GUIDE TO QRESERVE:
MIP BOOKING SOFTWARE

CONFERENCES @MIP

Conferences@MIP uses a booking software called QReserve to manage all event reservations and scheduling. This is a self-serve, free service to allow clients to check availability and book and manage events at their convenience. Keep reading below for a step-by-step guide to using this system and managing your reservations.

FIRST TIME LOGGING IN? CREATE YOUR ACCOUNT

If this is your first time loggin in, you will first need to create an account.

Please visit http://access.qreserve.com/mip Please note that you must use *this link* to gain access to the calendar and reservations for Conferences@MIP.

Begin by clicking "Create your Account" to input your email and password of your choice. You will receive an Activation Email where you will need to activate your account before you can proceed.

CREATING YOUR RESERVATION

STEP 1 Login to your McMaster Innovation Park profile here with your email and password.

STEP 2 Use the toggle buttons ‹ › and timeline and calendar buttons Day Week Month to view the dates and times available.

STEP 3 Click on your preferred date and time. The reservation window will appear for you to provide details for your booking.

Here you can add resources to customize your reservation. This will allow you to add multiple rooms to a reservation, or any Optional Add-ons you may need.

Remember, provide as many details as possible in your reservation to help our team best prepare for your event or meeting.

STEP 4 When you have filled out all of the required information click "Reserve" to save your reservation.

MODIFYING, DUPLICATING OR CANCELLING A RESERVATION

To view your upcoming reservations, click on "Dashboard". Click on the reservation to modify, duplicate, or cancel. You will receive an email confiming your changes.

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