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

Log in to Usher:
Go to https://cchulingu.com and login.

In the section labeled "One Time..."

USHER > Services > Room Reservation Request

Room Reservation Request

When do you need a room?
Date: [input]
Start Time: [input]
End Time: [input]

What room features? (optional)
Venue Type: [input]
Seating Capacity: at least [input], but no more than [input]
Keyword (e.g. LB, Avid, KUT, BSL): [input]
Event Shelter, use the drop-down list. ‘I Know with the roam’ and select another from the list. Click availability.
or our example, we will choose room CMB 4.122.

Locate an Available Day and Time

You should see the selected room.
and for the current week (calendar and weekly checks weekly checks daily). Hint: If you wish to reserve a room for a time between Sunday and
For the current week, click the arrow button near the top right of the screen to view upcoming weeks.

Request a Time Slot

Once you
CMA 6.102 - CMA 6.102

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

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

UT Account Number:

Contact Name: Gerry White

Department: College of Communication

Phone Number: 512-475-8187

Email: gerry.white@utasin.utexas.edu

Event Title: TEST ONLY - please delete

Date: 11/11/2010

Start Time: 03:00 PM

End Time: 04:00 PM

Event Description:

Example event description

Special Instructions:

Please leave the projector on.

[CONTINUE]
click and drag down to highlight your desired time slot. Release the mouse and the system will check your request for validity.
HINT: some mornings have limitations; also, you may not use stools for gentle pulling.
so on the calendar.

If valid, there will be dates and times filled in for you. If not valid, you will select alternate dates.
nd can attempt another date and/or start/end time.
Your name and contact information will be filled in automatically. If you are
questioning the room on behalf of someone else, enter their name, email, and phone number as appropriate. Fill in the remainder of th
required fields on the request form: fields marked with a red asterisk are required. You may also use the form fields to enter additional...
not the event, as well as any notes to the room, such as directions for the room, etc.
or whether there will be food served.

If an account number is required, please enter the 10-digit number without hyphens.
Your question makes sure they are correct. You will be asked to bid by the state robot policy. If you privately entered a
nother 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 records or animation, click Change Request.
Instead.
You will return to the previous screen to start over.
You must also check the confirmation boxes about the reservation.
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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...
y, the question will be mailed to them, and they will respond to you via email to let you know where your request will be.
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In this case, if your room request meets certain requirements for advance requests and meeting duration, your confirmation...
will tell you at your event has been accepted. If you had not met the room's scheduling requirements, you would have been rejected.
The scheduling form is used to schedule meetings or events. The form includes a calendar for the month of November, showing available times for scheduling. The form also includes fields for the contact name, department, phone number, and email. The Event Title field is optional, and there is a special instructions field. The form also includes a note that click and drag on the calendar to select an open time. The form includes a button labeled 'Look Up Your Meeting (optional)'. After scheduling a request, you may be informed while making the request.
Turn 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 at that
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 brand and crop the photo showing the Home screen using the Mag.
but not right.