

Appspace How to Make Reservations - Proctor Workflow

NOTES about reservations -

Do Not Make Reservations for lower-division classes (i.e. RTF 305, RTF 317, and RTF 318)

**Do Not Make Reservations for Student Organizations (i.e. DKA, Spark Magazine, UFA) -
Must email Studio Manager (jgruy@austin.utexas.edu)**

Follow these policies for room reservations

- Casting Reservations - Reserve CMA classrooms
- Rehearsals and Productions - Reserve CMB studios
- All Production reservations must include Jeremy Gruy's email jgruy@austin.utexas.edu

<p>Navigate to https://cloud.appspace.com/</p>	<div><h2>Sign in to your ac</h2><div><p>Email*</p><p>john.doe@acme.com</p></div><div>Conti</div></div>
<p>Enter your EID in the form of <EID>@eid.utexas.edu and hit continue.</p> <p>The login screen will automatically forward you to the UT Single-Sign-On page.</p>	<div><h2>Sign in to your a</h2><div><p>Email*</p><p>EID@eid.utexas.edu</p></div><div>Con</div></div>

Enter your EID and EID password.
Sign in through DUO when prompted

Sign in with your I

UT EID

Password

SIGN IN

I forgot my UT EID or pas
I have a temporary pass
I need a UT EID.
Help


Once logged in Go to Concierge view to scope out the available times in the requested rooms

Appspace - Concierge View Workflow


>Click on Reservations Tab

The University of Texas at Austin
Moody College of Communications

HomePlacesReservationsMore



News



No content has been published to you

Click Create

+ Create

Choose Find resource

+ Find resource

room, space or point of inter

Choose the dropdown to Select a Building

Ask if the reservation is a Casting Reservation

Building

Select or search buildir

MOODY COLLEGE

CMA

CMB

DMC

Start to type in the room #

Ex: 4.116

Workspace Type

All Workspace Types

Amenities

Amenities

4.116



CMB 4.116 Film & TV Lab 4.

Unavailable

4.116 - Search all

- Enter the details of the event
- Select or start typing CMB 4.116 for example

If the studio is booked the RED warning outline will appear till you

choose a time and date that is available

Create Reservation



CMB 4.116 Film & TV Lab 4A

Unavailable - Occupied at the selected time.

Reservation name

Enter reservation name

Date

Sep 5, 2023

Time

9:30 AM

Duration

2 h (11:30 AM)

Does Not Repeat | (GMT-05:00)

More options

Once you find a room and time that is available during the requested time

Enter in the Reservation name

Date and time



CMB 4.116 Film & TV Lab 4A

Available

Reservation name

Enter reservation name

Date

Sep 5, 2023

Time

9:30 AM

Duration

1.5 h (11:00 AM)

Does Not Repeat | (GMT-05:00)

More options

Attendees

Attendees start typing the name and most likely the person's name will pop up but. . . .

Does Not Repeat | (GMT-05:00)

Attendees

mark



Mark Capraro

mmc3922@eid.utexas.edu



Mark Rogers

m1rogers@eid.utexas.edu

if you type in the email address but No match found will pop up

That is OK just type in the email address hit the "Tab" key

Attendees

skraft3000@gmail.com

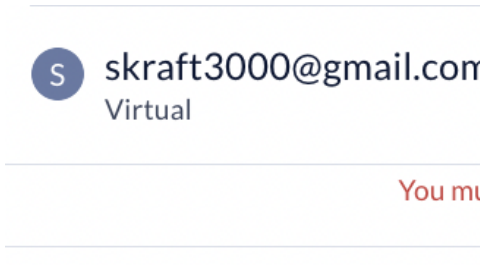
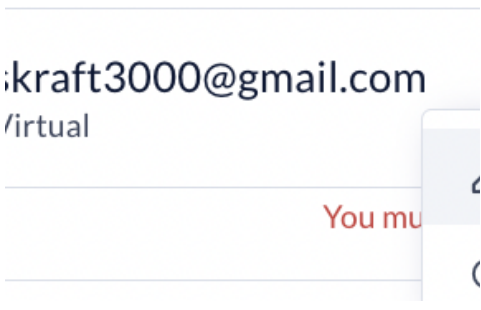
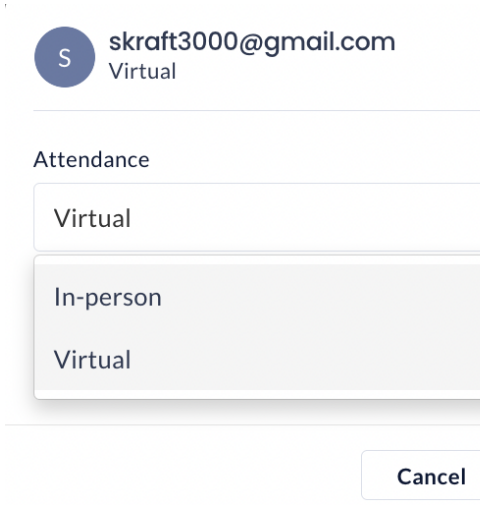
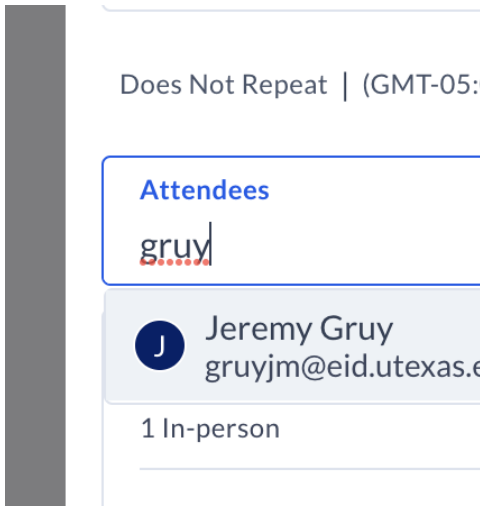
🔍 No match found

B

I

U



<p>Then once the Attendee is entered click the 3 dots next to their name</p>	
<p>Then Click "Edit"</p>	
<p>Change from Virtual to - In-Person</p> <p>Then hit Apply</p>	
<p><u>ALL Production Reservations</u></p> <p>Production - anything involving equipment, lights, cameras, electrical, actors</p> <p><i>Jeremy has to be included on all Production reservations</i></p> <p>It is mandatory to add Jeremy Gruy as an attendee to the reservation</p> <p>Just start typing gruy in the attendees and his name will pop up</p>	

Add the following notes into in the description section:

FAILURE TO PROVIDE THIS INFO WILL RESULT IN RESERVATION CANCELLATION

- Student Name
- Student EID
- Class Associated with Reservation
- Professor Name
- Contact Phone Number (mobile preferred)
- Purpose of the reservation, including additional notes that may be useful

Leave the Reservation privacy as Public

Click CONFIRM

B I U | [List Icon] [List Icon] [List Icon]

- Student Name - Andy Panda
- Student EID - 123456
- Class Associated with Reservat Post
- Professor Name - T. Thompson
- Contact Phone Number (mobile 5455
- Any additional notes that may b podcast for class

Reservation privacy

CONFIRM

When you hit CONFIRM ON STUDIO RESERVATIONS you will be presented with this screen.

Go over the rules briefly with the student and then . .

PLEASE HAND THE STUDENT our printed Studio Reservation Policy

Explain to them that they need to read it thoroughly and email Studio Manager

Jeremy Gruy "Gruy, Jeremy M" <jgruy@[blue.edu](mailto:jgruy@blue.edu)>

With any questions and they are required to follow the rules.

Studio Reservation Policy - Studio Reservation Policy

Patrons reserving this space must adhere to the policies below:

Reservation Policies:

- CMB Studios are for RTF students currently enrolled in upper-division production classes and working
- Studio usage is for production-related applications only. All reservations are on a first-come, first-serve

PLEASE NOTE: Failure to follow any of the following rules can result in monetary fines and/or loss of priv considered scholastic dishonesty.

! SAFETY ALWAYS COMES FIRST IN ALL SITUATIONS !

SECTION I - REQUESTOR AGREES TO THE FOLLOWING CONDITIONS OF USE:

- 1) Report any damage immediately. Failure to disclose property or equipment damages may result in sus
- 2) Food/beverage must be consumed outside of the studio. *No alcoholic beverages allowed on premise;)
- 3) Absolutely no use of pyrotechnics, projectiles/squibs, oil-based foggers/hazers, combustibles, aerosol SR-10 must be submitted with UT Facilities Services (Fire Safety Systems) at least 72 hours in advance to circumstances a mandatory Fire Watch may need to be performed by the student production.
- 4) No motor vehicles allowed in the freight elevator or any studio.

Review

1. Room # and date and time
2. Reservation Name
3. Attendees
4. Change to In - Person
5. Check the description section for accuracy

Last step is to Click "Confirm"

Click "Done" again

← Create Reservation

 CMB 4.116 Film & TV Lab 4A

Oct 4, 2022

4:00 PM

to



(GMT-05:00) America/Chicago

☐ Recurring Reservation

Reservation name

Auditions

Attendees

 skraft3000@gmail.com
 skraft3000@gmail.com



Attendee

1 In-person



skraft3000@gmail.com
In-person

You m

B *I* U |  

I have 5 people auditioning

Reservation privacy



CONFIRM

The created reservations will show up in your Dashboard

Reservations

Search reservations

Today

OCT 04 TUE		Auditions ⌚ 4:00pm - 4:30pm	CN
OCT 04 TUE		Rehearsals ⌚ 5:00pm - 6:00pm	CN

The person reserving will get an email about the reservation once it is made.

Primary

Bookperk, Page Six, Levi's®, The...

CMB 4.116 Film & TV.

Auditions - I have 5 people audtioning

Moody College Space

You have been invited to an event - Sup

Auditions

CMB 4.116 Film & TV Lab 4A

OCT 4 TUE

Auditions

View on Google Calendar

When Tue Oct 4, 2022 4pm - 4:30pm (CST)

Where CMB 4.116 Film & TV Lab 4A

Who CMB 4.116 Film & TV Lab 4A*

Yes Maybe No More options

I have 5 people auditioning

[invite.ics](#) Download

Reply Forward