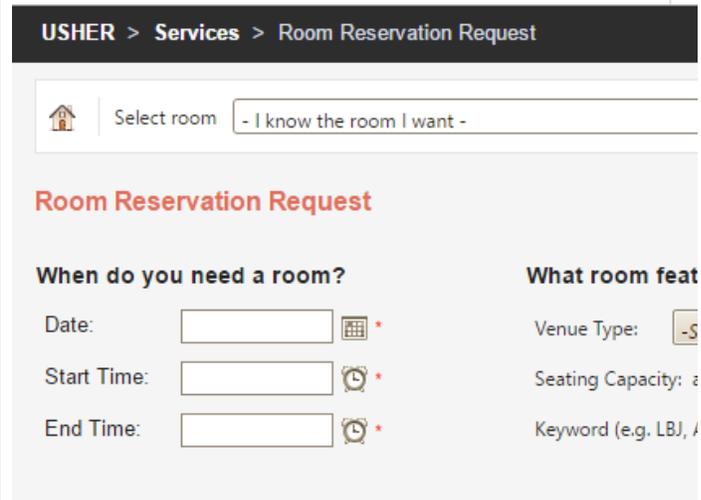


Room Reservations - How to Create a Reservation WHEN YOU KNOW THE ROOM

Log In to Usher

Go to <http://scheduling.communication.utexas.edu> and log in.



USHER > Services > Room Reservation Request

Select room: - I know the room I want -

Room Reservation Request

When do you need a room?

Date:  *

Start Time:  *

End Time:  *

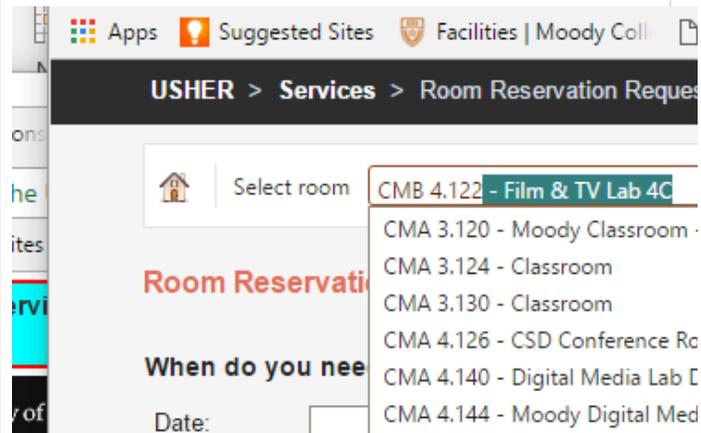
What room feat

Venue Type: -S

Seating Capacity:

Keyword (e.g. LBJ, A

In the section labeled One Time Event Scheduling, use the drop-down list under 'I Know the room I want', and select a room from the list. Click **Check Availability**. For our example, we will choose room CMB 4.122.



USHER > Services > Room Reservation Request

Select room: CMB 4.122 - Film & TV Lab 4C

- CMA 3.120 - Moody Classroom
- CMA 3.124 - Classroom
- CMA 3.130 - Classroom
- CMA 4.126 - CSD Conference Ro
- CMA 4.140 - Digital Media Lab C
- CMA 4.144 - Moody Digital Med

Room Reservati

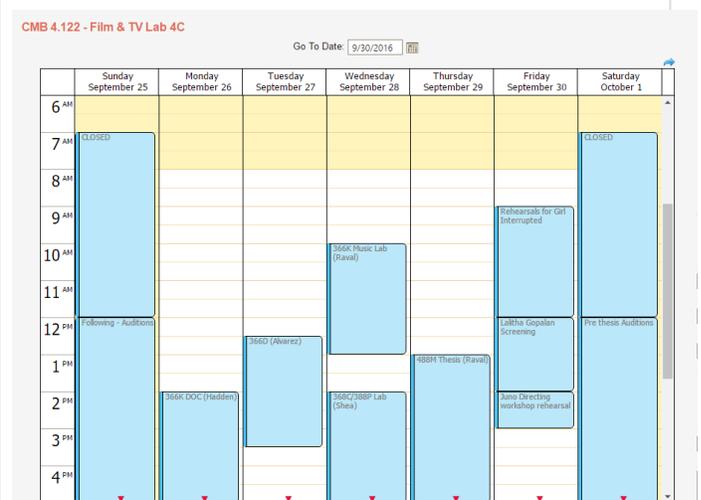
When do you need

Date:

Locate an Available Day and Time

You should see the selected room's calendar for the current week (calendar weeks always begin on a Sunday).

HINT: If you wish to reserve a room for a time beyond the current week, click the arrow button near the top right of the screen to view upcoming weeks.



CMB 4.122 - Film & TV Lab 4C

Go To Date: 9/30/2016

	Sunday September 25	Monday September 26	Tuesday September 27	Wednesday September 28	Thursday September 29	Friday September 30	Saturday October 1
6 AM							
7 AM	CLOSED						CLOSED
8 AM							
9 AM							
10 AM				366K Music Lab (Raval)		Rehearsals for Girl Interrupted	
11 AM							
12 PM	Following - Auditions		366D (Avarez)			Lalitha Copalan Screening	Pre-thesis Auditions
1 PM					366M Thesis (Raval)		
2 PM		366K DOC (Hadden)		366C 366P Lab (Shea)		Intro Directing workshop rehearsal	
3 PM							
4 PM							

Request a Time Slot

Once you have located the desired week, review the available times (time slots already booked will be shown in blue).

Use your cursor to **click and drag down to highlight your desired time slot**. Release the mouse and the system will check your request for validity.

HINT: some rooms may have limits on the maximum meeting length; also, you may not request a time slot spanning two days on the calendar.

If valid, the requested date and start/end times will be filled in for you. If not valid, you will see an alert and can attempt another date and/or start/end time.

Your name and contact information will be filled in automatically. If you are requesting the room on behalf of someone else, enter their name, email and phone number as appropriate. Fill in the remainder of the required fields on the request form; fields marked with a red asterisk are required. You may also use the form fields to enter additional notes about the event, as well as any notes to the room owner regarding special needs for the room, such as additional AV support or whether there will be food served.

If an account number is required, please enter the 10-digit number without hyphens in the account number field.

Click **Continue** when ready to proceed.

CMA 6.102 - CMA 6.102

Your selected range is valid, press continue to proceed to the next step of your room re

	Sunday November 7	Monday November 8	Tuesday November 9	Wednesday November 10	Thursday November 11	Friday November 12
8 AM						
9 AM						
10 AM			Dan-Media Research with Dr. Eastin (9:30 AM - 11:00 AM)		Dan-Media Research with Dr. Eastin (9:30 AM - 11:00 AM)	
11 AM					Burns Class (11:00 AM - 2:00 PM)	
12 PM						
1 PM						
2 PM						
3 PM						Tab Event (3:00 PM - 4:00 PM)
4 PM						

* Note: Click and drag on the calendar to select an open time.

Schedule the Event

Review the details of the room and your request to make sure they are correct. You will be asked to abide by the stated room policies. If you previously entered another contact, you will see both your contact info and theirs.

Check the box at the bottom of the screen signifying that you agree to the policies, and click **Request It**.

If you want to change rooms or anything else about the request, click **Change Request** instead. You will return to the previous screen to start over.

You must also check the confirmation boxes about the reservation policies and set construction if you are trying to reserve a studio. Then you can submit your request.

USHER > Services > Room Reservation Request > Confirmation

Room Reservation Request for CMB 4.122 - Film & TV Lab 4C

Your request is not yet complete.

Please use the **Request It** button to complete your request. To modify it first, please use the **Change Request** button.

Reservation Policies:

Are available at: <https://wikis.utexas.edu/display/comm/CMB+Studio+Rules>

* You are required to email before-and-after photos to comm_facilities@Austin.utexas.edu. Please include in the subject line your "First Initial, Last Name - Studio __ Before/After Pictures" (ex. JGRUY - Studio 4E My Before/After Pictures)

- I have read and will abide by the Reservation Policies.
- I am not constructing a set or bringing lighting or props into the room.
- I understand that I am required to take before-and-after photos of this room. I will email them as required by the Reservation Policies.

You will receive an email with specific instructions.

Request It

Change Request

Room Information for CMB 4.122 - Film & TV Lab 4C

Medium-sized 1600 sqft film & TV production studio with dimmed lighting grid, acoustical isolation, switchable HVAC, ProTool

Room Contact Email: rt-studios@Austin.utexas.edu

Technical Contact Information:

Susanne Kraft susanne.kraft@Austin.utexas.edu, Jeremy Gruy jgruy@Austin.utexas.edu

Room Capacity: 45 [Additional Room Information](#)

Review the Request Details

Your confirmation screen will be displayed with the room and request details. An email will be sent to you with the request details. Click **View Map** to locate the room within its building if you are unfamiliar with its location.

Moderated Rooms

If the room is moderated by a room owner, the request will be emailed to them as well, and they will respond to you via email to let you know whether your request has been accepted. They may also propose another time, in case the room is unavailable at your requested time for that day. From here on, all communication about the room will be done via your email.

Auto-Accept Rooms

Some rooms are set to auto-accept; in this case, if your room request meets certain requirements for advance requests and meeting duration, your confirmation email will tell you that your event has been accepted. If you had not met the room's scheduling requirements, you would have been informed of this while making the request.

Look Up your Meeting (optional)

At any time after the request, you may return to the Main Menu, request the room as before (using "**I Know the Room I Want**") and locate your event in the calendar to verify that the event title, date and time are correct. This event can also be viewed by any of your expected attendees to check the event location and time.

When done, you may click on the breadcrumbs above the calendar, the **Home** icon or simply log out using the button at top right.

Room Reservation Request for CMB 4.122 - Film & TV Lab 4C

 Your request has been submitted and is subject to review by the room owner. If you have any questions you can contact the

Return to ...

om Scheduling > Viewing Room

CMA 6.102 - CMA 6.102

	Sunday November 7	Monday November 8	Tuesday November 9	Wednesday November 10	Thursday November 11	Friday November 12
8 AM						
9 AM						
10 AM			Dan-Media Research with Dr. Eastin (9:30 AM - 11:00 AM)		Dan-Media Research with Dr. Eastin (9:30 AM - 11:00 AM)	
11 AM					Burns Class (11:00 AM - 2:00 PM)	
12 PM						
1 PM						
2 PM						
3 PM					TEST ONLY - please delete (3:00 PM - 4:00 PM)	
4 PM						

* Note: Click and drag on the calendar to select an open time.