FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

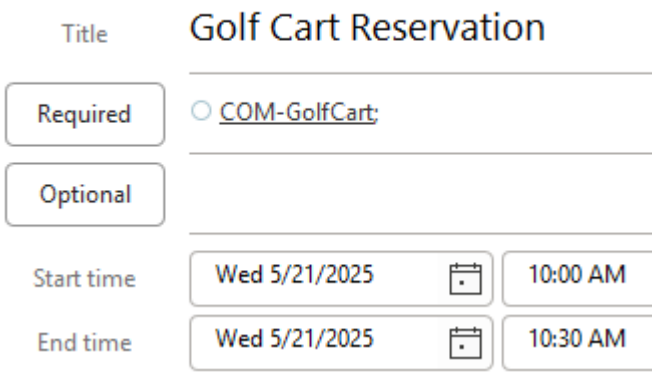
COM Golf Cart Reservation Process

Jeff Clark - 2026-09-13 - 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.**



- **Click SEND**

- **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.

(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.