CFL Online Reservations (MRBS) – How-To Guide

October 29, 2026

About the system

CFL uses MRBS to reserve Hasler Lab boats, vehicles, rooms, Zoom meetings, and other shared resources at **calendar.limnology.wisc.edu**. You sign in with your UW NetID, so there is no separate account to create.

For resources at Trout Lake Station, contact Carrie Kissman (ckissman@wisc.edu). For questions about the reservation system itself, contact Sam Blackburn (srblackburn@wisc.edu).

Logging in

You log in with your UW NetID and password, the same as for other UW services. You do not need to register first.

1 Go to **calendar.limnology.wisc.edu**. You are taken straight to the UW NetID login page.

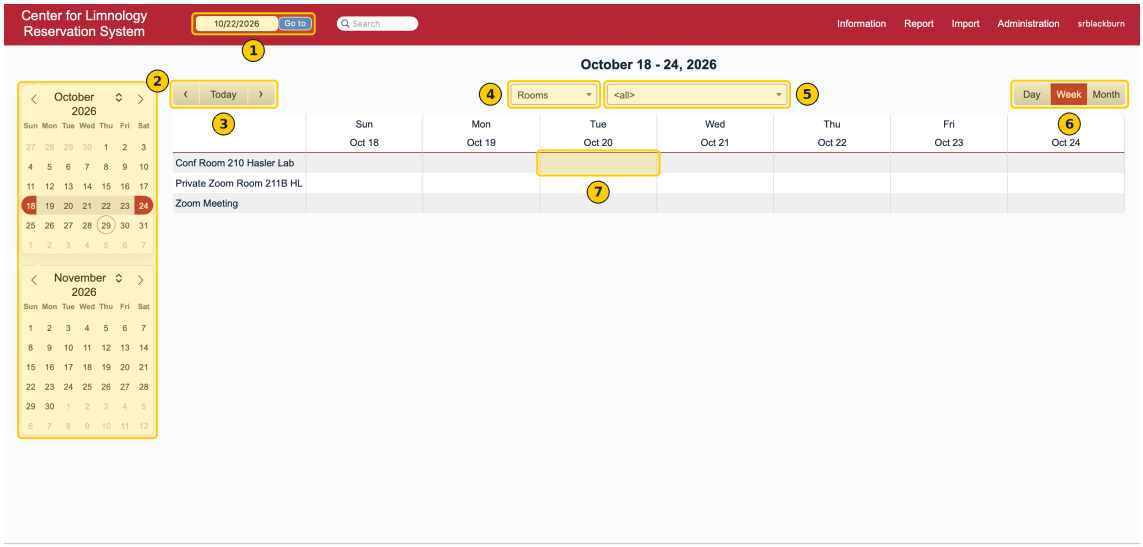
2 Sign in and complete Duo if prompted.

3 The calendar opens on the current week for the Rooms area, with your name shown at the top right.

4 If you aren't able to access the calendar, contact Kelly O'Ferrell (oferrell@wisc.edu).

Finding your way around

The calendar opens on the current week for the Rooms area, showing every resource and who has it booked.

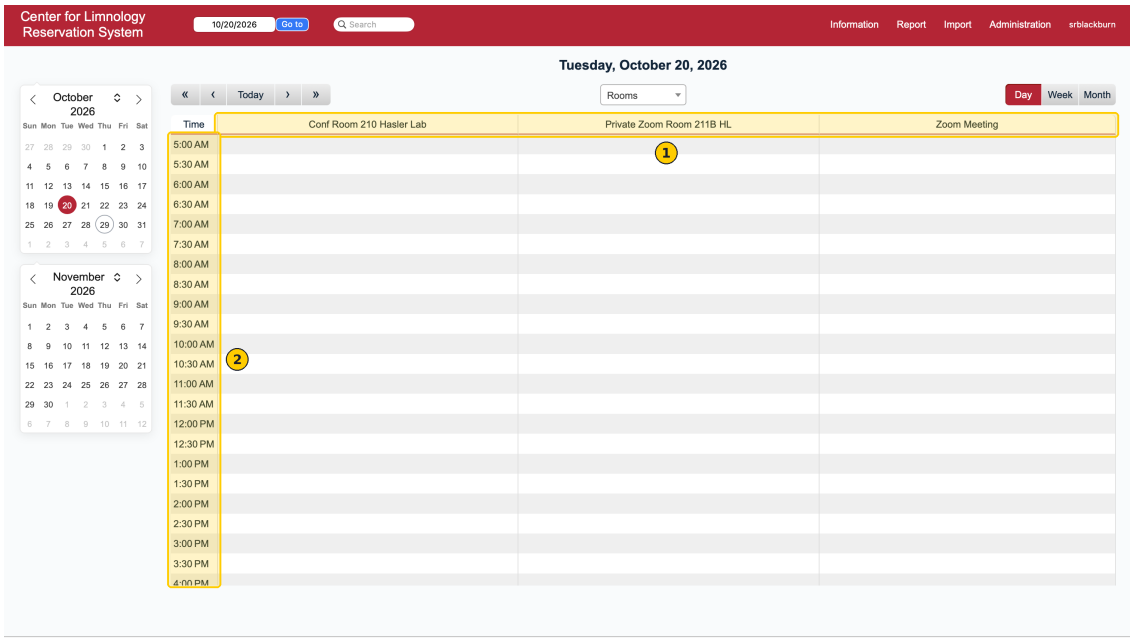


1 Jump to a date
2 Pick a date from the calendar
3 Previous week, today, next week
4 Choose an area
5 Show all resources, or just one
6 Switch between Day, Week, and Month
7 Click a day to open its day view

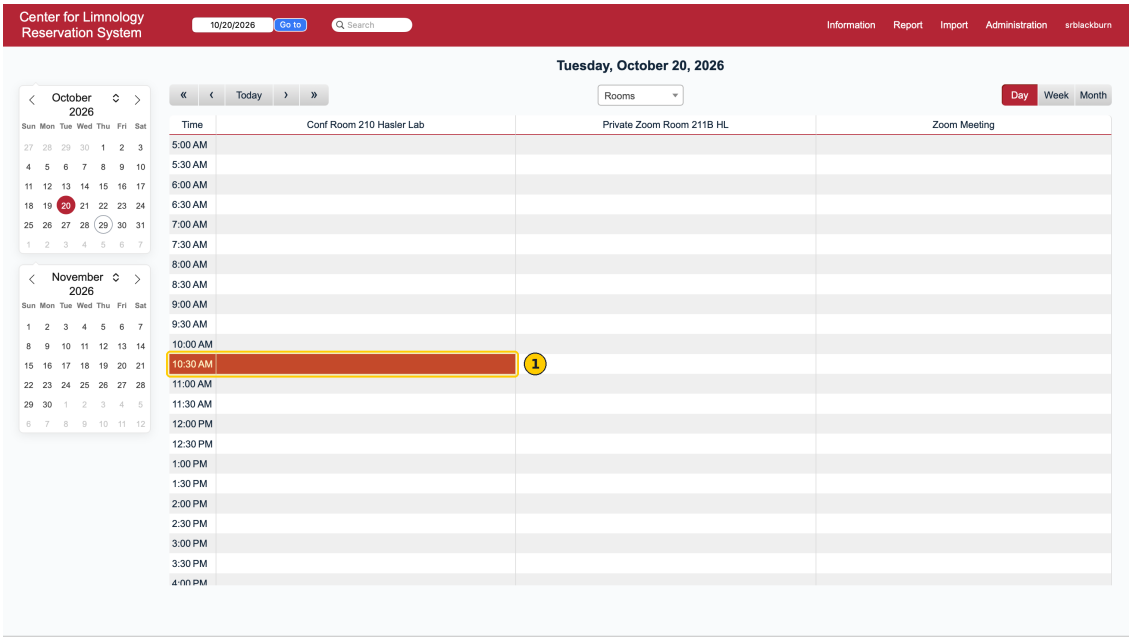
- **Areas:** Resources are grouped into four areas: Boats, Equipment, Rooms, and Vehicles. Pick an area from the area list to see its resources.
- **Resources:** In week and month view, the list next to the area shows **<all>** resources. Choose one resource to see only that one.
- **Day, Week, Month:** Use these buttons to switch views. Day view gives the most detail for a single day.
- **Other dates:** Use the arrows to move back or forward, click **Today** to return, click a date in the calendars on the left, or type a date in the box at the top and click **Go to**.
- **Booking details:** Hover over a booking to see its description, or click it to open the full details.
- **Resource information:** Hover over a resource name to see its description.

Making a booking

To book a resource, open its area and go to the day you need. In week view, click anywhere in that day for the resource you want; this opens the day view.

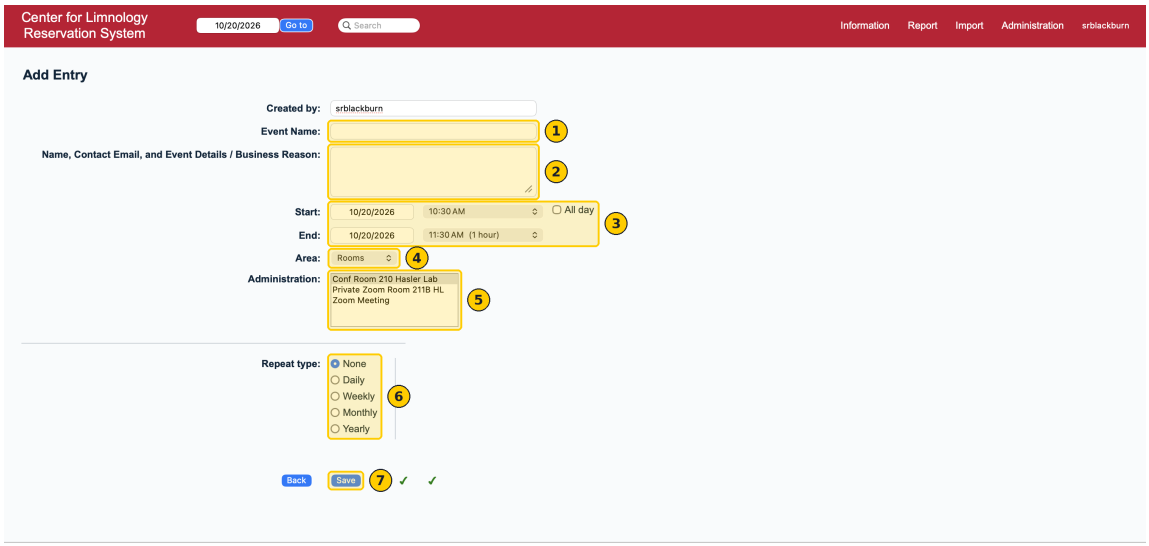


In day view, click the empty cell at your start time. For example, to book Conf Room 210 Hasler Lab on Tuesday at 10:30 AM, click the empty 10:30 AM cell in its column. You can also click and drag across several cells to choose a longer time.



1 Click an empty cell at your start time to open the booking form

The Add Entry form opens. Fill it in as follows.



1 Event Name: shows on the calendar
2 Your name, email, and details (vehicles: destination and funding)
3 Start and end date and time
4 Area
5 Resource(s) to book
6 Repeat type
7 Save

1 **Event Name:** A short name for the booking, such as "Lab meeting". This appears on the calendar.

2 **Name, Contact Email, and Event Details / Business Reason:** Your name, your email, and what the booking is for. **For vehicle bookings, this is required for Fleet Usage Reporting:** include where you are going and the funding source or grant to charge.

3 **Start and End:** Check the dates and times. Add 30 minutes at each end if you need set-up time, or tick **All day**.

4 **Area and resource list:** The area and the resource you clicked are already selected. See the next section to add more resources.

5 **Repeat type:** Leave as **None** for a one-time booking. Choose Daily, Weekly, Monthly, or Yearly for a recurring one and set the end date.

6 **Save:** Click **Save**. You return to the calendar, and your booking appears in the slot. Check that it is on the right date.

If the slot is already taken, MRBS shows a conflict message and does not save the booking. Choose another time or resource.

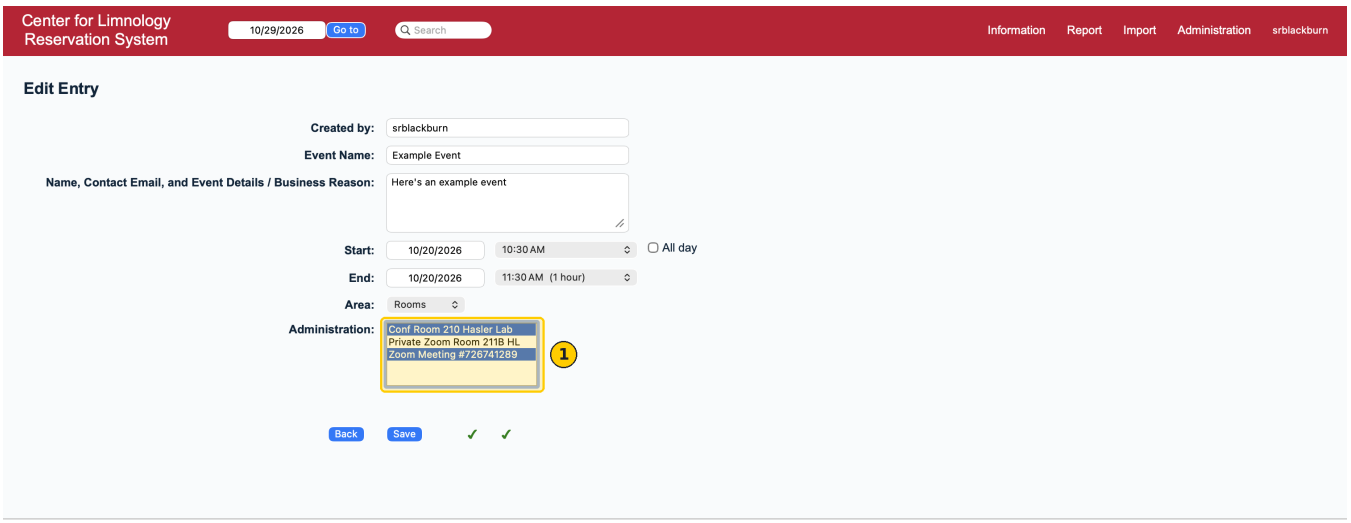
Booking more than one resource

You can book several resources in one booking, such as Conf Room 210 Hasler Lab and Zoom Meeting #726741289 together. They must be in the same area; Conf Room 210 Hasler Lab, Private Zoom Room 211B HL, and Zoom Meeting #726741289 are all in Rooms.

1 In the Add Entry form, find the resource list below **Area**.

2 Hold **Ctrl** (Windows) or **Cmd** (Mac) and click each additional resource, for example **Zoom Meeting #726741289**.

3 Click **Save**. One booking is created for each resource, and each appears on the calendar.

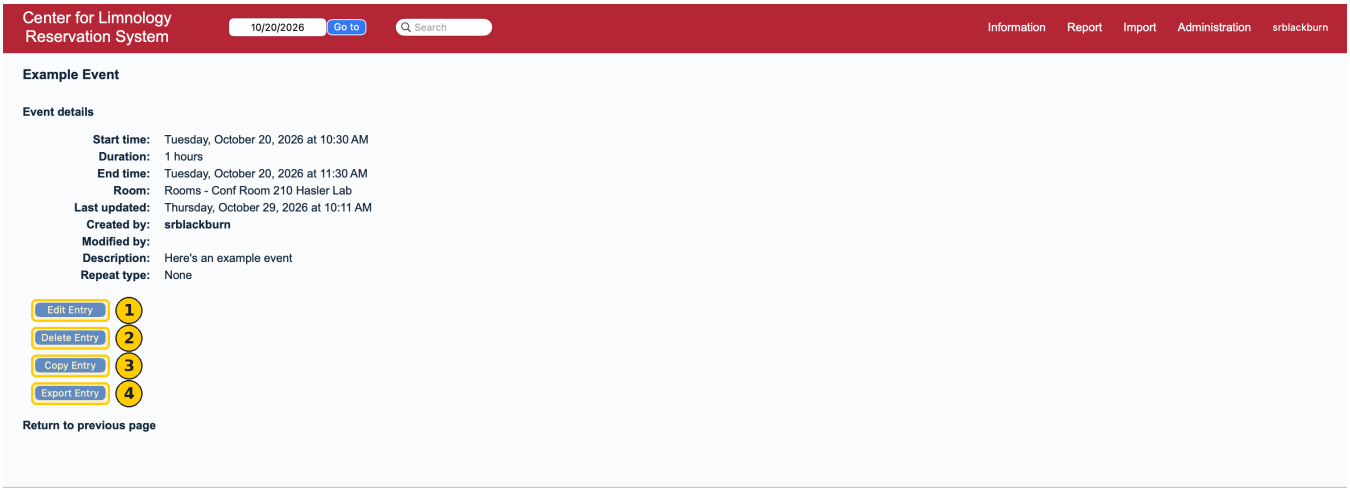


1 Hold Ctrl (Windows) or Cmd (Mac) and click to select more than one resource

To book resources in different areas, such as a vehicle and a boat, make a separate booking for each.

Changing, copying, or deleting a booking

Click your booking on the calendar to open its details page.



1. Edit Entry: change the booking
2. Delete Entry: cancel it
3. Copy Entry: reuse it for another date
4. Export Entry: add it to your own calendar

- **To change it:** Click **Edit Entry**, make your changes, and click **Save**.
- **To reuse it:** Click **Copy Entry** to open a new booking form with the same details, then change the date or time and click **Save**.
- **To delete it:** Click **Delete Entry** and confirm.
- **To add it to your own calendar:** Click **Export Entry** to download a calendar file you can open in Outlook or another calendar app.
- **Repeating bookings:** The details page also offers **Edit Series** and **Delete Series**. Use the Entry options to change one date, or the Series options to change every date.

You can only change or delete your own bookings. To find them, use **Search** at the top of the page and enter your name.

Zoom link

The link for Zoom Meeting #726741289 is **go.wisc.edu/limzoom**. Copy it into your meeting invitation.