

Center for Experiential and Applied Learning Request for Use





Follow these steps to request use of CEAL services at both locations.

Step 1. Launch [DeaconSpace](https://rooms.wfu.edu/EMSWebApp/) (https://rooms.wfu.edu/EMSWebApp/).

Step 2. Click the **Wake Forest Baptist Health** link to select it as your affiliation.

Select your Wake Forest affiliation:

 Wake Forest University (@wfu.edu)	 Wake Forest Baptist Health (@wakehealth.edu)
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Step 3. Sign in using your organizational login and password. ****There is no need to create a new account.**

Wake Forest Baptist Medical Center

Sign in with your organizational account

someone@example.com

Password

Sign in

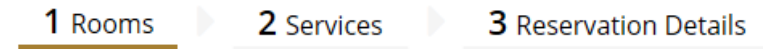
Step 4. Locate the reservation template entitled: **Ctr Experiential & Applied Learning (CEAL) Request** and click **book now** at right (highlighted below).



(NOTE: The number and type of reservation templates you have will differ from what is shown.)

Step 5. You are now ready to create your request.

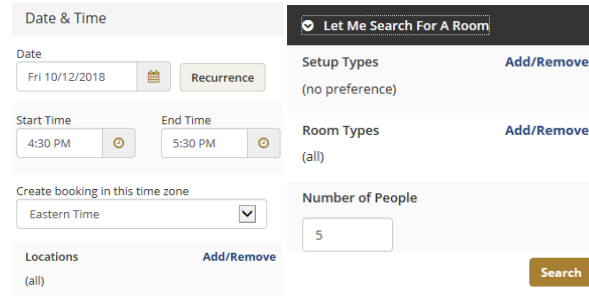
Complete the next three tasks as shown at right and briefly described below.



1-Rooms

In order to determine whether or not a particular room is available, you must first select the date(s) and time(s) for your event.

You can then search for all the rooms available or, if you know the room you want, select it.

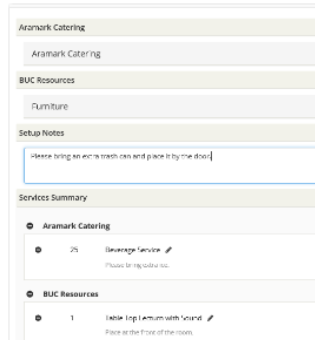


2-Services

Enter the services you require for your event.

If the reservation requires specific resources, select the needed items from the list and click **OK**.

Share any helpful setup notes in the space provided and click **Next Step**.



NOTE: The options available are dictated by the space selected.

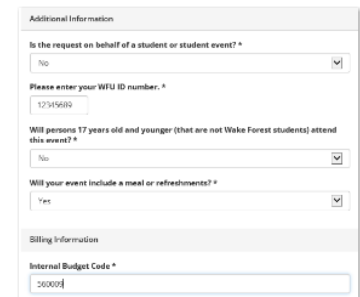
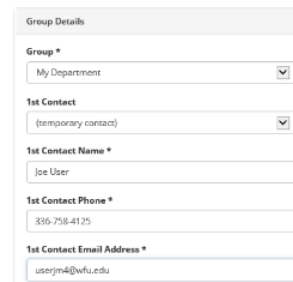
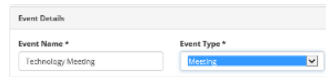
3-Reservation Details

Enter the **Event Name** and select the **Event Type** in the Event Details window.

Select your **Group** and **Contact information** under **Group Details**.

Include any attachments.

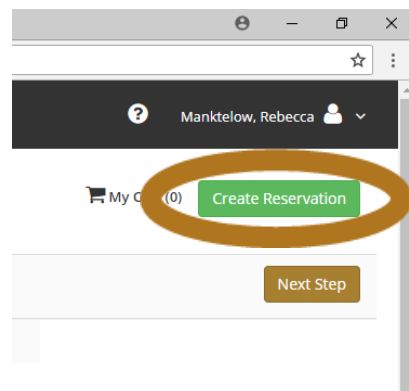
Enter the required **Additional Information**.



Step 6. FINAL Step:

Once you enter the request details, click **Create Reservation**.

You will receive a confirmation and the status of your request will change to “confirmed” once it has been approved and completed by CEAL.



NOTE: Your reservation is **NOT CONFIRMED** until you receive a confirmation email from the space manager.

Still have questions? Please see the [DeaconSpace Help Guide](https://rooms.wfu.edu/help/) (<https://rooms.wfu.edu/help/>).
Or, contact the CEAL Nurse Manager, Rebecca A. Manktelow.