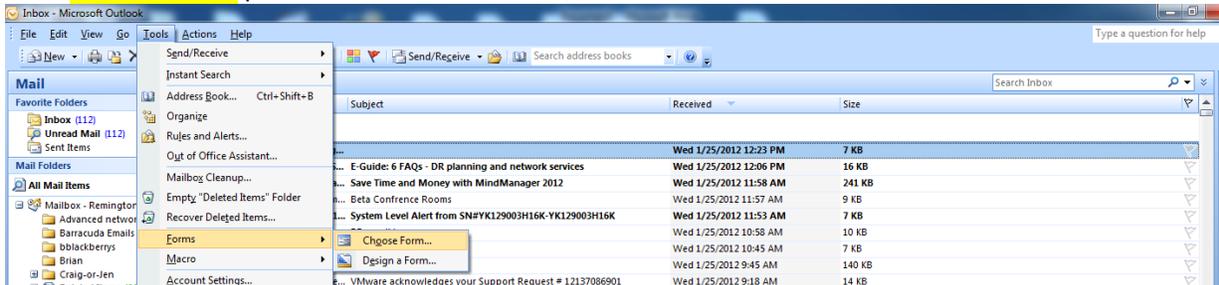


## Directions for Reserving an SLLBOCES Automobile

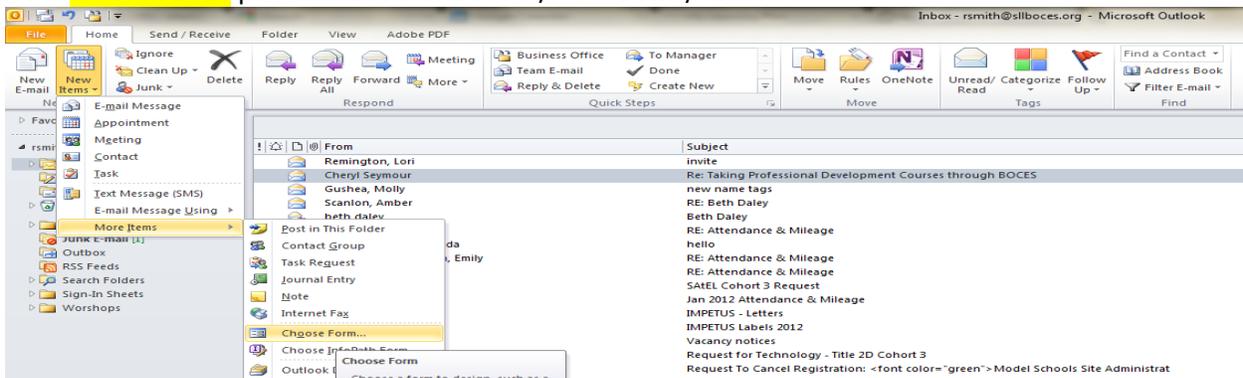
To preview the calendar for schedule automobile reservations please visit [www.sllboces.org](http://www.sllboces.org) right hand side under links – click Automobile Reservations. (Please note this is available from internet explorer only).

This site contains the 4 Automobiles available for SLLBOCES approved transportation. Each SLLBOCES auto has its own reservation calendar to allow you to view it's availability. Autos cannot be directly scheduled from this calendar it is for informational purposes only. Please follow the directions below to request an automobile reservation.

From **Outlook 2007** please choose Tools/Forms/choose form:

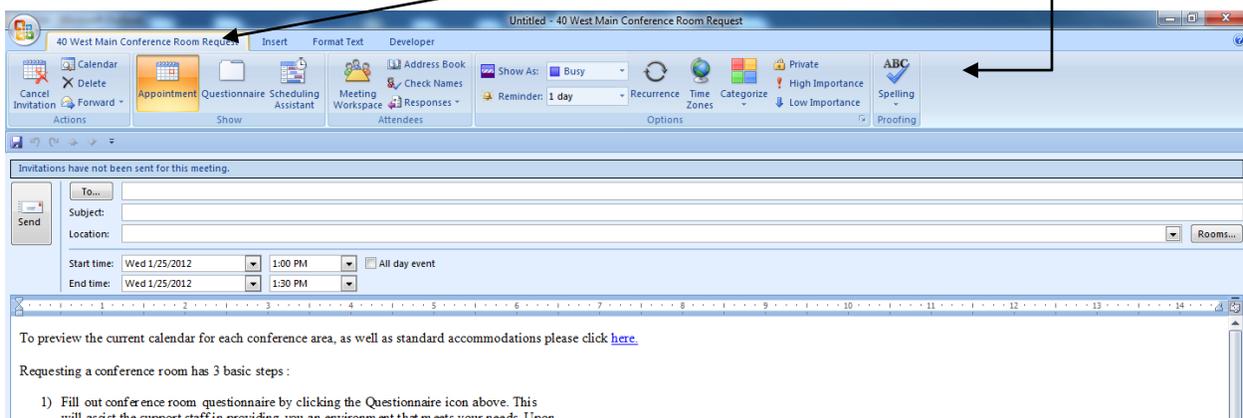


From **Outlook 2010** please choose New Items/more items/choose form:



For either Outlook 2007 or 2010:

And then choose the 'St. Lawrence-Lewis BOCES Vehicle Request' and the form below will appear:  
If you do not see all the icons as below – please click on the 'St. Lawrence-Lewis BOCES Vehicle Request', to expand the icon view.



Please follow the onscreen instructions to filling the appointment settings.

Click “send” when all items are complete.

After you have sent the request, you will receive an email stating you have tentatively scheduled the room and it is awaiting approval. Typically after a brief period, you should receive a second email stating your request was approved. Exceptions would be if there were extenuating circumstances, or a time conflict. Time conflicts will automatically, immediately return an email stating your meeting was declined due to a time conflict.

In the event you need to cancel an auto request after it has been accepted, please email Sheena Matheson ([smatheson@sllboces.org](mailto:smatheson@sllboces.org)) stating the auto request date and time to be cancelled to allow that vehicle to be released and available to others. In the event that you need to change a request after it has been accepted, please email Gwen Thrasher requesting a cancellation on the original meeting and then place a new request for the new date/time using the forms again.