on the waitlist.

## Reserving space for another manager

To Reserve a space on a Seminar Event on behalf of another manager, click the corresponding **Reserve spaces for another manager** link where displayed on the course home page or use the corresponding **View all events** link to view all Events within the selected Seminar Activity.

### Manager Approval Seminar

Session dates	Session times	Room	Capacity	Event booking	Actions
Wait-listed			0 / 10	Booking open	 Attendees Reserve for another manager Manage reservations Join waitlist
26 February 2019	9:00 AM - 10:00 AM Pacific/Auckland		0 / 10	Booking open	 Attendees Reserve for another manager Manage reservations Sign-up

[View all events](#)

Use the dropdown menu to choose the relevant manager and press **Select Manager**. The page will be updated and will display one of two options:

- Advise the maximum number of spaces have already been reserved by this Manager
- An option to changes the number of spaces the selected Manager has for the Event (from 'None' to up to the maximum for the Seminar Activity)

## Manager Approval Seminar

**Event date/time**

October 10, 2016, 9:00 AM - 5:00 PM Europe/London

**Duration**

8 hours

**Seats available**

9

**Approval required by:**

Manager Approval

Meredith Henson Select manager

You have already allocated the maximum number of spaces you are able for this activity, you cannot reserve any more

### Bookings in other events

Event date/time	Your bookings / reservations
• September 30, 2016, 9:00 AM - 10:00 AM Europe/London	• Jane Learner

## Manager Approval Seminar

**Event date/time**

October 10, 2016, 9:00 AM - 5:00 PM Europe/London

**Duration**

8 hours

**Seats available**

9

**Approval required by:**

Manager Approval

Joe Manager Select manager

You can use this form to change the number of reservations Joe Manager has for this event - to cancel existing reservations, just reduce the number below.

Reserve spaces for team

Update Cancel

None  
None  
1

Use the **Reserve spaces for the team** dropdown menu to changes the reservation spaces and click **Update** to save or **Cancel** to discard your changes.

You will be returned to the **Events Dashboard** and the number of spaces will be updated to show how many reserved spaces remain.

## Totara Academy



The Totara Academy has a whole course dedicated to using [Seminar Management](#) in Totara Learn. Here you can learn more on how to use seminars, see best practice, and give it a go yourself.