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/](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.
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.

13. Your booking has been verified!

14. You will receive a Booking Confirmation email.  
**Note:** There is iCal attachment that can be used to add to your calendar.

**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