

Contact North | Contact Nord

Ontario's Distance Education & Training Network
Le réseau ontarien d'éducation et de formation à distance

Online Booking Tool User Manual for Educational Partners

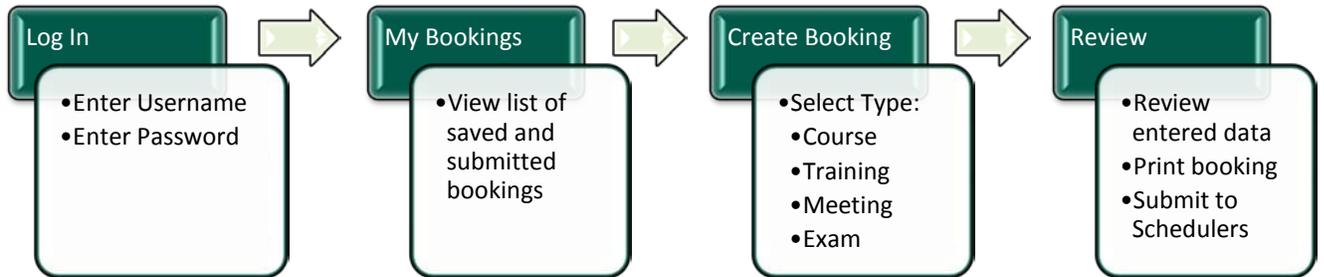
Contents

Introduction	4
Logging In	5
Creating a new booking	6
Types of Booking	7
Additional Booking Options:	7
Section A: Booking Type - Course	8
Step 1: Select Organization	8
Adding a Contact	9
Step 2: Add Booking Details.....	10
Searching for a Course Code.....	11
Step 3: Set Status and Delivery	12
Step 4: Pick dates and Locations	13
View/Edit Dates and Times	14
Step 5: Participant Information.....	15
Appendix 1: Participant template.....	16
Review Your Booking	17
Booking Confirmation	18
Section B: Booking Type - Training	19
Step 1: Select Organization	19
Adding a Contact	20
Step 2: Add Booking Details.....	21
Step 3: Pick dates and Locations	22
View/Edit Dates and Times	23
Step 4: Participant Information.....	24
Appendix 1: Participant template.....	25
Review Your Booking	26
Booking Confirmation	27
Section C: Booking Type - Meeting	28
Step 1: Select Organization	28
Adding a Contact	29
Step 2: Add Booking Details.....	30
Step 3: Pick dates and Locations	31
View/Edit Dates and Times	32

Step 4: Participant Information.....	33
Appendix 1: Participant template.....	34
Review Your Booking	35
Booking Confirmation	36
Section D: Booking Type - Exam.....	37
Step 1: Select Organization.....	37
Adding a Contact.....	38
Step 2: Add Booking Details.....	39
Searching for a Course Code.....	40
Step 3: Add Exam Details	41
Step 4: Choose Locations.....	42
Review Your Booking	43
Booking Confirmation	44

Introduction

This guide is meant to help you through the most used booking processes. Please refer to the table of contents on page 2 for a complete listing of topics.



Throughout the Booking process, you will find () this icon. It is for information purposes and will provide definitions for the terms used in the form.

Logging In

This is the login page for the Online Booking Tool.

Booking Tool **Contact North | Contact Nord**

Booking Tool Login

Please enter your login name and password to access the Online Booking Tool. If you have any questions, please send an e-mail to schedulers@contactnorth.ca.

Already have an account?	New User Sign Up
<p>* Username: <input type="text"/></p> <p>* Password: <input type="password"/></p> <p>Language: <input checked="" type="radio"/> English <input type="radio"/> French</p> <p style="text-align: center;">Login</p> <p>Access Your Profile / Change Password</p>	<p>If you are new to the Online Booking Tool, please contact schedulers@contactnorth.ca to request an account.</p>

Note: If you are experiencing technical difficulties, please contact the helpline at crm@contactnorth.ca or call 705-507-6428

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[View this page in : English | Français](#)

1. Enter your username and password
2. Select your preferred language
3. Click the “Login” button
4. If you don’t have an account, send an email to schedulers@contactnorth.ca to request one.

If you have an account but cannot login, contact the CRM Helpline at 705-507-6428 or email crm@contactnorth.ca. Someone will contact you within 24 business hours.

Creating a new booking

This is the My Bookings page. It is the first page you will see when you login. From this page, click on the “Create New Booking” button.

Booking Tool **Contact North | Contact Nord**

K Elliott: My Bookings

[Log out](#) Cancelled bookings
 Submitted bookings
 Saved (not submitted) bookings

Viewing 1 of 701 of 14018 [« Previous](#) 1 2 3 4 5 6 7 ... 701 [Next »](#) [Create New Booking](#)

Booking ID	Course Name	Course Code	Booking Type	Booking Date	Active
5650	2010 CCC Retreat Planning Group Meeting			2009/12/14	Active
5651	The Healthy Workplace Group			2009/12/11	Active
5654	e-CLASSES e-Tour with Laurentian			2010/01/14	Active
5655	Clinical Support Tools			2009/12/14	Active
5656	Principles of PubMed			2009/12/14	Active
5657	Smart Search			2009/12/14	Active
5658	Reworks 1			2009/12/14	Active
5659	RSS Readers			2009/12/14	Active

Types of Bookings

1. Select the type of booking you wish to create.

The screenshot shows the 'Create a New Booking' page. At the top, there's a header with 'Booking Tool' and 'Contact North | Contact Nord'. Below that, the title 'Create a New Booking' is followed by a welcome message and a link to 'schedulers@contactnorth.ca'. The 'Date' is set to '08/11/2012'. The 'Type of Booking' dropdown menu is currently set to '-- Please Select --'. At the bottom, there's a 'Back to my list of bookings' link and a 'Create Booking' button. A note at the very bottom provides contact information for technical difficulties.

Types of Booking

Select one of the following, from the drop down list:

- Course
- Training
- Meeting
- Exam

2. Select additional booking options.

This screenshot shows the same 'Create a New Booking' page, but now the 'Type of Booking' dropdown is set to 'Course'. Below the dropdown, there are four radio button options: 'Web Conferencing (e-CLASSES)', 'Audioconference', 'Videoconference', and 'Room only'. The 'Create Booking' button remains at the bottom right.

Additional Booking Options:

Select one of the following: from the drop down list:

- Web-Conferencing (e-Classes)
- Audioconference
- Videoconference
- Room only

Once you have selected the type of booking and additional options, click on the “Create Booking” button on the bottom right.

Section A: Booking Type - Course

Step 1: Select Organization

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Institution	This field displays the name of your institution.
Contact	Select the contact at the institution responsible for this course. *If the desired Contact is not in the list, you can add them by clicking the “Add Another Contact” button (see the next page to learn how to add a contact).
Instructor Name	Enter the name of the person providing instruction for this course
Instructor e-Mail	Enter e-mail address for instructor
Instructor Location	<ol style="list-style-type: none"> 1. For Instructor Location, select either Contact North Centre or Home/Office/Other 2. If you selected Contact North Centre, you now need to select the centre 3. If you selected Home/Office/Other, you must enter Town or City location 4. If location is unknown, select Home/Office/Other and enter TBD

Once your selections are made, you have three options:

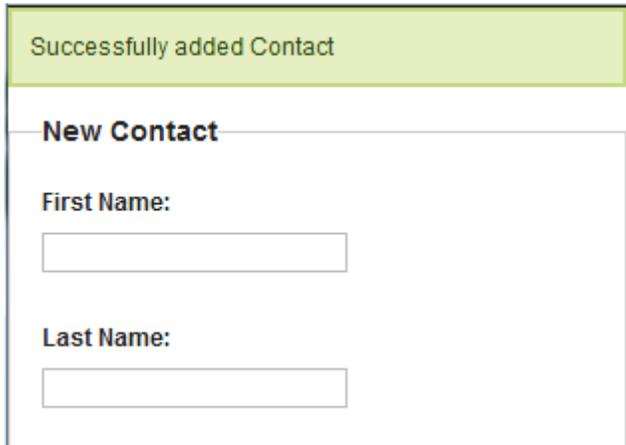
- Click “Next” to continue
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Adding a Contact

1. Click on the “Add Another Contact” button.

* **Contact:**

2. A new window will open.  Fill out the form the resulting form. A detailed list of fields is available on the next page.
3. Click on the “Save” button at the bottom of the form.
4. You will receive confirmation that the entry has been added.
5. Click on the “Save & Exit” link to return to the booking. (Do NOT X out to close the window or your contacts will not be saved.)

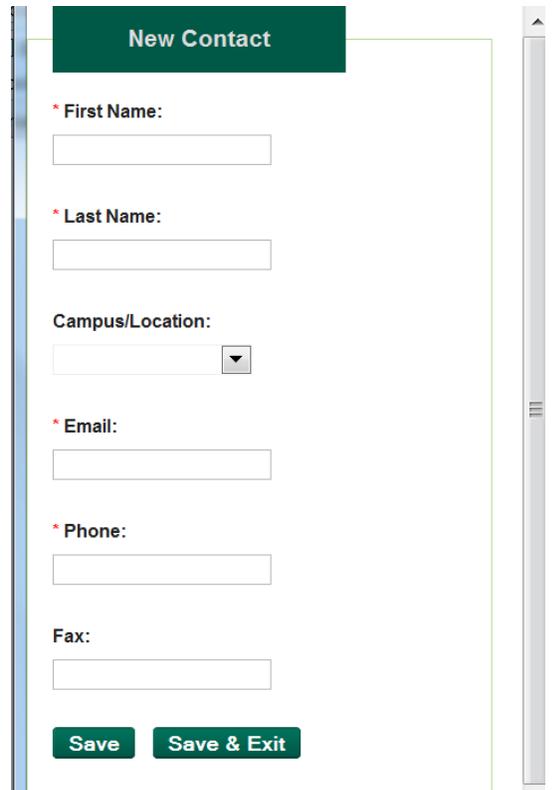


Successfully added Contact

New Contact

First Name:

Last Name:



New Contact

* **First Name:**

* **Last Name:**

Campus/Location:

* **Email:**

* **Phone:**

Fax:

Field Name	Instructions
Save	When all information is entered, click on “Save” or your changes will be lost.
Save & Exit	Click on “Save & Exit” to close this window.

Step 2: Add Booking Details

Booking Tool
Contact North | Contact Nord

Step 2: Add Booking Details

1 2 3 4 5
Booking ID#:16745

* **Course Code:**

* **Title:**

* **Credit Course:** Yes No

Program: Add New Program

Full-Time: Yes No

Required Software:

Prerequisites:

* **Course Description:**

Description to be provided at a later date.

No Description

Save & Exit
Cancel Booking
< Back
Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Once the fields are completed, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Field Name	Instructions
Course Code	Enter the course code for the course.
Title	Enter the course name.
Credit Course	Tell us whether this course will give the student a credential towards a diploma/degree.
Program	Select the program this course is associated with. If the program does not exist, click on Add New Program.
Program Full-Time	Tell us whether this course is part of a full-time program.
Required Software	Enter name of the software required (if any) to participate in this course. Please note prior approval of the software to be installed on CN equipment is required. Software must be provided by the institution.
Prerequisites	Enter name or course code of any course(s) that must be taken prior to taking this one.
Course Description	Enter a brief description for this course.
No Description	Check this box if no course description is available.

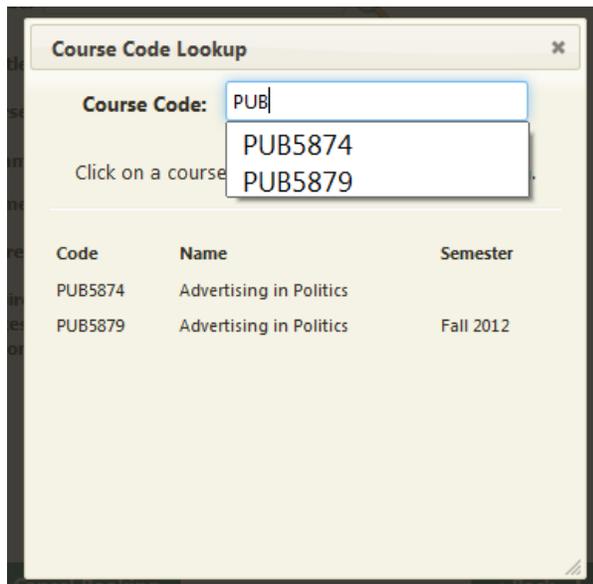
Searching for a Course Code

1. In Step 2, click on the magnifying glass icon next to the course.

* **Course Code:**



2. A new window will open. Begin typing in the Course Code. Results will appear as you type. Stop typing once the desired Course is displayed in the list.



3. Click the Course Code of the desired course.
4. The Course Code Lookup window will disappear. You will be returned to the booking form. The selected Course's information will have been filled out. You can now continue the process and this will create a new booking for the course.

Step 3: Set Status and Delivery

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Step 3: Set Status and Delivery 1 2 **3** 4 5
Booking ID#:16745

* **Advertised:** Yes No

* **Delivery Method:** ⓘ

Registration Type: Continuous Registration ⓘ

* **To Be Recorded?:** Yes No

* **Target Group:** Anglophone Francophone Aboriginal ⓘ

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Advertised	Select whether you want us to promote your course online and in our course guide.
Delivery Method	Select the delivery method for this course.
Registration Type	Check if this course is available for continuous registration.
To Be Recorded?	Tell us whether you want to record this course. Note: if the recorded option is chosen, instructor must click on the record button when starting the class in order for the recording to start.
Target Group	Select the group this course is aimed at serving.

Once the fields are completed, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Step 4: Pick dates and Locations

The screenshot shows the 'Step 4: Pick Dates and Locations' interface. At the top, it says 'Booking Tool' and 'Contact North | Contact Nord'. Below that, the title 'Step 4: Pick Dates and Locations' is followed by a progress indicator (1, 2, 3, 4, 5) where '4' is highlighted, and 'Booking ID#:16745'. The main form area contains:

- * Start Date: 09/03/2012
- * End Date: 09/28/2012
- Semester: Fall 2012
- A note: 'You must click SAVE once your dates and times are selected.'
- Day selection: Mon, Tue (checked), Wed, Thu, Fri, Sat, Sun.
- Tuesday configuration: Start Time, End Time, Recur every 1 week(s).
- Buttons: Show Date & time List, Clear All Dates, Save.
- Online Learning Centres list: Astorville, Atikokan, Attawapiskat First Nation, Bear Island, Beardmore, Big Trout Lake First Nation, Blind River, and another partially visible one.
- Select Centre to Edit Date and Time: Ear Falls.
- Bottom navigation: Save & Exit, Cancel Booking, < Back, Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Complete this area first.

You must click save to proceed beyond this point.

Field Name	Instructions
Start Date	Enter the course start date
End Date	Enter the course end date
Days	If course is online live, select the chosen days for each class.
Times	For each day you selected, enter a start time and end time
SAVE	You must click this to proceed or you will lose the dates and times you selected.

See what happens after you click SAVE, on the next page.

View/Edit Dates and Times

Booking Tool
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Step 4: Pick Dates and Locations

All booking times are indicated as EST. Please select all days of the week first, and then select all applicable times. If this is a booking for one specific date, please enter the same start date and end date.

1 2 3 4 5
Booking ID#-18787

* Start Date:
* End Date:
Semester:

You must click **SAVE** once your dates and times are selected.

Mon: Tue: Wed: Thu: Fri: Sat: Sun:

Tuesday:

Start Time: : End Time: : Recur every week(s)

Show Date & Time List Clear All Dates

Date	Start Time	End Time	
<input type="text"/>	<input type="text" value="1"/> : <input type="text" value="00"/>	<input type="text" value="1"/> : <input type="text" value="00"/>	<input type="button" value="Add Another Date"/>

Click on a date or time below to make a change:

Booking Date	Start Time	End Time	Comments
Tue: 2012/09/04	0:00	2:00	<input type="text"/> X
Tue: 2012/09/11	0:00	2:00	<input type="text"/> X
Tue: 2012/09/18	0:00	2:00	<input type="text"/> X
Tue: 2012/09/25	0:00	2:00	<input type="text"/> X

Online Learning Centres:
Video Centres are for videoconferencing purposes only.
A * denotes a P/V only Videoconferencing Centre, and ** denotes a full Videoconferencing Centre.

	Add all	0 items selected	Remove all
Astonville *	+		-
Astokan **	+		-
Attawapiskat First Nation *	+		-
Beaver Island *	+		-
Seardmore *	+		-
Big Trout Lake First Nation *	+		-
Blind River *	+		-

Select Centre to Edit Date and Time:

← Add individual dates and times here..

← The class dates you selected can be edited/removed from here.

← Book any of our centres by clicking on the “+” symbol.

← You can edit dates and times for specific centres, here.

Field Name	Instructions
Online Learning Centres	Select a centre on the left by clicking on the “+” symbol next to it. To remove them from the right column, click on the “-” symbol next to it.
Edit Dates and Times by Centre	You can edit dates and times for the centres you selected.

Step 5: Participant Information

Download our student list template here. (see Appendix 1)

Find and upload your saved student list from here. See instructions, below.

Students can also be entered, one at a time, by filling in the details and clicking “Add Student”

Add contact and technical details for alternate locations here (other than at an Online learning Centre).

DO NOT COMPLETE FOR INTERNAL PURPOSES ONLY

Field Name

Instructions (see Appendix 1 for sample upload)

“download the template”

Click on this link to download the Excel template so that you can create a list for upload rather than entering names one at a time. When you get the download popup, select “Save File” and click OK.

1. Name your file and save it (remember where you save it; you’ll need it again soon)
2. Open it to fill it in.
3. Save your changes.
4. Click on “Browse” to find the file
5. Click on “Upload File” to populate your list on this form.

Appendix 1: Participant template

	A	B	C	D	E	F	G
1	EMAIL	FIRSTNAME	LASTNAME	CITY	PROVINCE	COUNTRY	CENTRE
2	dee@contactnorth.ca	Dee	Latourelle	Sudbury	ON	Canada	Sudbury
3	joanna@contactnorth.ca	Joanna	Moore	Thunder Bay	ON	Canada	Thunder Bay
4	David@contactnorth.ca	David	Perron	Thunder Bay	ON	Canada	Thunder Bay
5	karen@contactnorth.ca	Karen	Elliott	Leaskdale	ON	Canada	St. Catharines
6							
7							

Once you upload this completed template, here's what you'll see:

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Step 5: Student Information 1 2 3 4 **5**
Booking ID#: 16767

At-Home Students: You can submit student participant information by an Excel spreadsheet with the required information (download the template) or by manually inputting the information in the fields below.

Note: You will need to save this file to your hard drive before editing.

After each name is entered, click the "Add Student" button..

First Name Last Name Enter E-mail address -- Select Centre
 City Province Country -- Student Type
 Comments:

Click on the text below to edit. [Download Participants](#)

David	Perron	Thunder Bay	David@contactnorth.ca	✕
Dee	Latourelle	Sudbury	dee@contactnorth.ca	✕
Joanna	Moore	Thunder Bay	joanna@contactnorth.ca	✕
Karen	Elliott	-- Please Select --	karen@contactnorth.ca	✕

Here's the list of names that were uploaded, using the template provided.

Once your selections are made, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Review Your Booking

You can now review the information you provided.

Booking Tool **Contact North | Contact Nord**

Review Your Booking

Please review the information you entered below. Click "Edit" on the step where changes are required. Make sure to scroll down to view all steps that can be edited. Select "Submit" to create this booking. For more information, contact scheduling@contactnorth.ca
[Print This Booking](#)

Booking ID#: 16788 Date 18/09/2012 ▲

Step 1: Organization [Edit Step 1](#)
Modified by: Booking ToolUser, at 2012-09-18 12:44:53

Institution: University of ABC
Contact: Karen Elliott
Instructor Name: Dee Latourelle
Instructor E-mail: dee@contactnorth.ca
Instructor Location: Home/Office/Other
City/Town: Sudbury
Located at Home or Office: No

Step 2: Booking Details [Edit Step 2](#)
Modified by: Booking ToolUser, at 2012-09-18 12:46:29

Title: Booking University Courses
Course Code: 123456
Course Credit: No
Program: N/A
Full-Time: No
Required Software:
Prerequisites:
Course Description: Description to be provided at a later date.

Step 3: Status and Delivery [Edit Step 3](#)
Modified by: Booking ToolUser, at 2012-09-18 12:46:40

[Save & Exit](#) [Cancel Booking](#) [Submit](#)

You can scroll through this page to look at what you entered at each step of the process. If changes are required, you can click on the green “Edit Step#” links, provided at the top of each step.

Once your selections are made, you have three options:

- Click “Submit” to send your request to Contact North | Contact Nord schedulers
- Click “Save & Exit” to submit at a later time
- Click “Cancel Booking” to cancel this booking process

Now that you’re created your booking, you will find it listed in your “My Bookings” page when you login to the Booking Tool. To access a booking on the list, click on the Booking ID number.

Booking Confirmation

Thank you! Your booking has been successfully submitted.

Your Booking Code ID# is: 16786 **Booking ID#**

[View/Print Booking](#) Click this link to View/Print your Booking

if you have any questions regarding your booking please contact the schedulers@contactnorth.ca

After submitting a booking request or when making changes to your booking, you will receive an E-mail from the Contact North | Contact Nord Scheduling Department regarding your submission which will confirm your booking. This confirmation E-mail will verify that your booking request/change has been successfully completed and booked by the Scheduling department as requested by you.

[Back to my list of bookings](#) [Create Another Booking](#)

Once you click “Submit”, you will get this confirmation screen. From here you can go back to your list of bookings, create another booking or view/print the booking details.

To exit, close the browser window.

Section B: Booking Type - Training

Step 1: Select Organization

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Step 1: Select Organization

1 2 3 4
Booking ID#:16792

*** Organization:**

Street Address: 123 Education Lane Province: Ontario
 City: Victoria Phone: 705-555-1212
 Postal Code: P9H 1D0 Fax: N/A

*** Contact:** Add Another Contact

Tel: 905-852-2608 Fax: 905-852-4591 karen@contactnorth.ca

Trainer Name: ?

Trainer E-mail:

*** Trainer Location:**

Centre:

***Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled**

Save & Exit
Cancel Booking
Next >

Field Name	Instructions
Organization	This field displays the name of your organization.
Contact	Select the contact at the organization responsible for this Training. *If the desired Contact is not in the list, you can add them by clicking the “Add Another Contact” button (see the next page to learn how to add a contact).
Trainer Name	Enter the name of the person providing training
Trainer e-Mail	Enter e-mail address of the trainer
Trainer Location	<ol style="list-style-type: none"> 5. For Trainer Location, select either Contact North Centre or Home/Office/Other 6. If you selected Contact North Centre, you now need to select the centre 7. If you selected Home/Office/Other, you must enter Town or City location 8. If location is unknown, select Home/Office/Other and enter TBD

Once your selections are made, you have three options:

- Click “Next” to continue
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Adding a Contact

1. Click on the “Add Another Contact” button.

* Contact:

2. A new window will open.  Fill out the form the resulting form. A detailed list of fields is available on the next page.
3. Click on the “Save” button at the bottom of the form.
4. You will receive confirmation that the entry has been added.
5. Click on the “Save & Exit” link to return to the booking. (Do NOT X out to close the window or your contacts will not be saved.)

Successfully added Contact

New Contact

First Name:

Last Name:

New Contact

* First Name:

* Last Name:

Campus/Location:

* Email:

* Phone:

Fax:

Field Name	Instructions
Save	When all information is entered, click on “Save” or your changes will be lost.
Save & Exit	Click on “Save & Exit” to close this window.

Step 2: Add Booking Details

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Once the fields are completed, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Field Name	Instructions
Name of Training Session	Enter subject name of training
Required Software	Enter name of software required to participate in this training. Please note prior approval of the software to be installed on CN equipment is required. Software must be provided by the institution.
Prerequisites	Enter name of any training that must be taken prior to taking this one.
Delivery Method	Select the delivery method for this training.
Equipment Required	Select your equipment requirements, here.
To be Recorded:	Tell us whether you want to record this training. Note: if the recorded option is chosen, the trainer must click on the record button when starting the session in order for the recording to start.
Target Group	Select the group this training is aimed at serving.
Training Description	Enter a brief description of training.
No Description	Check this box if no training description is available.

Step 3: Pick dates and Locations

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Step 4: Pick Dates and Locations 1 2 3 4 5
Booking ID#:16745

All booking times are indicated as EST. Please select all days of the week first, and then select all applicable times. If this is a booking for one specific date, please enter the same start date and end date.

* Start Date: 09/03/2012 * End Date: 09/28/2012 Semester: Fall 2012

You must click SAVE once your dates and times are selected.

Mon: Tue: Wed: Thu: Fri: Sat: Sun:

Tuesday:

Start Time: [dropdown] End Time: [dropdown] Recur every 1 week(s)

Show Date & time List Clear All Dates Save

Online Learning Centres:

	Add all	0 items selected	Remove all
Astorville	+		
Atikokan	+		
Attawapiskat First Nation	+		
Bear Island	+		
Beardmore	+		
Big Trout Lake First Nation	+		
Blind River	+		
Ear Falls	+		

Select Centre to Edit Date and Time: Ear Falls [dropdown]

Save & Exit Cancel Booking < Back Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Complete this area first.

You must click save to proceed beyond this point.

Field Name	Instructions
Start Date	Enter the training start date
End Date	Enter the training end date
Days	If training is online live, select the days for each training session.
Times	For each day you selected, enter a start time and end time
SAVE	You must click this to proceed or you will lose the dates and times you selected.

See what happens after you click SAVE, on the next page.

View/Edit Dates and Times

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Step 4: Pick Dates and Locations

1 2 3 4 5
Booking ID#: 18787

All booking times are indicated as EST. Please select all days of the week first, and then select all applicable times. If this is a booking for one specific date, please enter the same start date and end date.

* Start Date: 09/03/2012 * End Date: 09/25/2012 Semester: Fall 2012

You must click SAVE once your dates and times are selected.

Mon: Tue: Wed: Thu: Fri: Sat: Sun:

Tuesday:
Start Time: 0:00 End Time: 0:00 Recur every: 1 week(s)

Show Date & Time List Clear All Dates Save

Date	Start Time	End Time	
<input type="text"/>	1:00	1:00	Add Another Date

Click on a date or time below to make a change:

Booking Date	Start Time	End Time	Comments
Tue 2012/09/04	0:00	2:00	<input type="text"/> X
Tue 2012/09/11	0:00	2:00	<input type="text"/> X
Tue 2012/09/18	0:00	2:00	<input type="text"/> X
Tue 2012/09/25	0:00	2:00	<input type="text"/> X

Online Learning Centres:
Video Centres are for videoconferencing purposes only.
A * denotes a P/VX only Videoconferencing Centre, and ** denotes a full Videoconferencing Centre.

	Add all	0 Items selected	Remove all
Astonville *	+		
Atkinson **	+		
Attawapiskat First Nation *	+		
Beaver Island *	+		
Beardmore *	+		
Big Trout Lake First Nation *	+		
Blind River *	+		

Select Centre to Edit Date and Time: -- Select Centre to Edit Date --

Save & Exit Cancel Booking < Back Next >

← Add individual dates and times here..

← The training dates you selected can be edited/removed from here.

← Book any of our centres by clicking on the “+” symbol.

← You can edit dates and times for specific centres, here.

Field Name	Instructions
------------	--------------

Online Learning Centres	Select a centre on the left by clicking on the “+” symbol next to it. To remove them from the right column, click on the “-” symbol next to it.
-------------------------	---

Edit Dates and Times by Centre	You can edit dates and times for the centres you selected.
--------------------------------	--

Step 4: Participant Information

Step 4: Participant Information

1 2 3 4
Booking ID#: 16978

Other participants: You can submit student participant information by an Excel spreadsheet with the required information (download the template) or by manually entering the information below.

Note: You will need to save this file to your hard drive before editing.

Download our participant list template here. (see Appendix 1)

Find and upload your saved participant list from here. See instructions, below.

After each name is entered, click the "Add Participant" button.

First Name Last Name Enter e-Mail address
 City Ontario Country
 -- Please Select -- -- Student Type -- Timezone
 Comments:

Participants can also be entered, one at a time, by filling in the details and clicking "Add Student"

Add contact and technical details for alternate locations here (other than at an Online learning Centre).

Video Others: After each name is entered, click the "Add location" button.

Location/Rm # Type of Equipment All Phone #s in Room
 Line Capability Contact Name Contact Phone #
 Other Information

Location/Rm#: this is the location/rm # of the video
 Type of Equipment: this is the type of video equipment – eg Tandex
 Line Capability: this is the line speed – 384 or higher

Pre-Test:

Pre-Test – This is the date/time of the pre-test – if the equipment has not connected with us previously

DO NOT COMPLETE FOR INTERNAL PURPOSES ONLY

Enter number of participants who will join by audio only

Number Of Required Lines:

Comments:

Field Name

Instructions (see Appendix 1 for sample upload)

“download the template”

Click on this link to download the Excel template so that you can create a list for upload rather than entering names one at a time. When you get the download popup, select “Save File” and click OK.

1. Name your file and save it (remember where you save it; you’ll need it again soon)
2. Open it to fill it in.
3. Save your changes.
4. Click on “Browse” to find the file
5. Click on “Upload File” to populate your list on this form.

Appendix 1: Participant template

	A	B	C	D	E	F	G
1	EMAIL	FIRSTNAME	LASTNAME	CITY	PROVINCE	COUNTRY	CENTRE
2	dee@contactnorth.ca	Dee	Latourelle	Sudbury	ON	Canada	Sudbury
3	joanna@contactnorth.ca	Joanna	Moore	Thunder Bay	ON	Canada	Thunder Bay
4	David@contactnorth.ca	David	Perron	Thunder Bay	ON	Canada	Thunder Bay
5	karen@contactnorth.ca	Karen	Elliott	Leaskdale	ON	Canada	St. Catharines
6							
7							

Once you upload this completed template, here's what you'll see:

Booking Tool Contact North | Contact Nord

Step 4: Participant Information 1 2 3 4 **5**
 Booking ID#: 16767

At-Home Students: You can submit student participant information by an Excel spreadsheet with the required information (download the template) or by manually inputting the information in the fields below.

Note: You will need to save this file to your hard drive before editing.

After each name is entered, click the "Add Student" button..

First Name: Last Name: Enter E-mail address: -- Select Centre:
 City: Province: Country: -- Student Type:

Comments:

Click on the text below to edit. [Download Participants](#)

David	Perron	Thunder Bay	David@contactnorth.ca	✕
Dee	Latourelle	Sudbury	dee@contactnorth.ca	✕
Joanna	Moore	Thunder Bay	joanna@contactnorth.ca	✕
Karen	Elliott	-- Please Select --	karen@contactnorth.ca	✕

Here's the list of names that were uploaded, using the template provided.

Once your selections are made, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Review Your Booking

You can now review the information you provided.

Booking Tool Contact North | Contact Nord

Review Your Booking

Please review the information you entered below. Click "Edit" on a section if changes are required. Select "Submit" to create this booking. For more information, contact scheduling@contactnorth.ca

Booking ID#: 10446 Date 12/08/201

STEP 1: ORGANIZATION [Edit Step 1](#)
Modified by: HeatherRobb, at 2012-08-11 11:34:02

Level: College
Institution: Northern College
Contact: Lesley Hamilton
Instructor Name: John Edwards
Instructor Location: CN Centre
Centre: Dryden
Located at Home or Office: no

STEP 2: BOOKING DETAILS [Edit Step 2](#)
Modified by: HeatherRobb, at 2012-08-11 15:52:59

Title: Advertising in Politics
Course Code: PUB5879 Extension:
Course Credit: No
Program: N/A
Full-Time: No

Save & Exit Cancel Booking Submit

You can scroll through this page to look at what you entered at each step of the process. If changes are required, you can click on the green "Edit Step#" links, provided at the top of each step.

Once your selections are made, you have three options:

- Click "Submit" to send your request to Contact North | Contact Nord schedulers
- Click "Save & Exit" to submit at a later time
- Click "Cancel Booking" to cancel this booking process

Now that you're created your booking, you will find it listed in your "My Bookings" page when you login to the Booking Tool. To access a booking on the list, click on the Booking ID number.

Booking Confirmation

Booking Tool Contact North | Contact Nord

Thank you! Your booking has been successfully submitted.

Your Booking Code ID# is: 16786 **Booking ID#**

View/Print Booking **Click this link to View/Print your Booking**

if you have any questions regarding your booking please contact the schedulers@contactnorth.ca

After submitting a booking request or when making changes to your booking, you will receive an E-mail from the Contact North | Contact Nord Scheduling Department regarding your submission which will confirm your booking. This confirmation E-mail will verify that your booking request/change has been successfully completed and booked by the Scheduling department as requested by you.

[Back to my list of bookings](#) [Create Another Booking](#)

Once you click “Submit”, you will get this confirmation screen. From here you can go back to your list of bookings, create another booking or view/print the booking details.

To exit, close the browser window.

Section C: Booking Type - Meeting

Step 1: Select Organization

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Organization	This field displays the name of your organization.
Contact	Select the contact at the organization responsible for this Meeting. *If the desired Contact is not in the list, you can add them by clicking the “Add Another Contact” button (see the next page to learn how to add a contact).
Chairperson	Enter the name of the person chairing the meeting
Chairperson e-Mail	Enter e-mail address for the chairperson
Chairperson Location	<ol style="list-style-type: none"> For Chairperson Location, select either Contact North Centre or Home/Office/Other If you selected Contact North Centre, you now need to select the centre If you selected Home/Office/Other, you must enter Town or City location If location is unknown, select Home/Office/Other and enter TBD
Co-Chairperson	Enter details if of people co-chairing this meeting

Once your selections are made, you have three options:

- Click “Next” to continue
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Adding a Contact

1. Click on the “Add Another Contact” button.

* **Contact:**

2. A new window will open. 
Fill out the form the resulting form. A detailed list of fields is available on the next page.
3. Click on the “Save” button at the bottom of the form.
4. You will receive confirmation that the entry has been added.
5. Click on the “Save & Exit” link to return to the booking. (Do NOT X out to close the window or your contacts will not be saved.)

Successfully added Contact

New Contact

First Name:

Last Name:

New Contact

* **First Name:**

* **Last Name:**

Campus/Location:

* **Email:**

* **Phone:**

Fax:

Field Name	Instructions
Save	When all information is entered, click on “Save” or your changes will be lost.
Save & Exit	Click on “Save & Exit” to close this window.

Step 2: Add Booking Details

Booking Tool Contact North | Contact Nord

Step 2: Add Booking Details 1 2 3 4
Booking ID#:16776

* Meeting Title: Project Evaluation

* To Be Recorded?: Yes No

* Meeting Description: Description to be provided at a later date.

No Description

Save & Exit Cancel Booking < Back Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Once the fields are completed, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Field Name	Instructions
Meeting Title	Enter subject name of the meeting.
To be Recorded:	Tell us whether you want to record this meeting. Note: if the recorded option is chosen, the chairperson must click on the record button when starting the meeting in order for the recording to start.
Meeting Description	Enter a brief description for this meeting.
No Description	Check this box if no meeting description is available.

Step 3: Pick dates and Locations

The screenshot shows the 'Step 4: Pick Dates and Locations' screen. At the top, it says 'Booking Tool' and 'Contact North | Contact Nord'. Below that, the title 'Step 4: Pick Dates and Locations' is followed by a 'Booking ID#:16745' and a progress indicator with numbers 1, 2, 3, 4, 5, where 4 is highlighted. A note states: 'All booking times are indicated as EST. Please select all days of the week first, and then select all applicable times. If this is a booking for one specific date, please enter the same start date and end date.'

Fields include:

- * Start Date: 09/03/2012
- * End Date: 09/28/2012
- Semester: Fall 2012

Below these is a section for selecting days: 'You must click SAVE once your dates and times are selected.' with checkboxes for Mon, Tue (checked), Wed, Thu, Fri, Sat, Sun.

Next is a 'Tuesday:' section with dropdowns for Start Time, End Time, and 'Recur every 1 week(s)'. A 'Save' button is highlighted with a red arrow and text: 'You must click save to proceed beyond this point.'

At the bottom, there is a 'Show Date & time List' checkbox, a 'Clear All Dates' link, and a 'Save' button. Below that is a list of 'Online Learning Centres' with a search bar and 'Add all'/'Remove all' buttons. A dropdown menu shows 'Ear Falls' selected.

At the very bottom are buttons for 'Save & Exit', 'Cancel Booking', '< Back', and 'Next >'.

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Complete this area first.

You must click save to proceed beyond this point.

Field Name	Instructions
Start Date	Enter the meeting start date
End Date	Enter the meeting end date
Days	If the meeting is online live, select the days for each meeting session.
Times	For each day you selected, enter a start time and end time
SAVE	You must click this to proceed or you will lose the dates and times you selected.

See what happens after you click SAVE, on the next page.

View/Edit Dates and Times

Booking Tool
Contact North | Contact Nord

Step 4: Pick Dates and Locations

All booking times are indicated as EST. Please select all days of the week first, and then select all applicable times. If this is a booking for one specific date, please enter the same start date and end date.

* Start Date: * End Date: Semester:

1 2 3 **4** 5
Booking ID#-18787

You must click **SAVE** once your dates and times are selected.

Mon: Tue: Wed: Thu: Fri: Sat: Sun:

Tuesday:
Start Time: : End Time: : Recur every week(s)

Show Date & Time List Clear All Dates

Date	Start Time	End Time	
<input type="text"/>	<input type="text" value="1"/> : <input type="text" value="00"/>	<input type="text" value="1"/> : <input type="text" value="00"/>	<input type="button" value="Add Another Date"/>

Click on a date or time below to make a change:

Booking Date	Start Time	End Time	Comments
Tue: 2012/09/04	0:00	2:00	<input type="text"/> X
Tue: 2012/09/11	0:00	2:00	<input type="text"/> X
Tue: 2012/09/18	0:00	2:00	<input type="text"/> X
Tue: 2012/09/25	0:00	2:00	<input type="text"/> X

Online Learning Centres:
Video Centres are for videoconferencing purposes only.
A * denotes a P/V only Videoconferencing Centre, and ** denotes a full Videoconferencing Centre.

	Add all	0 items selected	Remove all
Astonville *	+		
Astokan **	+		
Attawapiskat First Nation *	+		
Beaver Island *	+		
Seardmore *	+		
Big Trout Lake First Nation *	+		
Blind River *	+		

Select Centre to Edit Date and Time:

← Add individual dates and times here..

← The meeting dates you selected can be edited/removed from here.

← Book any of our centres by clicking on the “+” symbol.

← You can edit dates and times for specific centres, here.

Field Name	Instructions
Online Learning Centres	Select a centre on the left by clicking on the “+” symbol next to it. To remove them from the right column, click on the “-” symbol next to it.
Edit Dates and Times by Centre	You can edit dates and times for the centres you selected.

Step 4: Participant Information

Step 4: Participant Information

1 2 3 4
Booking ID#: 16978

Other participants: You can submit student participant information by an Excel spreadsheet with the required information (download the template) or by manually entering the information below.

Note: You will need to save this file to your hard drive before editing.

Download our participant list template here. (see Appendix 1)

Find and upload your saved participant list from here. See instructions, below.

After each name is entered, click the "Add Participant" button.

First Name Last Name Enter e-Mail address

City Ontario Country

-- Please Select -- -- Student Type -- Timezone

Comments:

Participants can also be entered, one at a time, by filling in the details and clicking "Add Student"

Add contact and technical details for alternate locations here (other than at an Online learning Centre).

Video Others: After each name is entered, click the "Add location" button.

Location/Rm # Type of Equipment All Phone #s in Room

Line Capability Contact Name Contact Phone #

Other Information

Location/Rm#: this is the location/rm # of the video
Type of Equipment: this is the type of video equipment – eg Tandex
Line Capability: this is the line speed – 384 or higher

Pre-Test:

Pre-Test – This is the date/time of the pre-test – if the equipment has not connected with us previously

DO NOT COMPLETE FOR INTERNAL PURPOSES ONLY

Enter number of participants who will join by audio only

Number Of Required Lines:

Comments:

Field Name	Instructions (see Appendix 1 for sample upload)
------------	---

“download the template”	<p>Click on this link to download a C.S.V. (Comma Separated Value) template. This will open in Excel, so that you can create a list for upload rather than entering names one at a time.</p> <ol style="list-style-type: none"> 1. Name your file and save it (remember where you save it; you’ll need it again soon) 2. Open it to fill it in. 3. Save your changes. 4. Click on “Browse” to find the file 5. Click on “Upload File” to populate your list on this form.
-------------------------	--

Appendix 1: Participant template

	A	B	C	D	E	F	G
1	EMAIL	FIRSTNAME	LASTNAME	CITY	PROVINCE	COUNTRY	CENTRE
2	dee@contactnorth.ca	Dee	Latourelle	Sudbury	ON	Canada	Sudbury
3	joanna@contactnorth.ca	Joanna	Moore	Thunder Bay	ON	Canada	Thunder Bay
4	David@contactnorth.ca	David	Perron	Thunder Bay	ON	Canada	Thunder Bay
5	karen@contactnorth.ca	Karen	Elliott	Leaskdale	ON	Canada	St. Catharines
6							
7							

Once you upload this completed template, here's what you'll see:

Booking Tool Contact North | Contact Nord

Step 4: Participant Information 1 2 3 4 5
Booking ID#: 16767

At-Home Students: You can submit student participant information by an Excel spreadsheet with the required information (download the template) or by manually inputting the information in the fields below.

Note: You will need to save this file to your hard drive before editing.

After each name is entered, click the "Add Student" button..

First Name: Last Name: Enter E-mail address: -- Select Centre:
 City: Province: Country: -- Student Type:

Comments:

Click on the text below to edit. [Download Participants](#)

David	Perron	Thunder Bay	David@contactnorth.ca	✕
Dee	Latourelle	Sudbury	dee@contactnorth.ca	✕
Joanna	Moore	Thunder Bay	joanna@contactnorth.ca	✕
Karen	Elliott	-- Please Select --	karen@contactnorth.ca	✕

Here's the list of names that were uploaded, using the template provided.

Once your selections are made, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Review Your Booking

You can now review the information you provided.

Booking Tool Contact North | Contact Nord

Review Your Booking

Please review the information you entered below. Click "Edit" on a section if changes are required.
Select "Submit" to create this booking. For more information, contact scheduling@contactnorth.ca

Booking ID#: 10446 Date 12/08/201

STEP 1: ORGANIZATION [Edit Step 1](#)
Modified by: HeatherRobb, at 2012-08-11 11:34:02

Level: College
Institution: Northern College
Contact: Lesley Hamilton
Instructor Name: John Edwards
Instructor Location: CN Centre
Centre: Dryden
Located at Home or Office: no

STEP 2: BOOKING DETAILS [Edit Step 2](#)
Modified by: HeatherRobb, at 2012-08-11 15:52:59

Title: Advertising in Politics
Course Code: PUB5879 Extension:
Course Credit: No
Program: N/A
Full-Time: No

Powered by: Microsoft PowerPoint

[Save & Exit](#) [Cancel Booking](#) [Submit](#)

You can scroll through this page to look at what you entered at each step of the process. If changes are required, you can click on the green "Edit Step#" links, provided at the top of each step.

Once your selections are made, you have three options:

- Click "Submit" to send your request to Contact North | Contact Nord schedulers
- Click "Save & Exit" to submit at a later time
- Click "Cancel Booking" to cancel this booking process

Now that you're created your booking, you will find it listed in your "My Bookings" page when you login to the Booking Tool. To access a booking on the list, click on the Booking ID number.

Booking Confirmation

Thank you! Your booking has been successfully submitted.

Your Booking Code ID# is: 16786 **Booking ID#**

[View/Print Booking](#) Click this link to View/Print your Booking

if you have any questions regarding your booking please contact the schedulers@contactnorth.ca

After submitting a booking request or when making changes to your booking, you will receive an E-mail from the Contact North | Contact Nord Scheduling Department regarding your submission which will confirm your booking. This confirmation E-mail will verify that your booking request/change has been successfully completed and booked by the Scheduling department as requested by you.

[Back to my list of bookings](#) [Create Another Booking](#)

Once you click “Submit”, you will get this confirmation screen. From here you can go back to your list of bookings, create another booking or view/print the booking details.

To exit, close the browser window.

Section D: Booking Type - Exam

Step 1: Select Organization

Booking Tool
Contact North | Contact Nord

Step 1: Select Organization 1 2 3 4
Booking ID #: 16791

This Exam is Request By:

*** Institutions:**

Province/Street Address: 123 Education Lane Province: Ontario
 City: Victoria Phone: 705-555-1212
 Postal Code: P9H 1D0 Fax: N/A

*** Contact:** Add Another Contact

Tel: 705-507-6428 Fax: 705-525-7249 dee@contactnorth.ca

Will the instructor be online at the time of the exam? Yes No

Contact # During Exam:

Save & Exit
Cancel Booking
Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Requested by	Who is making this request?
Institution/Agency/Student	Select or enter Institution/Agency/Student name.
Contact	Select the contact responsible for this exam.. *If the desired Contact is not in the list, you can add him/her by clicking the "Add Another Contact" button (see the next page to learn how to add a contact).
Contact # During Exam	Enter the phone number that the contact can be reached at during the exam.

Once your selections are made, you have three options:

- Click "Next" to continue
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Adding a Contact

1. Click on the “Add Another Contact” button.

* Contact:

2. A new window will open.  Fill out the form the resulting form. A detailed list of fields is available on the next page.
3. Click on the “Save” button at the bottom of the form.
4. You will receive confirmation that the entry has been added.
5. Click on the “Save & Exit” link to return to the booking. (Do NOT X out to close the window or your contacts will not be saved.)

Successfully added Contact

New Contact

First Name:

Last Name:

New Contact

* First Name:

* Last Name:

Campus/Location:

* Email:

* Phone:

Fax:

Field Name	Instructions
Save	When all information is entered, click on “Save” or your changes will be lost.
Save & Exit	Click on “Save & Exit” to close this window.

Step 2: Add Booking Details

Booking Tool
Contact North | Contact Nord

Step 2: Add Booking Details

1 2 3 4
Booking ID#:16777

Course Code:

Course Name:

Program:

Instructor Name:

Instructor E-mail:

*** On CN Network:** Yes No

Booked By:

E-mail:

Phone:

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Once the fields are completed, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

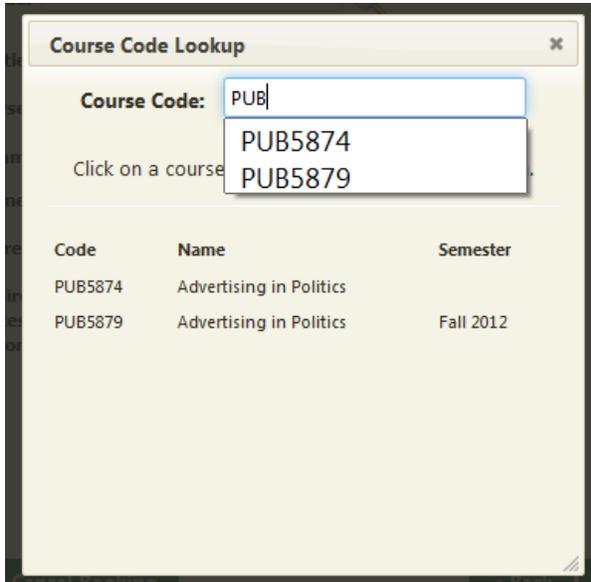
Field Name	Instructions
Course Code	Enter the course code for the exam being booked.
Course Name	Enter the course name.
Instructor Name	Enter the name of the person providing instruction for this course
Instructor e-Mail	Enter e-mail address for instructor
On the CN Network	Indicate if this exam is for a course that has already been booked using one of Contact North's three platforms of delivery (audioconference, videoconference, web-conference)

Searching for a Course Code

1. In Step 2, click on the magnifying glass icon next to the course.

* **Course Code:** 

2. A new window will open. Begin typing in the Course Code. Results will appear as you type. Stop typing once the desired Course is displayed in the list.



3. Click the Course Code of the desired course.
4. The Course Code Lookup window will disappear. You will be returned to the booking form. The selected Course's information will have been filled out. You can now continue the process and this will create a new booking for the course.

Step 3: Add Exam Details

Booking Tool
Contact North | Contact Nord

Step 3: Add Exam Details

All booking times are indicated as EST.

1 2 **3** 4
Booking ID#:16979

Exam #:

* Exam Date & Time: During Regularly scheduled conference time
(exam must NOT exceed scheduled time)

Date: : :

You can select multiple dates and times Add

2012-10-01 3:20 ✕

To be determined between coordinator and students (Minimum 1 week)

Semester:

* Exam Duration: hh:mm

* Open Book: Yes No

* Internet Connection Req'd: Yes No

Additional Materials Allowed (i.e.: Calculators, Dictionary, etc. Please Specify)

Save & Exit
Cancel Booking
< Back
Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Exam #	Enter the exam reference # if applicable
Exam Date and Time	Enter date and time details.
Semester	Enter semester that the exam is being booked.
Exam Duration	Select appropriate duration time for this exam.
Open Book	Are books/notes permitted during exam?
Internet Connection	Is a connection to the internet required for this exam?
Additional Details	Include any special notes or instructions here.

Once the fields are completed, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Step 4: Choose Locations

The screenshot shows the 'Step 4: Choose Locations' interface. At the top, there's a header with 'Booking Tool' and 'Contact North | Contact Nord'. Below this, the title 'Step 4: Choose Locations' is displayed, along with a progress indicator showing steps 1, 2, 3, and 4 (highlighted). A 'Booking ID#: 16777' is also visible. The main section is titled 'Select one or more centers to your exam booking'. It features a form with a dropdown menu for 'Centre' (currently set to 'Bruce Mines') and a dropdown for '# Of Copies' (set to '-- Please Select --'). An 'Add Centre' button is to the right. Below the form, a list shows 'Bear Island, 2' and 'Bruce Mines, 1', each with a red 'X' icon. A 'Special Instructions' text area is present below the list. At the bottom, there are four buttons: 'Save & Exit', 'Cancel Booking', '< Back', and 'Next >'.

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Select Centre and # of exam copies required for that centre and then click on “Add Centre” to save the details. To add more centres, repeat this process.

Once your selections are made, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Review Your Booking

You can now review the information you provided.

Booking Tool Contact North | Contact Nord

Review Your Booking

Please review the information you entered below. Click "Edit" on a section if changes are required.
Select "Submit" to create this booking. For more information, contact scheduling@contactnorth.ca

Booking ID#: 10446 Date 12/08/201

STEP 1: ORGANIZATION [Edit Step 1](#)
Modified by: HeatherRobb, at 2012-08-11 11:34:02

Level: College
Institution: Northern College
Contact: Lesley Hamilton
Instructor Name: John Edwards
Instructor Location: CN Centre
Centre: Dryden
Located at Home or Office: no

STEP 2: BOOKING DETAILS [Edit Step 2](#)
Modified by: HeatherRobb, at 2012-08-11 15:52:59

Title: Advertising in Politics
Course Code: PUB5879 Extension:
Course Credit: No
Program: N/A
Full-Time: No

[Save & Exit](#) [Cancel Booking](#) [Submit](#)

You can scroll through this page to look at what you entered at each step of the process. If changes are required, you can click on the green "Edit Step#" links, provided at the top of each step.

Once your selections are made, you have three options:

- Click "Submit" to send your request to Contact North | Contact Nord schedulers
- Click "Save & Exit" to submit at a later time
- Click "Cancel Booking" to cancel this booking process

Now that you're created your booking, you will find it listed in you're my Bookings page when you login to the Booking Tool. To access a booking on the list, click on the Booking ID number.

Booking Confirmation

Booking Tool Contact North | Contact Nord

Thank you! Your booking has been successfully submitted.

Your Booking Code ID# is: 16786 **Booking ID#**

View/Print Booking [Click this link to View/Print your Booking](#)

if you have any questions regarding your booking please contact the schedulers@contactnorth.ca

After submitting a booking request or when making changes to your booking, you will receive an E-mail from the Contact North | Contact Nord Scheduling Department regarding your submission which will confirm your booking. This confirmation E-mail will verify that your booking request/change has been successfully completed and booked by the Scheduling department as requested by you.

[Back to my list of bookings](#) [Create Another Booking](#)

Once you click “Submit”, you will get this confirmation screen. From here you can go back to your list of bookings, create another booking or view/print the booking details.

To exit, close the browser window.