





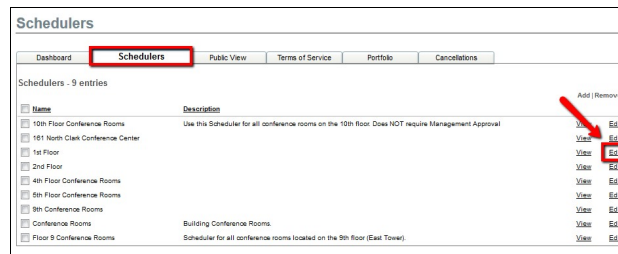
# Adding Sections/Options

[Control Panel](#) > [My Workspace](#) > [Schedulers](#) > [Schedulers Tab](#) > [Edit Scheduler](#) > [Resources Tab](#) > [Edit Resource](#) > [Sections Tab](#)

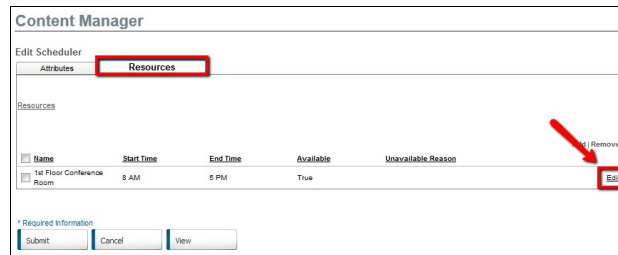
## Adding Sections/Options:

The Sections tab allows you to add sections of divisible rooms or spaces that can be reserved individually or in combination.

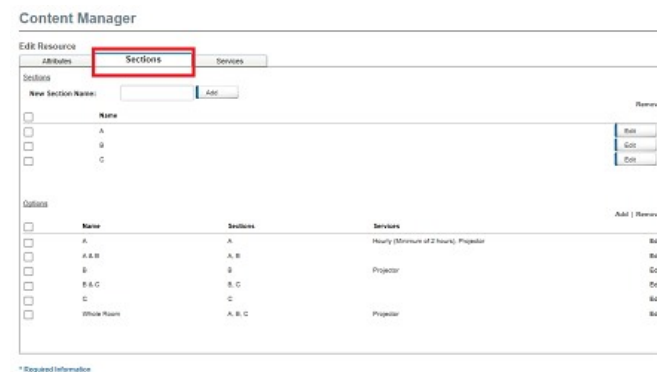
1. Go to **Control Panel** > **My Workspace** > **Schedulers**.
2. Click on the **Schedulers** tab.
3. Click on **Edit** for the desired scheduler for which the section needs to be added.



4. Click on the **Resources** tab.
5. Click on **Edit** for the desired resource for which the section needs to be added.



6. Click on the **Sections** tab.



7. Input the section name in the **New Section Name** field and click **Add**.
  - For example: Sections A, B, & C.
8. Once the sections are added, you can add **Options**. Click add on the right of the

options heading.

- For example: A & B, B & C, Whole Room

The Content Manager interface displays a table with columns: Name, Sections, Services, and a red 'Add' button. The table contains the following data:

Name	Sections	Services
A	A	Hourly Room and/or Tech. Projector
A & B	A, B	Projector
B	B	
B & C	B, C	
C	C	
Whole Room	A, B, C	Projector

9. Add the name of the option and select the desired sections, then click the arrow to move to the right.

The Scheduler Resource Service interface shows a form for adding sections and services. The 'Name' field contains 'A & B'. The 'Sections' field contains 'C'. The 'Services' field contains 'Reservation Fees - Hourly (Minimum Tech Services - Projector)'. A red box highlights the 'Submit' button.

10. Click **Submit**.