Navigating DeaconSpace
Getting Started

Use this link to reach [DeaconSpace](https://rooms.wfu.edu/EMSWebApp/)

- Select **Wake Forest Baptist Health**
- Sign in using your WFBH email and password

Locate the reservation template entitled: **Ctr Experiential & Applied Learning (CEAL) Request** and click **book now**.

**NOTE:** If you do not see the CEAL template, email [ceal@wakehealth.edu](mailto:ceal@wakehealth.edu) and provide your 6-digit department number to request the template be added to your account.

You are now ready to select event Date / Time / Location
Step 1: Rooms

The system defaults to 10 business days from the current date.

- Select your desired date and times (for multiple dates, click **Recurrence** to open selection menu *see tip below*)
- Click **Add/Remove** to see a list of building locations
- Make your selection and click **Update Locations**

*Recurrence Tip* – For multiple days in a row, select **End Date** and number of occurrences will appear to the right in parentheses. Once appropriate recurrence selections are set, click **Apply Recurrence**

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As seen in (A), rooms appear under the building location selected. Capacity and time availability are shown for each room.

- To select the preferred room, click **+** shown in (A)
- This opens (B) to enter **No. of Attendees**
  
  **Note:** Required fields are marked with * and outlined in red

- Click **Add Room**

- **Room Details:** If you need to review these prior to selecting, click the blue room name shown in (A) which opens (C) with 4 separate tabs of detail

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(B) **Attendance & Setup Type**

To continue, please enter the number of attendees and desired setup type for this Room.

- **No. of Attendees** *
- **Setup Type** *

(C) **About Mock OR & Debrief Combo**

- **Room Code:** 1036/1162
- **Description:** Mock OR & Debrief Combo
- **Room Type:** Lab - Simulation
- **Floor:** First
- **Notes:** Setup Notes: Mock OR is standard with bed and mannequin. Added resources can be used based on request.
The selected room now appears at the top of the page. **Tip option:** *Click up arrow at bottom of page any time to go to top*

- After selecting each room needed and in list as ☑️, click **Next Step**

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**Selected Rooms**

- Attendance & Setup Type
  - Mock OR & Debrief Combo

**Room Search Results**

- **LIST**
- **SCHEDULE**

- **Favorite Rooms...**

**Find A Room**: 

**Search**

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**Rooms You Can Request**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Janeway Tower (ET)</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debrief (1009)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Mock OR &amp; Debrief...</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Skills Lab (1093)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Mock OR (1103)</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

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You are now ready to select event **Resources**
Step 2 Services

Services and resources include equipment and staffing needs.

- Click the arrow to reveal available items and services
- As each item is selected, it appears in the Services Summary to the right as

  **Note:** Question regarding human tissue must be answered in the required field shown below

- click Next Step

<table>
<thead>
<tr>
<th>Services Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CEAL Simulation Resources</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Manikins</td>
</tr>
<tr>
<td>Manikin - 5 yo H4L (W-S)</td>
</tr>
<tr>
<td>Manikin - HPS Child</td>
</tr>
<tr>
<td>Manikin - Naobori/Tory (W-S)</td>
</tr>
<tr>
<td>Manikin - SimBaby</td>
</tr>
<tr>
<td>Manikin - SimMan/30 (W-S)</td>
</tr>
<tr>
<td>Simulation Support</td>
</tr>
<tr>
<td>Simulation Operator Support Staff</td>
</tr>
<tr>
<td>Task Trainers</td>
</tr>
<tr>
<td><strong>CEAL Standardized Patients</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Standardized Patients</td>
</tr>
<tr>
<td>Standardized Patients</td>
</tr>
<tr>
<td>Support Service</td>
</tr>
<tr>
<td><strong>CEAL Ultrasound Resources</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Ultrasound Support</td>
</tr>
<tr>
<td><strong>CEAL Human Tissue Resources</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Do you event require use of human tissue?</td>
</tr>
<tr>
<td>Choose one</td>
</tr>
<tr>
<td>Type/Qty, Human Tissue Requested</td>
</tr>
<tr>
<td>Human Tissue Support</td>
</tr>
</tbody>
</table>
Step 3 Reservation Details

All fields in this step are required.

- **Group Tip:** Click search icon and enter WFSM: to begin locating your department (shown below)
  - Surgery related departments are within surgery category
  - WF Baptist Medical Center is another search option if unable to locate
- Where you see Add/Remove under certain questions, click to open a list of options
- There is a specific field available for additional information or message you would like to communicate
- When all fields are completed, click **Create Reservation**
- The system will then let you know your request has been submitted.

### Reservation Details

**Event Details**

- **Event Name:**
- **Event Type:**

**Group Details**

- **Group:**
- **1st Contact:**

**Attachments**

- **Select your files:** Drag and drop your files here

**Additional Information**

- Will persons 17 years old and younger (that are not Wake Forest students) attend this event? *
- Is this event related to a sentinel event (patient safety event that resulted in patient death, permanent harm, or severe temporary harm and intervention required to sustain life)? *
- Please list the learning objective(s) for this event. *
- What is the value of hosting this event to the Program/Department/Institution/Organization? *
  - **Add/Remove**
  - **Name of Event Host/Facilitator:** *
  - **Department of Event Host/Facilitator:** *
From the DeaconSpace Home page

- Click My Events
- Click the Reservation Name requiring a change

**Edit Event Name/Type/Group/Contact/Information questions**, click Edit Reservation Details.

**Edit Event Date/Time/Location**, click ☞ at bottom of page under Bookings.

**Add or Cancel Services**, click appropriate selection under Reservation Tasks at right of page.

**Cancel Event Reservations with Multiple Date Bookings**, click x Cancel Reservation shown above.

**Cancel Event Booking Date(s)**, click ☐ at bottom of page.

Center for Experiential and Applied Learning