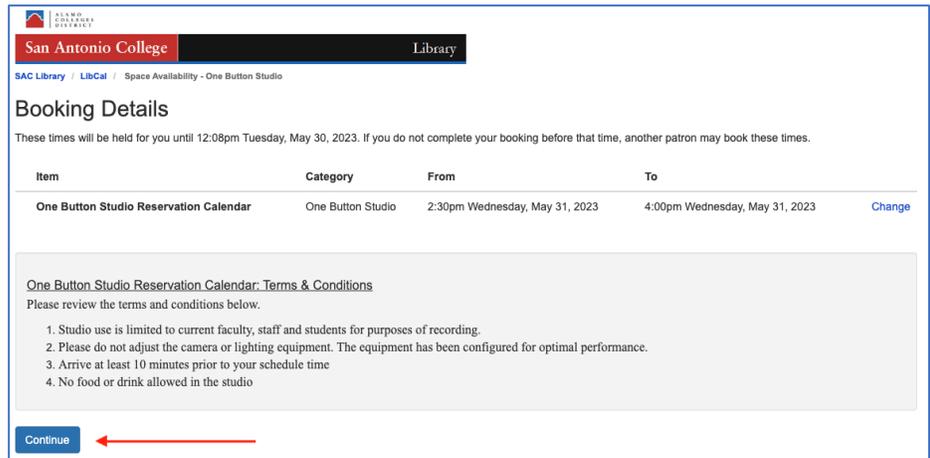
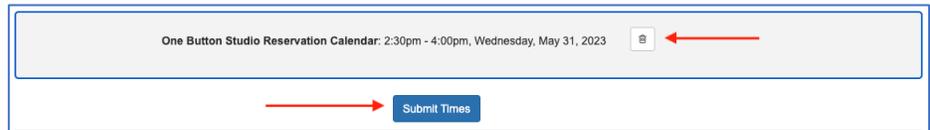
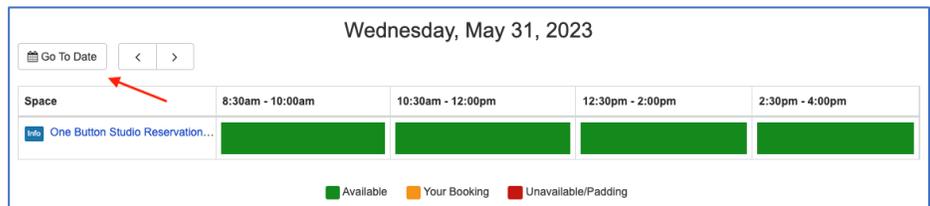




How to Reserve the One Button Studio

1. Click the Reserve Studio Space link. They will be redirected to the LibCal site.
2. The One Button Studio Reservation Calendar will open.
3. Click on the desired date then choose the "Green" time slot to make your reservation.
4. Review your selected time below the calendar.
Note: If you chose the wrong date and time click on the "trash can" icon on the side of the date. You can choose a new date and time.
5. Click the "Submit Times" button.
6. Review the "Terms and Conditions" page then click the "Continue" button.

Faculty, staff, and students will access the reservation link on the One Button Studio website. <https://www.alamo.edu/sac/about-sac/college-offices/ots/megalab/OBS/>



7. Complete all information fields.

Note: Please use your Alamo email address.

8. Click the "**Submit my Booking**" button.

9. You will see a "**Booking Confirmed**" page.

Note: Please review the page.

10. You will receive a verification email. Follow the instructions in the email. Verify your booking within 30 minutes to confirm your reservation.

Note: There will be a "**cancel your booking**" link if you need to cancel your reservation.

Note: Contact information is at the bottom of the email.

11. Click on the "**verify link**" in the email.

These times will be held for you until 12:08pm Tuesday, May 30, 2023. If you do not complete your booking before that time, another patron may book these times.

Item	Category	From	To	
One Button Studio Reservation Calendar	One Button Studio	2:30pm Wednesday, May 31, 2023	4:00pm Wednesday, May 31, 2023	Change

Fill out this form to complete the booking.

Full Name * First Name Last Name

Email *
Enter @student.alamo.edu, @alamo.edu addresses only

Banner ID *

Phone Number

San Antonio College faculty, administrator, student, specific group, committee or department sponsoring this event: *

←

 **San Antonio College** Library

SAC Library / LibCal / Space Availability - One Button Studio

 **Booking Confirmed**

You will receive an email confirmation at ygalindo2@alamo.edu. Please check your spam folder or contact the library with any questions.

Space Information

Location: One Button Studio
Zone: MLC 502A
Space: One Button Studio Reservation Calendar
Date: Wednesday, May 31, 2023
Time: 2:30pm - 4:00pm

User Information

Full Name: Yvonne Galindo
Email: ygalindo2@alamo.edu

Please verify your booking!

 LibCal <alerts@mail.libcal.com>
To: Galindo, Yvonne M

Hi Yvonne,

Please verify your booking within 30 minutes, by visiting: https://saclibcal.libcal.com/equipment/confirm/cs_AgaZDJUW

The following bookings have been submitted:

Space Information
Location: One Button Studio
Zone: MLC 502A
Space: One Button Studio Reservation Calendar
Date: Wednesday, May 31, 2023
Time: 2:30pm - 4:00pm

To cancel this booking visit: https://saclibcal.libcal.com/equipment/cancel?id=cs_AgaZDJUW

Thank you from SAC MegaLab!
Phone: 210-486-0160
Email: sac-megalab@alamo.edu

12. Your web browser will open a new page. Click the "Verify Email" button.

Note: You have verified your booking and you will receive a booking confirmation email.

San Antonio College Library

SAC Library / LibCal / Verify Booking

LibCal: Verify your Booking

Item	Category	From	To
One Button Studio Reservation Calendar	One Button Studio	2:30pm Wednesday, May 31, 2023	4:00pm Wednesday, May 31, 2023

[Verify Email](#)

13. Your booking has been verified!

San Antonio College Library

SAC Library / LibCal / Verify Booking

LibCal: Verify your Booking

Item	Category	From	To
One Button Studio Reservation Calendar	One Button Studio	2:30pm Wednesday, May 31, 2023	4:00pm Wednesday, May 31, 2023

Booking verified! Check your email for more information.

[Make Another Booking](#)

14. You will receive a Booking Confirmation email.

Note: There is iCal attachment that can be used to add to you calendar.

One Button Studio Booking Confirmation

LibCal <alerts@mail.libcal.com> Today at 12:21 PM

To: Galindo, Yvonne M

Booking_51986219.i...
1 KB

[Download](#) · [Preview](#)

****THIS EMAIL IS FROM AN EXTERNAL SENDER OUTSIDE OF THE ALAMO COLLEGES. Be cautious before clicking links or opening attachments from unknown sources. Do not provide personal or confidential information.****

Hi Yvonne,

The following bookings have been confirmed:

Space Information
Location: One Button Studio
Zone: MLC 502A
Space: One Button Studio Reservation Calendar
Date: Wednesday, May 31, 2023
Time: 2:30pm - 4:00pm

To cancel this booking visit: https://sacilibcal.libcal.com/equipment/cancel?id=cs_AgaZDJUW

Thank you from SAC MegaLab!
Phone: 210-486-0160
Email: sac-megalab@alamo.edu

Congratulations! You're done!

You have just successfully reserved the One Button Studio. If you need further assistance, call the Student Mega Lab at 210-486-0160 or email sac-megalab@alamo.edu