

"HOW DO I RESERVE ZOOM WEBINAR SERVICES?"

HUB SCHEDULING IS PROVIDING VIRTUAL
EVENT ZOOM WEBINAR SERVICES FOR UCR
DEPARTMENTS AND RSOs

STEP 1:
GO TO [RESERVE.UCR.EDU](https://reserve.ucr.edu)

STEP 2:
LOG INTO OUR VIRTUAL EMS PORTAL WITH YOUR USER
ID AND PASSWORD (MUST BE A REGISTERED RESERVER)

STEP 3:
CLICK ON "HUB VIRTUAL EVENTS" AND FILL OUT THE
NECESSARY INFORMATION

STEP 4:
ONCE YOUR RESERVATION IS SUBMITTED, OUR OFFICE
WILL CONTACT YOU TO FINALIZE YOUR RESERVATION

PLEASE MAKE SURE TO PROVIDE OUR TEAM 2 WEEK
LEAD TIME WHEN BOOKING A VIRTUAL EVENT

FOR MORE INFORMATION, CONTACT HUB SCHEDULING
AT 951.827.3215 OR HUBSCHEDULING@UCR.EDU