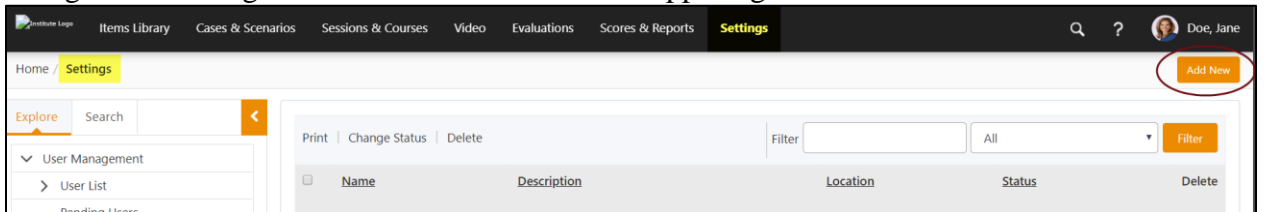


Virtual Room Set up:

- Log into SIMULATIONiQ
- Navigate to: Settings / Rooms / click **Add New** in upper right-hand corner of screen



- Complete the following fields in the new room pop-up window (*shown below*):
 - **Name** = (consider including “virtual” in the title of the room to differentiate between your physical rooms versus virtual)
 - **Description** = for your internal reference
 - Place a checkmark next to “**Bypass Room Conflict Check**”
 - *Checking this box will exclude this room when SIMULATIONiQ is checking for room conflicts during session and event scheduling.*
 - *There is no limit on the amount of virtual rooms that can be created*
 - *If you are scheduling multiple virtual rooms in the same session, then a unique virtual room is needed for each room.*
 - Click **Save All** in upper right-hand corner

