Room Reservations - How to Create a Reservation by Searching for a Room

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.]

Enter the Date
In the section labeled Help Me Find a Room, click on the Date field, and select the desired day from the calendar widget or enter the date in MM/DD/YYYY format.
Enter Search Criteria

Fill in any of the other fields below the time fields: you may choose a venue type, minimum seating capacity, and building. You may want to skip the start/end times and the room name in this step. (If you already know the room name, you will be able to find the room via the name drop-down in the ‘I Know the Room I Want’ section to the left).

You may also add multiple equipment types and individual items to your search via the Category and Equipment drop-down lists, but keep in mind that for every additional requested item, you are further restricting your options.

When your search criteria are complete, click Find Me a Room.

Choose an Available Room

You should see a list of available rooms meeting your criteria. If you don’t see any rooms, or if you want to try finding a different room than those available, adjust your criteria accordingly. Removing some of the restrictions may yield a longer list of rooms. You may also want to experiment with the venue type filter, or simply change it to ‘Any Venue Type’.

Once you have found a good room for your event, click on its name (highlighted in blue) in the left-hand side list. For this example, we’ll choose room CMA 6.102.
Find an Available Meeting Time

You should now see the calendar of your selected room for the week with your requested date. You may navigate forward and backward in the calendar using the right- and left-arrow keys.

If the room doesn't have an available time meeting your needs, click the browser's back-button to return to the list of rooms meeting your criteria.

Select the 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 you must enter 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.
Confirm Your Request

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.

Review the Request Details

Your confirmation screen will be displayed with the room and 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.

Following Up

At any time after the request, you may return to the Main Menu, request the room and locate your request in the calendar to verify that the event title, date and time are correct. The room’s calendar 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. Optionally, if you wish to schedule another event, click the button at the bottom labelled Schedule Another Appointment.

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