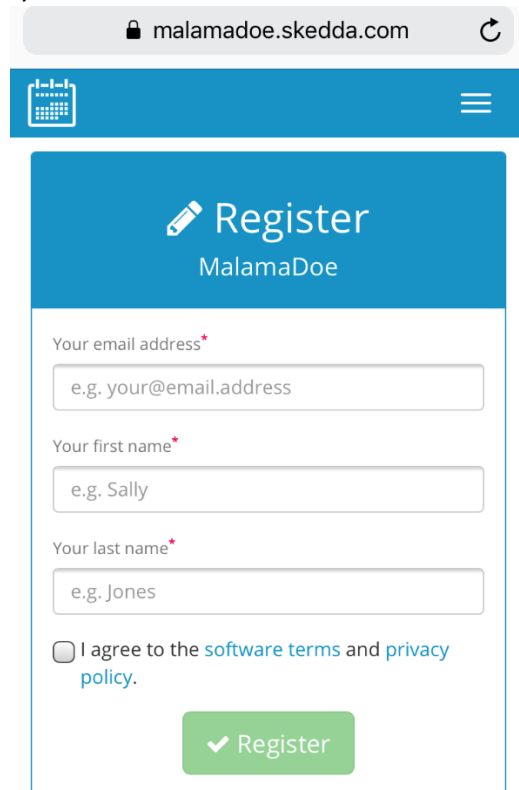


How to use Skedda to book Conference Rooms

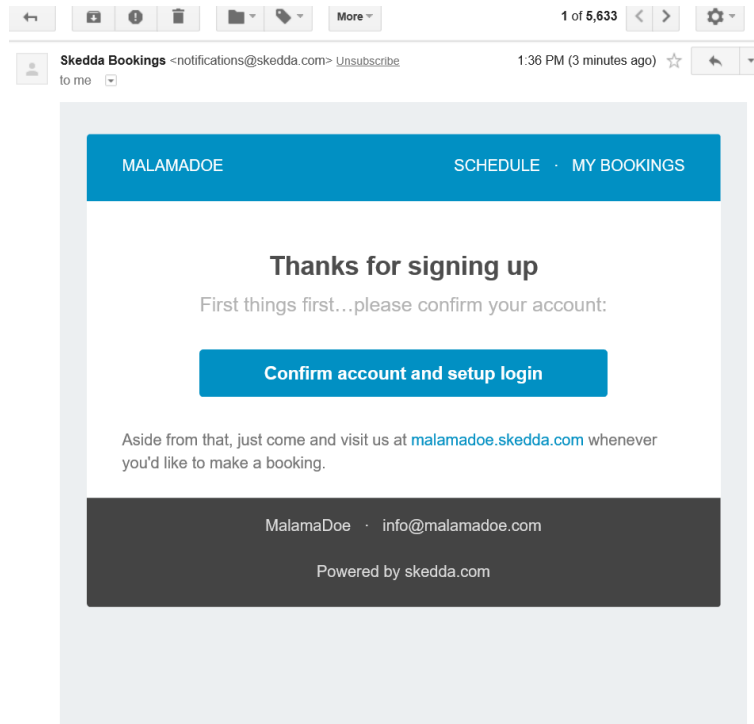
Invitation Link: https://malamadoe.skedda.com/register?key=9097f2e&payload=CfDJ8AY_OGYix-BMq9fQhcXh78Jo4s-qm532Q3zctmr4jlJ4KViZOhnthPAwHt_hPcym18M-KkvXE3uCJvn9BEufkapGzzerqspvMI8axZ21N510R4oNWK-qcgiBael51hKPg

1. Follow **“Invitation Link”** from above. If the link doesn’t work, copy and paste to your browser.
2. **Register** your details

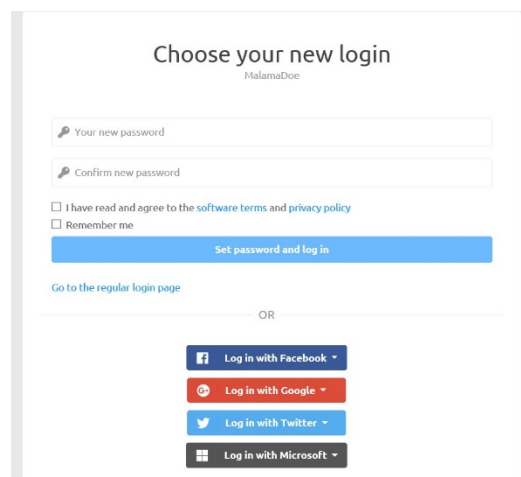


The screenshot shows a web browser window with the URL 'malamadoe.skedda.com'. The page features a blue header with a calendar icon and a menu icon. Below the header is a white registration form titled 'Register MalamaDoe'. The form contains three text input fields: 'Your email address*' with the placeholder 'e.g. your@email.address', 'Your first name*' with the placeholder 'e.g. Sally', and 'Your last name*' with the placeholder 'e.g. Jones'. Below these fields is a checkbox labeled 'I agree to the software terms and privacy policy.' and a green 'Register' button with a checkmark icon.

3. Email Confirmation
 - a. You will **receive a confirmation email** to make sure the correct email address was used in registration
 - b. Click on **“Confirm Account and Setup Login”**



c. This will take you to a page to **set up your password**



4. Once you have your password set up, you can begin to book rooms!
 - a. Next time you would like to book a room, you can just type “malamadoe.skedda.com” into your browser

