

Submitting a Booking Request

USER GUIDE · Last updated September 1, 2026

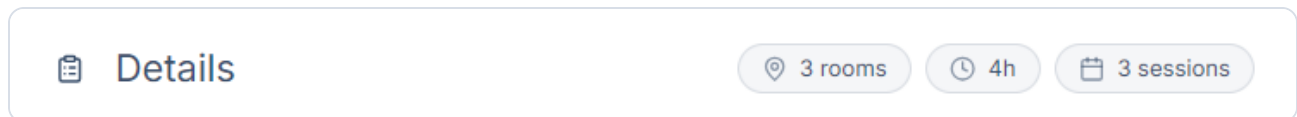
After you [sign in \(or continue as guest\)](#), you are brought to the booking process. A booking request has four steps: **Rooms**, **Duration**, **Dates & Times**, and **Details**. The progress line at the top of the screen shows where you are.



The progress line. Select an earlier step's icon at any time to jump back to it.

Before you start

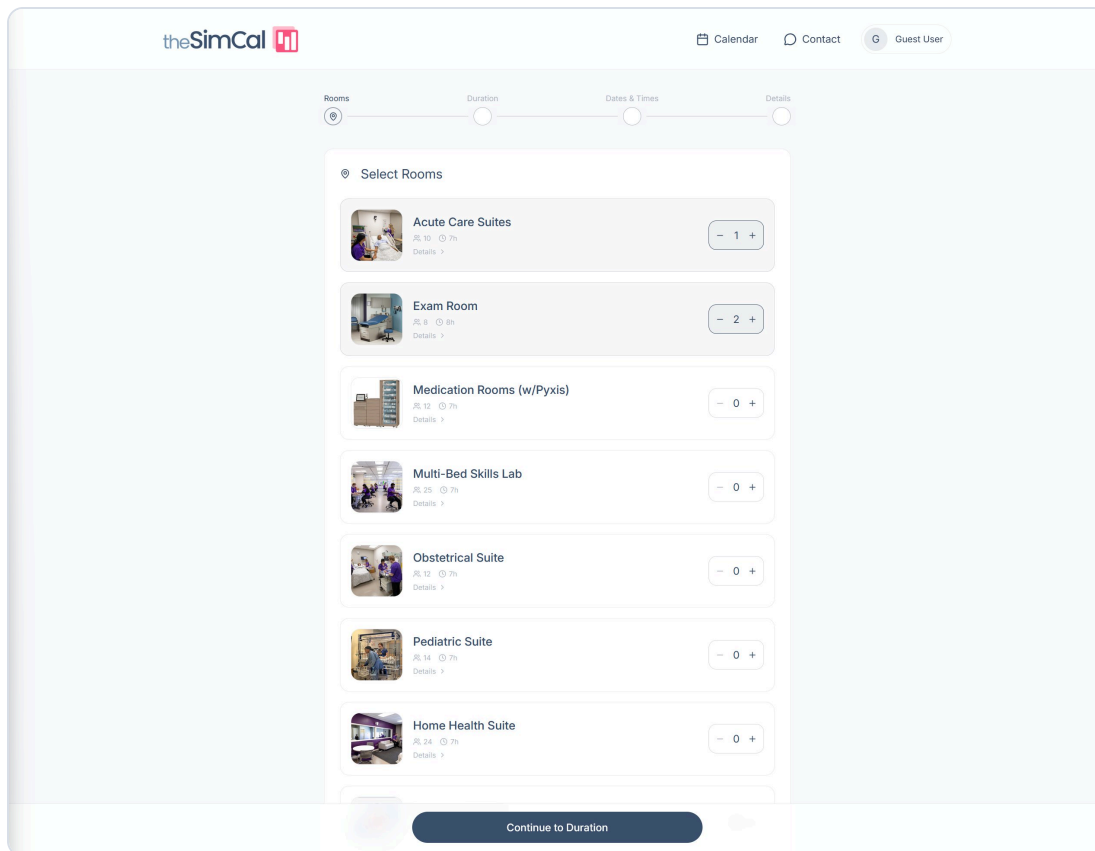
- Buttons stay greyed out until you've completed everything required on the current step.
- The chips beside the step headings in steps 2–4 (for example, '3 rooms', '4h', '3 sessions') summarize your selections so far.



Summary chips beside a step heading.

Step 1. Select your rooms

- Use the + and - buttons beside a room to set the quantity you need. You can request more than one room type, and more than one of the same room type (if applicable).
- Optional:** Select 'Details' under a room name to see its capacity, maximum duration, set-up and clean-up times, how many are available, and a full description.
- Select '**Continue to Duration**'.



The Select Rooms screen. One Acute Care Suite and two Exam Rooms are selected.



Acute Care Suites

🕒 Max duration
7 Hours

Available
3 Rooms

⚙️ Set-up time
30 Minutes

🧹 Clean-up time
30 Minutes

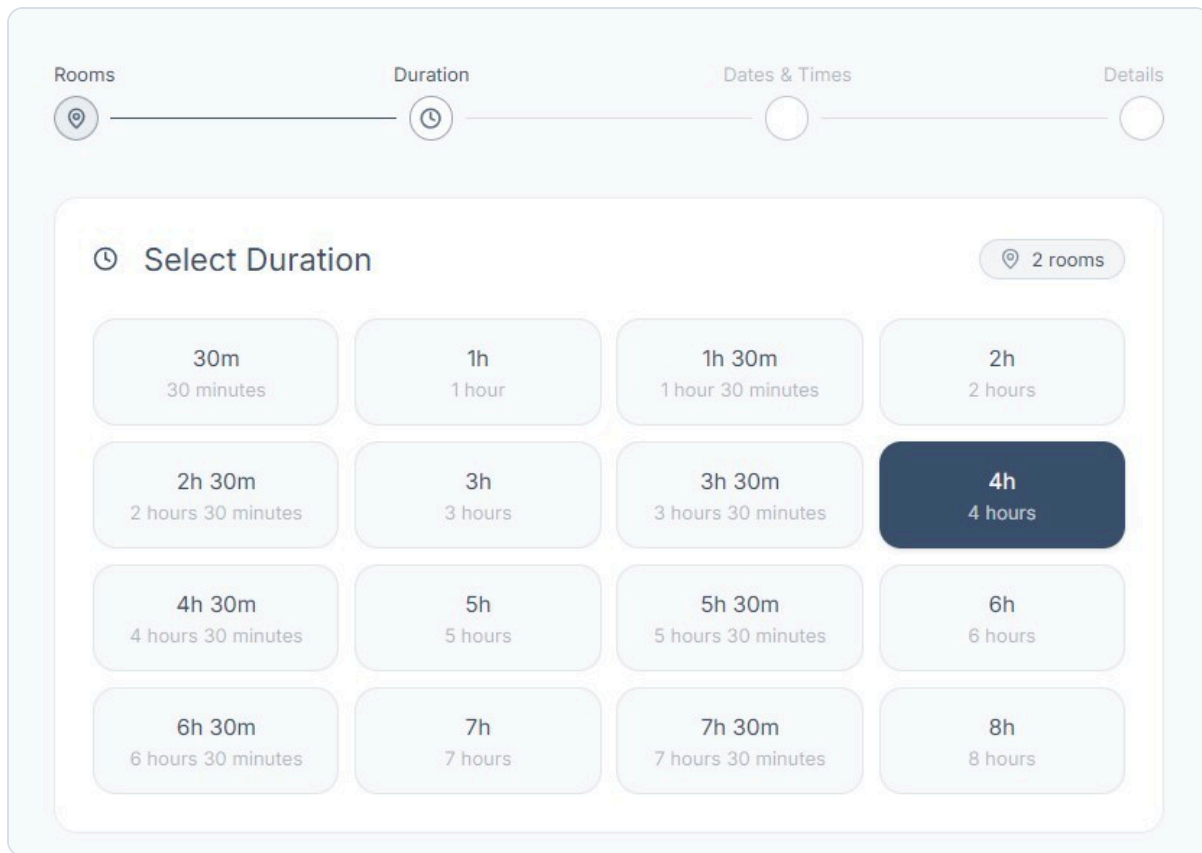
Tailored for various medical procedures, these versatile rooms feature headwalls with medical air and suctioning, accommodating a range of medical/ surgical clinical scenarios. Hill-Rom medical beds enhance patient simulation, while the room is well-stocked with essential medical supplies for procedural exercises. The VALT camera system captures every aspect of the simulation, facilitating thorough post-scenario reviews. Large monitors display patient vital signs in real-time, promoting effective training and skill development for medical professionals.

The room details modal, opened from the 'Details' link found on each room card.

Step 2. Select your duration

1. Choose how long each session runs. Options are offered in 30-minute steps. The longest duration available depends on the center's hours of operation and the set-up and clean-up time allocated to your selected rooms.
2. Select '**Continue to Dates & Times**'.

Tip: Don't include set-up or clean-up time in your duration. theSimCal adds each room's set-up and clean-up time automatically. Administrators may adjust these allocations before approving your request, depending on what your session needs.



The Select Duration screen, with 4 hours selected.

Step 3. Select your dates & times

Note: Choose your date and time here, in Step 3, not from the 'Calendar' button in the top menu bar. That calendar only shows existing bookings for reference; you can't book from it.

1. Select an available date from the calendar. Unavailable dates are greyed out and can't be selected.
2. Select an available time slot. Slot lengths match the duration you chose in Step 2.
3. **Running the session more than once?** Select '+ Add another date & time' and choose another available date and time. Repeat as many times as required. Each date & time you add is submitted as its own request. To remove a session, select the × beside it.
4. Select '**Continue to Details**'.

Rooms | Duration | Dates & Times | Details

Select Dates & Times | 2 rooms | 4h 30m

Select date | Select time

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

+ Add another date & time

Selecting a date. Greyed-out dates are unavailable.

Rooms | Duration | Dates & Times | Details

Select Dates & Times | 2 rooms | 4h 30m

Jul 31, 2026 | Select time

+ Add another

- 08:00 AM - 12:30 PM
- 08:30 AM - 01:00 PM
- 09:00 AM - 01:30 PM
- 09:30 AM - 02:00 PM
- 10:00 AM - 02:30 PM
- 10:30 AM - 03:00 PM
- 11:00 AM - 03:30 PM
- 11:30 AM - 04:00 PM

Selecting a time slot. Each slot matches your selected duration.

Rooms | Duration | Dates & Times | Details

Select Dates & Times | 2 rooms | 4h 30m

Jul 31, 2026 | 10:00 AM - 02:30 PM | X

Sep 18, 2026 | 10:00 AM - 02:30 PM | X

Nov 19, 2026 | 08:30 AM - 01:00 PM | X

+ Add another date & time

Repeat session? Add multiple dates & times.

Step 4. Complete the details and submit

1. Complete the form. Required fields are marked with *. If you're signed in, your personal information pre-fills. **Booking as a guest?** Enter your details manually.
2. **Want others to receive notifications on this request** (confirmations, updates, and reminders)? Type each email address into the 'CC Email Address(es) for Notifications' field and press Enter. You can add as many addresses as you need.
3. **Have attachments** (scenarios, lab work, images, etc.)? Upload them in the 'Attachments' field.
4. Select '**Submit Request**'. A confirmation message appears and a confirmation email is sent to you.

Tip: The more information you provide in Session Details, the less follow-up correspondence your center will need before your session can be confirmed.

theSimCal

Calendar Contact Guest User

Rooms Duration Dates & Times Details

Details 3 rooms 5h 2 sessions

Personal Information

First Name *
Jane

Last Name *
Smith

Email *
janesmith@email.com

Phone Number
(555)123-4567

Session Information

Session Name *
Team training sim day

Number of Attendees * (Max capacity: 8)
- 13 +

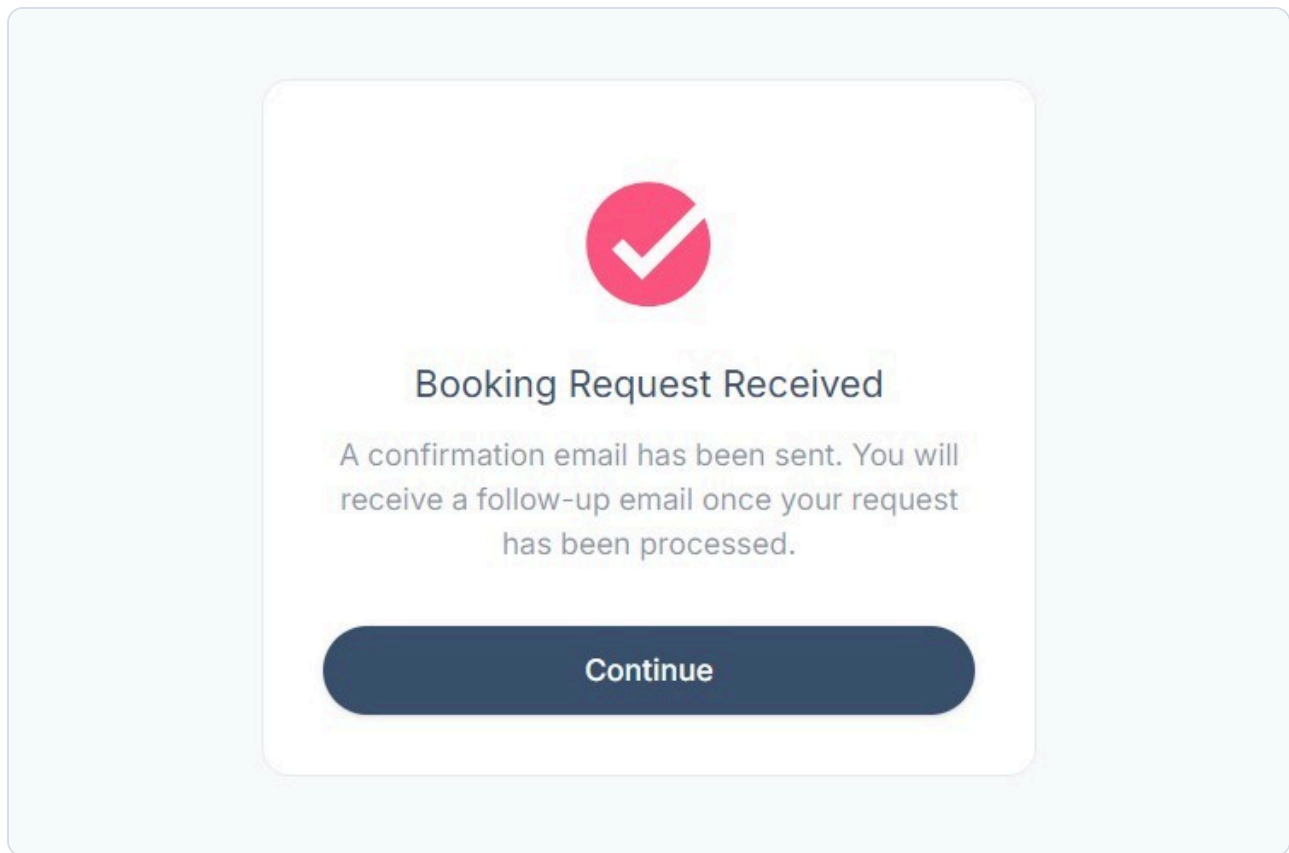
Session Details

In order to reduce the amount of correspondence required please let us know as much information as possible about your requested session.

This is just generic test text and not to be taken as valuable or correct information. This is just generic test text and not to be taken as valuable or correct information. This is just generic test text and not to be taken as valuable or correct information. This is just generic test text and not to be taken as valuable or correct information.

Submit Request

The Details form. Required fields are marked with *.



The confirmation message shown after submitting.

Note: A submitted request isn't a confirmed booking yet. Each date & time is reviewed as its own request, so a repeating session may be approved in part. You'll receive a follow-up email once each has been processed.

The top menu

- **'Calendar'** opens your center's calendar so you can view existing bookings for reference. See [Browsing the Calendar](#) for a tour.
- **'Contact'** opens the same contact form as the Sign In screen.
- **The account menu** (your name, top-right) opens your control panel or lets you sign out.

Stuck?

- **Continue button greyed out?** A required selection or field on the current step is still missing.
- **Need to change an earlier step?** Select its icon on the progress line at the top of the screen.
- **Can't find an available date or time?** Select 'Contact' to get in touch with your center. They may be able to accommodate you.

Have an idea? Spotted something that could work better? [Share it on our feedback board](#) and vote on suggestions from other centers.