Room Reservations - How to Create a Recurring Event

Log In to Usher

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

[Note: below these instructions, there is a video of this procedure so you can watch the process in action. If you prefer, scroll all the way down now to watch the video.]

Recurring Event Scheduling

Is this a recurring event?   **YES**

One Time Event Scheduling

I know the room I want.
Select a room from the list:

Enter Your Request

At the top of the main Event Scheduling screen, click **Yes** next to 'Is this a recurring event?' The request form will appear.

Fill out the form fields for start/end date, one or more days of the week for the recurring event, start/end times for each day's meeting time, and the minimum seating capacity needed.

Click **Find Rooms** when done.

Recurring Scheduling Reque

When do you need a room?

Start Date: 11/15/2010 *

End Date: 12/06/2010 *

What days do you need a room?

☐ Sunday   ☑ Monday

☐ Tuesday   ☐ Wednesday

☐ Thursday   ☐ Friday

☐ Saturday

What time do you need a room?

Start Time: 10:00 AM *

End Time: 11:00 AM *

How many people will be attending?

Seating Capacity: 10_

FIND ROOMS

Review Results and Request Room

Review the room results on the right hand side of the screen, grouped together by room with available days noted. You may choose other rooms if some of the days aren't available in your primary room of choice; otherwise select the set of rooms and available days that best meets your requirements, and click **Request My Selections**.

You may also try a new search by changing the search criteria on the left hand side of the screen, and clicking **Find Rooms** again.

Recurring Scheduling Request

Searching for available rooms between Monday, November 15, 2010 - Monday, December following days: Monday

When do you need a room?

Start Date: 11/15/2010 *

End Date: 12/06/2010 *

What days do you need a room?

☐ Sunday   ☑ Monday

☐ Tuesday   ☐ Wednesday

☐ Thursday   ☐ Friday

☐ Saturday

What time do you need a room?

Start Time: 10:00 AM *

End Time: 11:00 AM *

How many people will be attending?

Seating Capacity: 10

FIND ROOMS

ROOM LOCATION

CMA 5.154

CMA 5.154A

CMA 6.104

REQUEST MY SELECTION

Finalize Your Recurring Request

The details of your request will appear on the next screen, including any departmental policies concerning use of the room. Fill in the additional requested information:

- Enter the account number in 10-digit format (no hyphens) if required.
- Your contact information is automatically filled in. You may change it if you are requesting the room on behalf of someone else.
- Enter the Event Title and Event Description
- Optionally, enter any special instructions to the room owner

Check the box indicating that you have read and will abide by the room policies, and click **Book It**.

You will receive an email confirming your request. If the room's use is moderated by the room owner, they will receive a request for the room and you will receive an email from them either accepting or declining your request, or possibly suggesting another day/time if there is a conflict. If the room's use is not moderated, you will receive an email accepting your request and confirming the details.

Recurring Scheduling Reque

ROOM LOCATION	DATE
CMA 5.154	11/15/2010
CMA 5.154	11/22/2010
CMA 5.154	11/29/2010
CMA 5.154	12/6/2010

Additional Request Information
Please provide the following information:

Roo
CMA

UT Account Number:

Contact Name: Gerry White *

Department: College of Communication *

Phone Number: 512-475-8187 *

Email: gerry.white@austin.utexas.edu *

Event Title: :curring Request - TEST ONLY *

Start Date: Monday, November 15, 2010

Start End: Monday, December 06, 2010

Start Time: 10:00 AM

End Time: 11:00 AM

Event Description: *
THis is a recurring request for Monday at 10 am for the next 4 weeks.

Special Instructions:
Please leave pandas outside in the eucalyptus grove.

☑ I have read and will abide by the room policies.

BOOK IT

Click the Play button to watch a short video illustrating this procedure.