



K20 Online Resource Reservation System Event Scheduling Reference

Using the Power Scheduler (Scheduler ID required):

1. Go to <http://www.k20.ctc.edu/>
2. Choose the tab "ITV Schedulers"
3. Enter Scheduler ID, click "Continue"
 - a. Choose "Power Scheduler"
 - b. Select Primary Event Resource (your video site)
 - i. Enter approximate number of Attendees
 - ii. Enter Local Event Contact information (site facilitator)
 - c. If this is a Point-to-Point conference
 - i. Select other site from the Point-to-Point Secondary Resource
 - ii. Enter approximate number of Attendees
 - iii. Enter Local Event Contact information (site facilitator)
 - d. If this is a Multi-Point conference
 - i. You can narrow down the site list selection by changing the Multi-Point selections (i.e. unmark CTC and BTC if you only want K12 sites to choose from)
 - e. Click "Continue to Request Form"
 - f. Fill in all the requested information
 - i. The organization information should be filled in for you – change as necessary.
 - ii. Note: The event number and pin number will be emailed to the email address listed on the form (ensure that this is filled in with the appropriate person's address)
 - g. Leave the default Conference Mode at "Voice Activated" unless you are very familiar with the other modes
 - h. Universal Conference Control requires a telephone to control conference, the default setting is no
 - i. Use "Include Additional Details" for other pertinent information about the conference (i.e. "All staff and faculty members should attend this conference" "The keynote speaker for this conference will be Dr. Gene Sharratt")
 - j. Click "Continue" to choose resources (other sites)
 - k. Participating Sites:
 - i. In a Point-to-Point, both Site Resource Names will be listed
 - ii. In a Multi-Point
 1. Primary Site Resource Name will be listed
 2. Choose other Site Resource Names from drop down
 3. Enter approximate number of Attendees for each site
 4. Enter Local Event Contact information (site facilitator) for each site
 - iii. Note: It is best to limit the participating sites to 12 or less to maintain control.
 - l. Click "Continue" when all sites are added
 - m. For recurring events – fill in the information needed (for non-recurring events, skip to next step)
 - n. Click "Process Event Request"
**PRINT THIS PAGE! It contains the pin number needed to make changes or cancellations



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Using the Reservation Center (No Scheduler ID needed):

1. Go to <http://www.k20.ctc.edu/> (Tip: add to favorites or bookmark)
2. Choose the tab "Reservations"
3. Click the link for "Request a new event"
 - a. Fill in all the requested information
 - i. Note: The event number and pin number will be emailed to the email address listed on the form (ensure that this is filled in with the appropriate person's address)
 - b. Leave the default Conference Mode at "Voice Activated" unless you are very familiar with the other modes
 - c. Universal Conference Control requires a telephone to control conference, the default setting is no
 - d. Use "Additional Details" for other pertinent information about the conference (i.e. "All staff and faculty members should attend this conference" "The keynote speaker for this conference will be Dr. Gene Sharratt")
 - e. Click "Continue" to choose resources (other sites)
 - f. Choose Site Resource Names from drop down
 - i. First site should be your site, it must be included to participate in conference
 - ii. Enter approximate number of Attendees for each site
 - iii. Enter Local Event Contact information (site facilitator) for each site
 - iv. Click "Add" for each site participating
 - v. Note: Sites can be removed at this point if a mistake is made – they cannot be removed later.
 - g. Click "Continue" when all sites are added
 - h. For recurring events – fill in the information needed (for non-recurring events, skip to next step)
 - i. Click "Process Event Request"

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To Check the Status of an Event:

1. Choose the tab "Reservations"
2. Click the link for "Check an Event Status"
 - a. Enter the "Event Reservation Number" or select the title from the list box
 - b. Click "Show Status"

To Change an Event:

1. Choose the tab "Reservations"
2. Click on the link for "Change Event Information"
 - a. Enter the "Event ID"
 - b. Enter the "Event Pin Number", with leading zeros
 - c. Click "Continue"
 - d. Make changes to event and click "Update Information"

To Cancel an Event:

1. Choose the tab "Reservations"
2. Click on the link for "Cancel an Event"
 - a. Enter the "Event ID"
 - b. Enter the "Event Pin Number", with leading zeros
 - c. Click "Continue"