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## COM Golf Cart Reservation Process

Jeff Clark - 2025-12-13 - [COM Facilities](#)

**To book/use the College of Medicine Golf Cart, you must complete the following steps:**

### EXISTING USERS:

- Using your Outlook Calendar, create a separate meeting and invite "COM-GolfCart" as the only Participant.

The screenshot shows an Outlook meeting form with the following fields:

- Title:** Golf Cart Reservation
- Required:** A dropdown menu with the selected option being "COM-GolfCart".
- Optional:** An empty dropdown menu.
- Start time:** Wed 5/21/2025, 10:00 AM.
- End time:** Wed 5/21/2025, 10:30 AM.

- Click SEND

The screenshot shows the Outlook interface with the "SEND" button highlighted. The button is a large, light blue rectangle with a right-pointing arrow and the word "Send" below it. To its right is a smaller button labeled "Req".

- You will receive an ACCEPT if the cart is Available or REJECTED/DENIED if is already book.

You can see the Free/Busy calendar for the Golf Cart by opening that Calendar within Outlook or by using the **Scheduling Assistant** when creating the invite.

### NEW USERS:

(1) If you have never used the Golf Cart, you must complete the FAU Golf Cart training course prior to driving the golf cart. For more information, visit this link:

To request EH&S Training: [OIT TICKET LINK](#) and select GOLF CART Training.

You will receive an email in 1-2 days with the link to take the online course

(2) Once you have completed your training and passed the course, please email your **Certificate of Completion** to [ComFacilities@health.fau.edu](mailto:ComFacilities@health.fau.edu).

(3) Within 1-2 business days, you will receive an email in letting you know that you have been added to the system and now have access to schedule the Golf Cart.