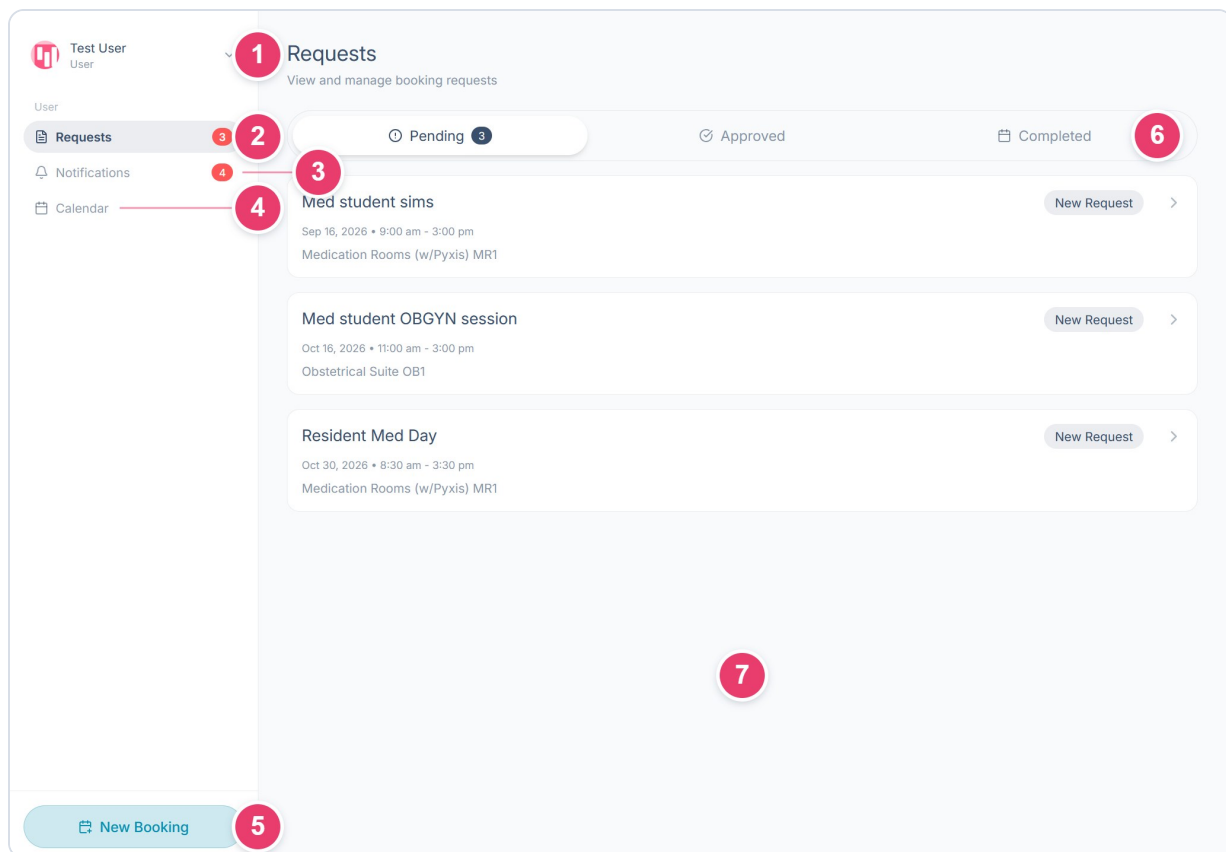


Your Control Panel at a Glance

USER GUIDE · Last updated September 1, 2026

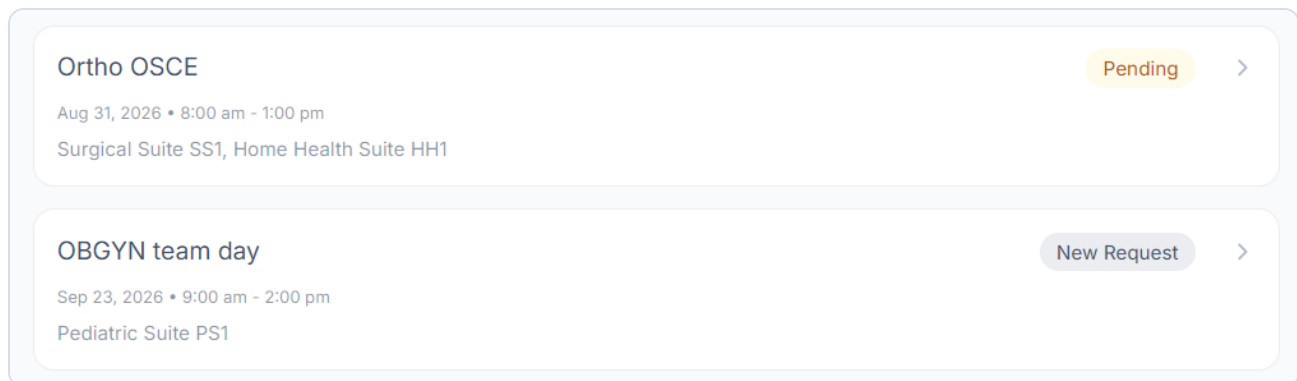
When you sign in to theSimCal, you're taken straight to the booking process. To open your **Control Panel**, where you track your requests and notifications, select your name (the account menu) at the top left. Everything you can do lives in the menu on the left, and this page shows you where.



The Control Panel, with each area numbered.

What each area does

- 1 Account menu:** Select your name to open the menu. It stays closed until you do, then **Profile** and **Logout** drop down beneath it. Profile opens your personal settings; Logout signs you out. Always log out when you're on a shared computer.
- 2 Requests:** Every booking request you've made. The red badge counts your new, unreviewed requests (status New Request), not the Pending total.
- 3 Notifications:** Every update on your bookings: approvals, declines, messages, and edits. The red badge counts unread notifications.
- 4 Calendar:** Opens the public calendar, so you can see what's already booked before you request a room.
- 5 New Booking:** Starts a new booking request.
- 6 Request tabs:** Your requests are split across three tabs, **Pending**, **Approved**, and **Completed**. Pending holds everything not yet approved, and each request carries a badge showing where it stands: **New Request** means your center hasn't reviewed it yet, **Pending** means they have reviewed it but haven't approved it yet.
- 7 Main area:** Whatever you select in the menu opens here; in this example, the Pending requests list.



A separate example. Both of these requests sit in the Pending tab, and only the badge on the right tells you whether your center has reviewed one yet.

Where to go next

- **New to theSimCal?** Start with the 'Creating an Account & Signing In' guide.
- **Ready to book a room?** The 'Submitting a Booking Request' guide walks through every step of the New Booking process.
- **Tracking a booking?** The 'Requests & Notifications' guide covers statuses, editing a request, and your notifications.
- **Updating your details or password?** See the 'Your Profile Settings' guide.

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