"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

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