Student Systems Suite

Event Classroom Scheduling

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Need help? Contact the Office of the Registrar at (765) 494-8581 or registrar@purdue.edu

S:\Scheduling\Unitime Documentation\UNIVERSAL TRAINING MANUAL\Tab 2-Events\Tab 2-Events\Event Classroom Scheduling Instructions for Web.docx

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Request to Schedule a Classroom for Any Event

Log into the University Room Schedule web site at https://roomschedule.mypurdue.purdue.edu. Use your **career account username and password**.

Use the menu located on the left-hand side of the screen. Click on **Events**.

Click **Add Event**.

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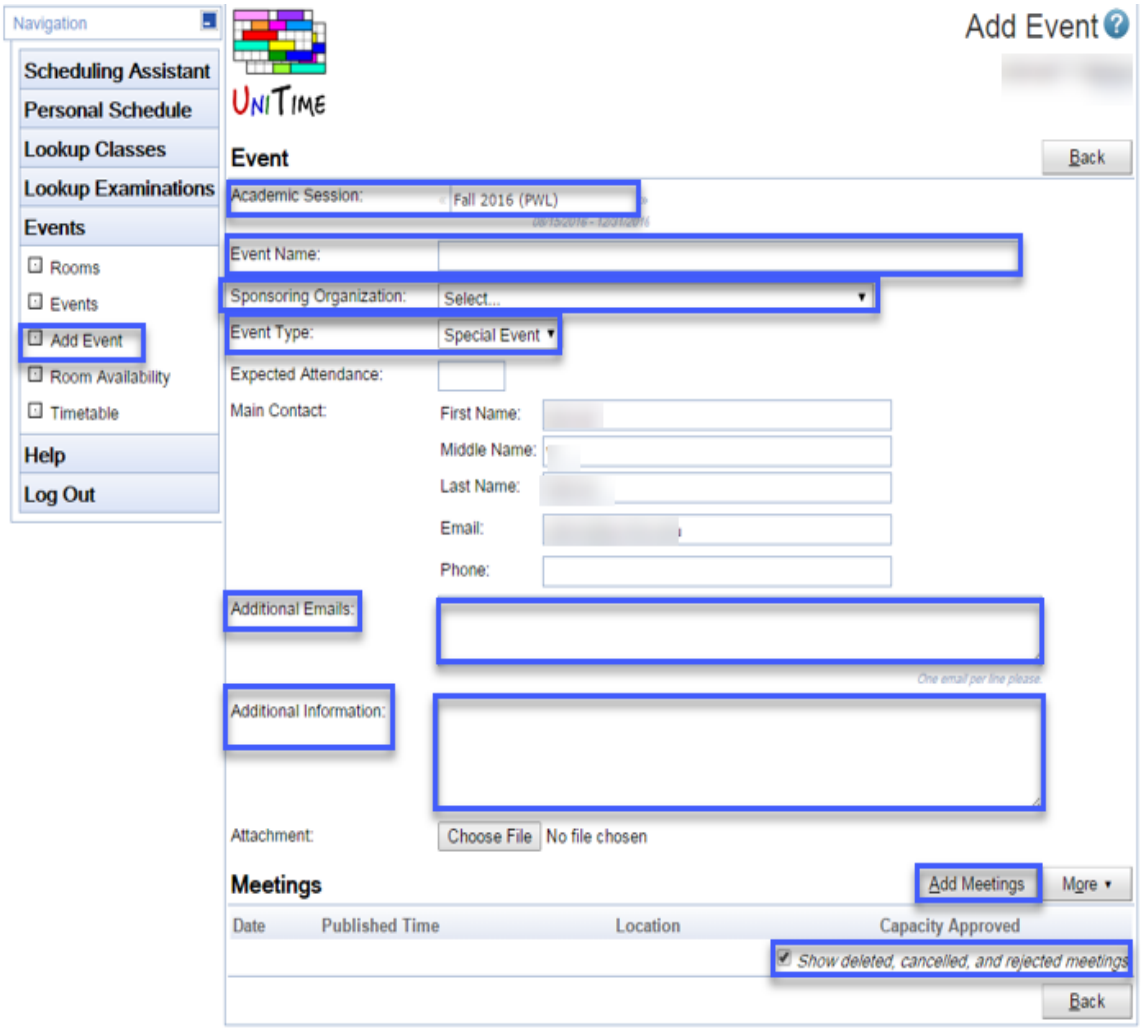
The following form is displayed. The Academic Session and your contact information are automatically populated. Enter the following:

- **Academic Session:** Session is automatically populated (Note: If your meetings span across academic sessions, you will need to enter an event for each session).
- **Event Name**
- **Sponsoring Organization** (if applicable)
- **Event Type**
- **Expected Attendance** (not required)
- **Main Contact:** Automatically populated.
- **Additional Emails**: Email confirmations may be sent to members of your group. Enter the e-mail addresses, one address per line, in the Additional Emails box.
- **Additional Information**: Enter additional information that you'd like to be taken into consideration when making your request to schedule the event. If you will have access to a building during weekend times please note this on the reservation.
- **Attachments**: Attach files for your meeting (not required)

Click **Add Meeting**



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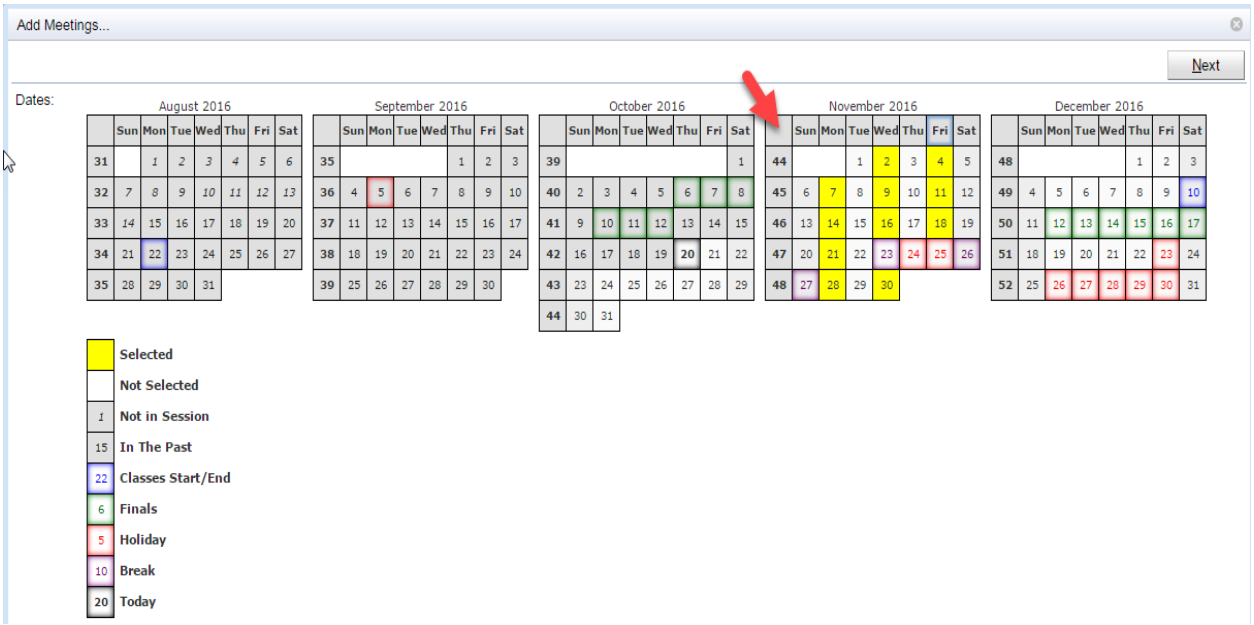
Select Dates, Meeting Times, and Locations

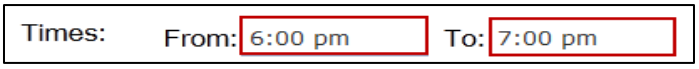
Select the **date(s)** for your meeting times.

- To schedule multiple days, click on each day that you want the event scheduled.
  Use this method only if the events are scheduled for the same time each day.
- If you wish to schedule the entire month, you may select the upper left corner and the entire month will be selected. You can click "deselect" by clicking the "not selected key" and selecting the appropriate dates.



Enter the start and end times for you meetings

- The default time for a meeting is one hour. If you need a different time length, be sure to enter the needed end time.



- Make sure you are choosing AM or PM
- Monday-Friday open from 7:30am-10:30pm for events
- Saturday events the buildings are open from 7:30am-12:30pm anything past this time there will be a fee, of $50.00 up to $100.00 dollars. LILY or HAMP is open from 7:30am-5pm with no fee.
- Sunday the buildings are closed for events except LILY or REC is open from 12pm (noon) until 10:30pm with no fee.
- If you will have access to a building, please note this in the additional comments section. If you want to reserve MJIS after hours this building is on a timer system, you will need to contact Susan Hardy to make arrangements for this building. For GRIS after hours please work with Leza Dellinger lrdellin@purdue.edu
- If a building or room is locked when it should be unlocked you can contact the Purdue Police at the non-emergency number 765-494-8221.

Select **Location** parameters from the drop down box. (Note: Click outside of the box to close it).

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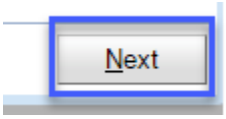
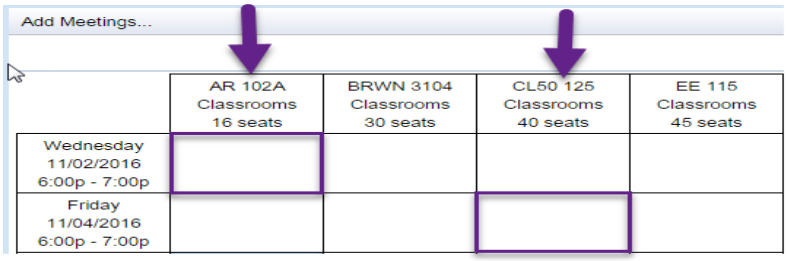
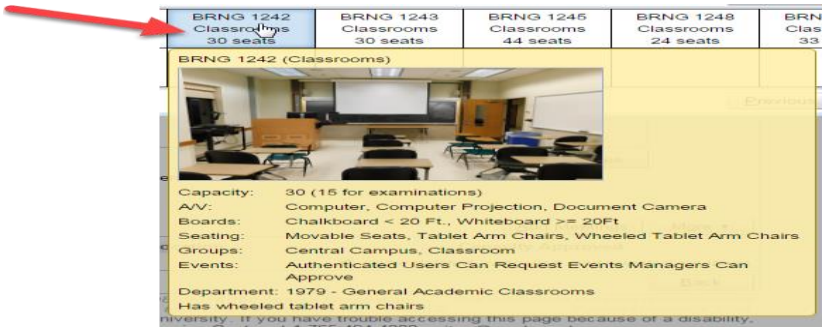
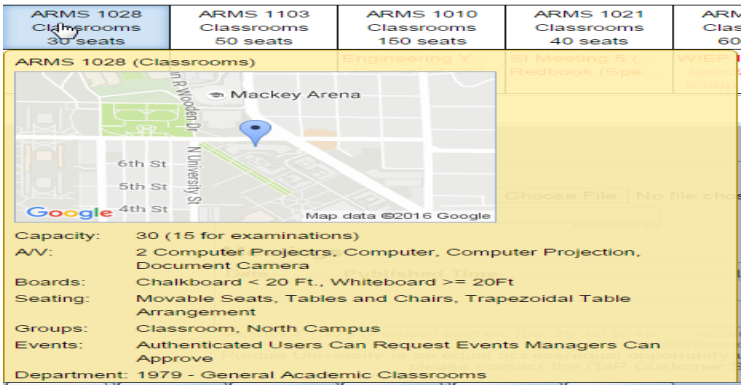
Click the next button on the lower right hand side.



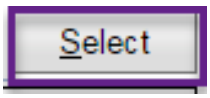
Select the room(s) where you would like to meet by clicking in any empty cell. If you hover over the room a picture will come up along with a map. There may be a delay in between pictures. This will give you a better idea of how things look in the room.







Click the **Select** button once you've made your choice.



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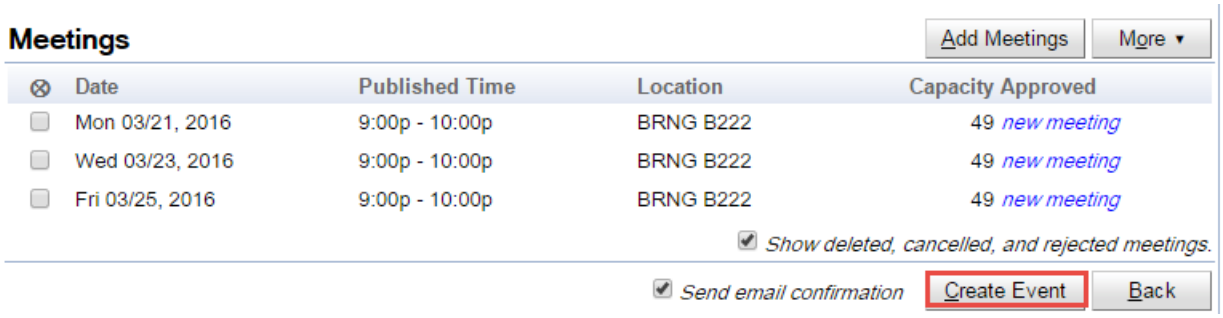
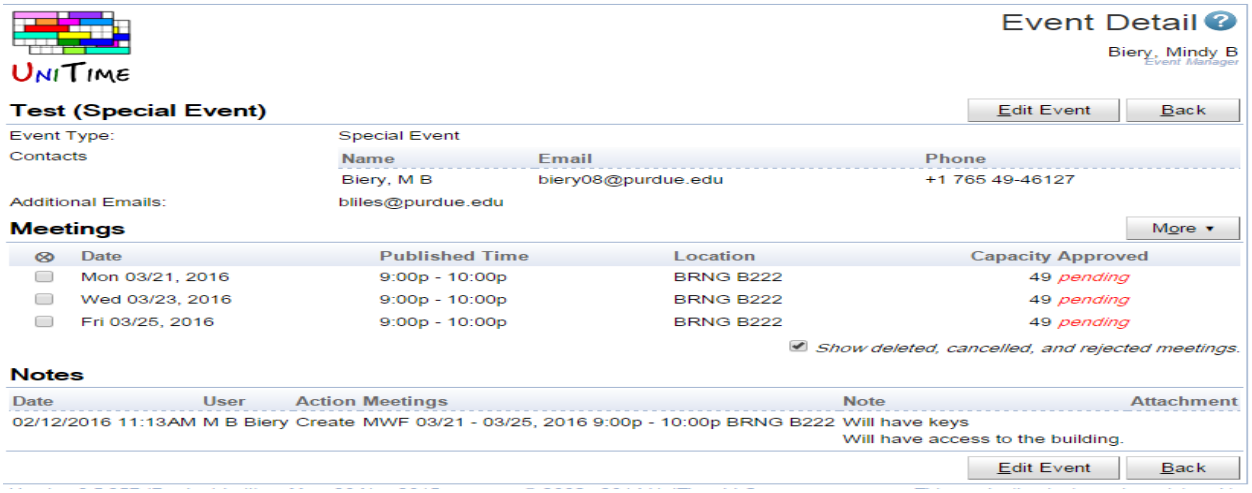
The meeting times and places that you selected are displayed. If no changes are necessary, click the **Create Event** button at the top or bottom of the page.



Event Approval Process

The Event Detail page shows a summary of the time and location of your event. It is pending approval.



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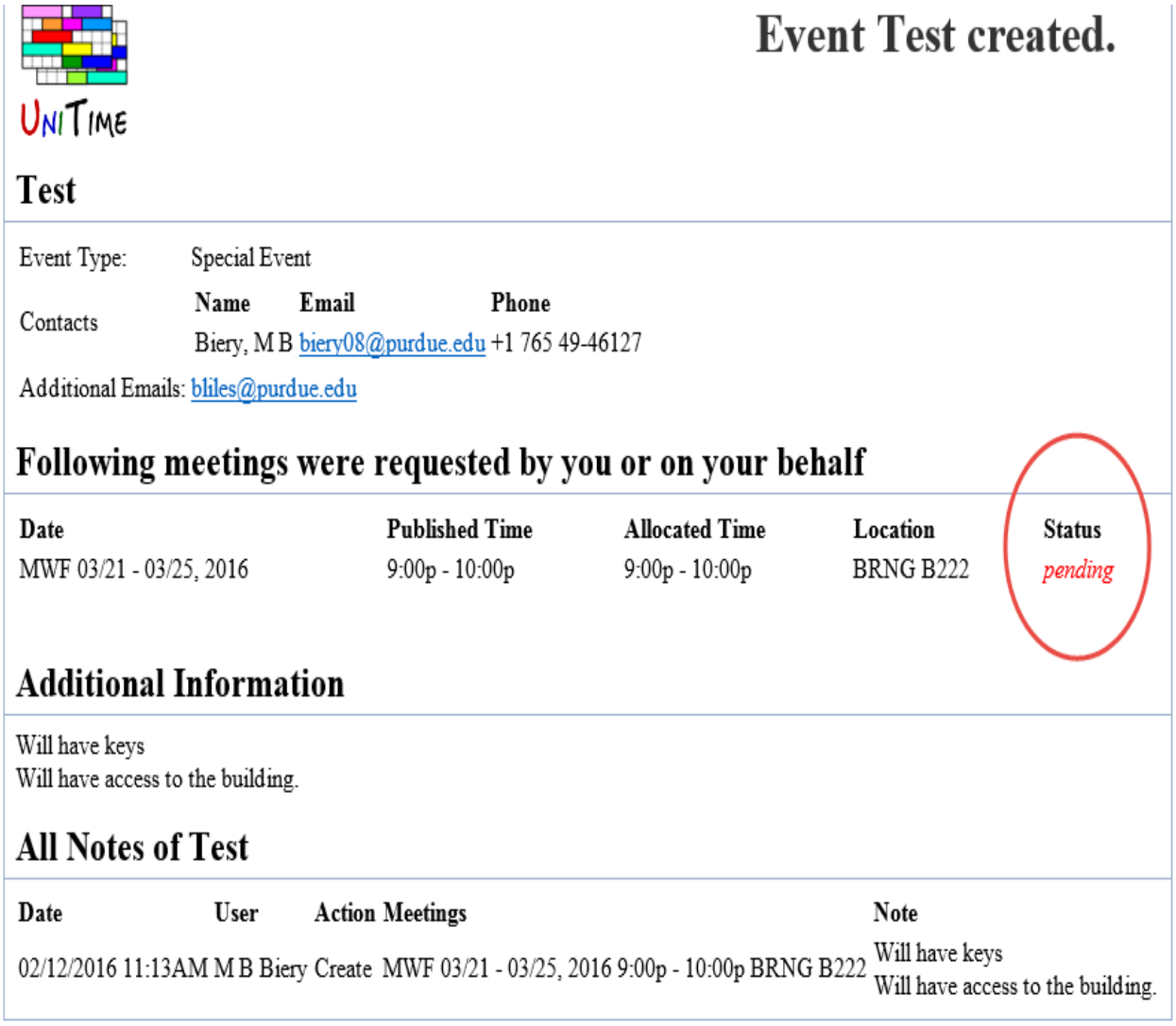
You will receive an email notification indicating that your request has been submitted.



UniTime

Event Test created.

Test

Event Type: Special Event

Contacts

Name	Email	Phone
Biery, M B	biery08@purdue.edu	+1 765 49-46127

Additional Emails: bliles@purdue.edu

Following meetings were requested by you or on your behalf

Date	Published Time	Allocated Time	Location	Status
MWF 03/21 - 03/25, 2016	9:00p - 10:00p	9:00p - 10:00p	BRNG B222	*pending*

Additional Information

Will have keys
Will have access to the building.

All Notes of Test

Date	User	Action	Meetings	Note
02/12/2016 11:13AM	M B Biery	Create	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.

There is an expiration date on an event. Shortly after midnight the next day (e.g., if the expiration date is November 14, the event will expire on November 15), all pending meetings are cancelled. All the approved meetings stay as they are.

Only users with the new Event Set Expiration permission can set an expiration date on a new event or an event which does not have an expiration date already set. When the expiration date is already set on an event, anyone who can edit the event can change or remove the expiration date.

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After your event has been approved, you will receive an email notification showing that the event is approved. Please save or print this confirmation.

Event Test approved.

Test

Event Type: Special Event

Contacts	Name	Email	Phone
	Biery, M B	biery08@purdue.edu	+1 765 49-46127

Additional Emails: bliles@purdue.edu

Following meetings were approved

Date	Published Time	Allocated Time	Location	Status
MWF 03/21 - 03/25, 2016	9:00p - 10:00p	9:00p - 10:00p	BRNG B222	approved

Current status of Test

Date	Published Time	Allocated Time	Location	Approved
MWF 03/21 - 03/25, 2016	9:00p - 10:00p	9:00p - 10:00p	BRNG B222	02/12/2016

All Notes of Test

Date	User	Action	Meetings	Note
02/12/2016 11:13AM	M B Biery	Create	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.
02/12/2016 11:15AM	M B Biery	Approve	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	

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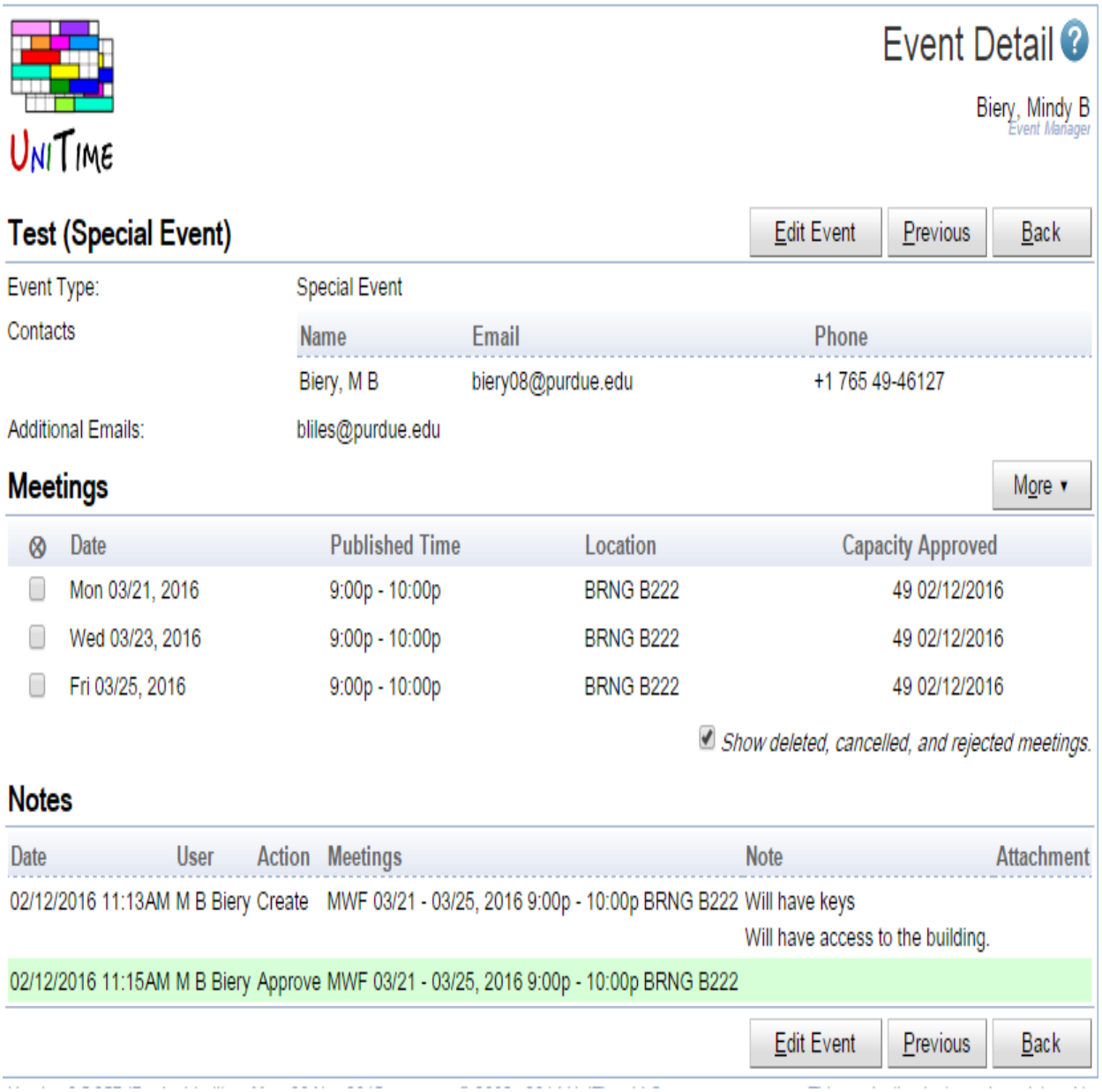
Once the event is approved, this is what the event will look like in UniTime.



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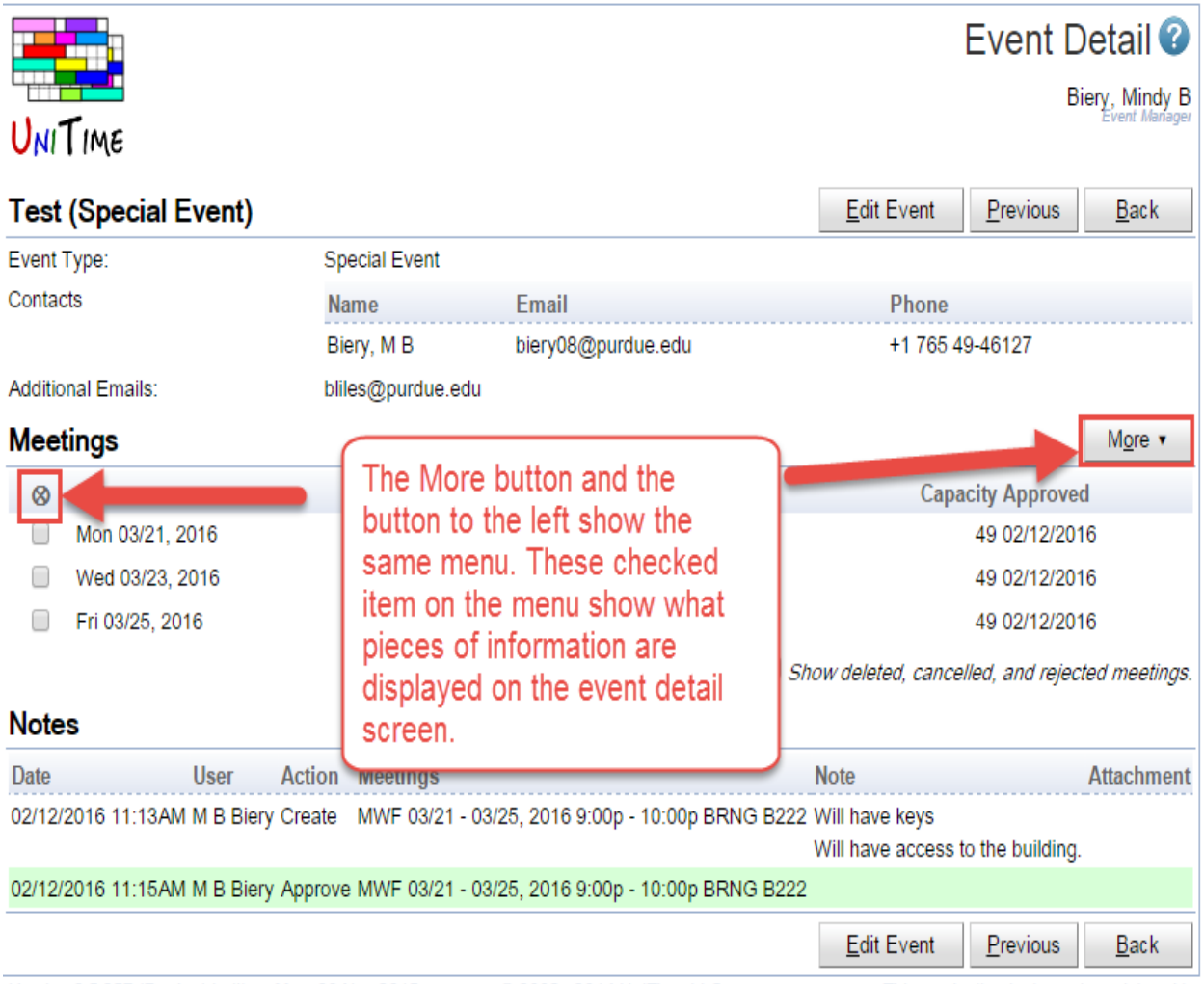
Cancel, Modify, or Add a Scheduled Event

Cancel or Modify a Scheduled Event

If cancelation or modification to the meeting times and locations are needed, click on the **More** button to cancel all meetings or the **Edit Event** button to make modifications.



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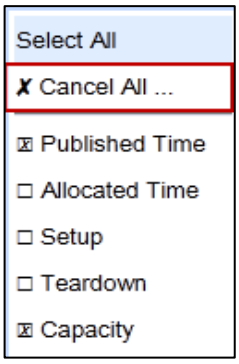
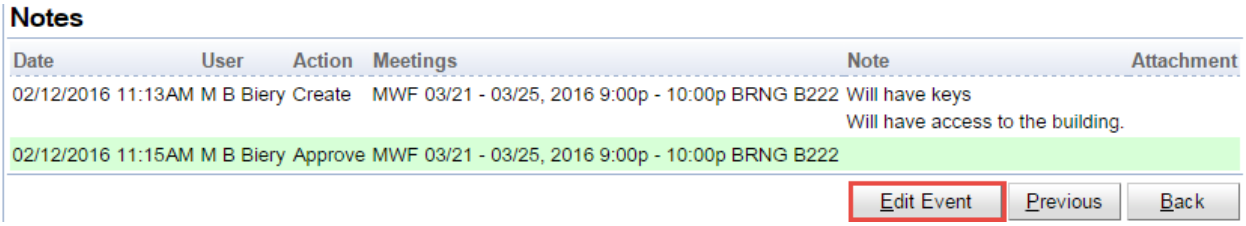


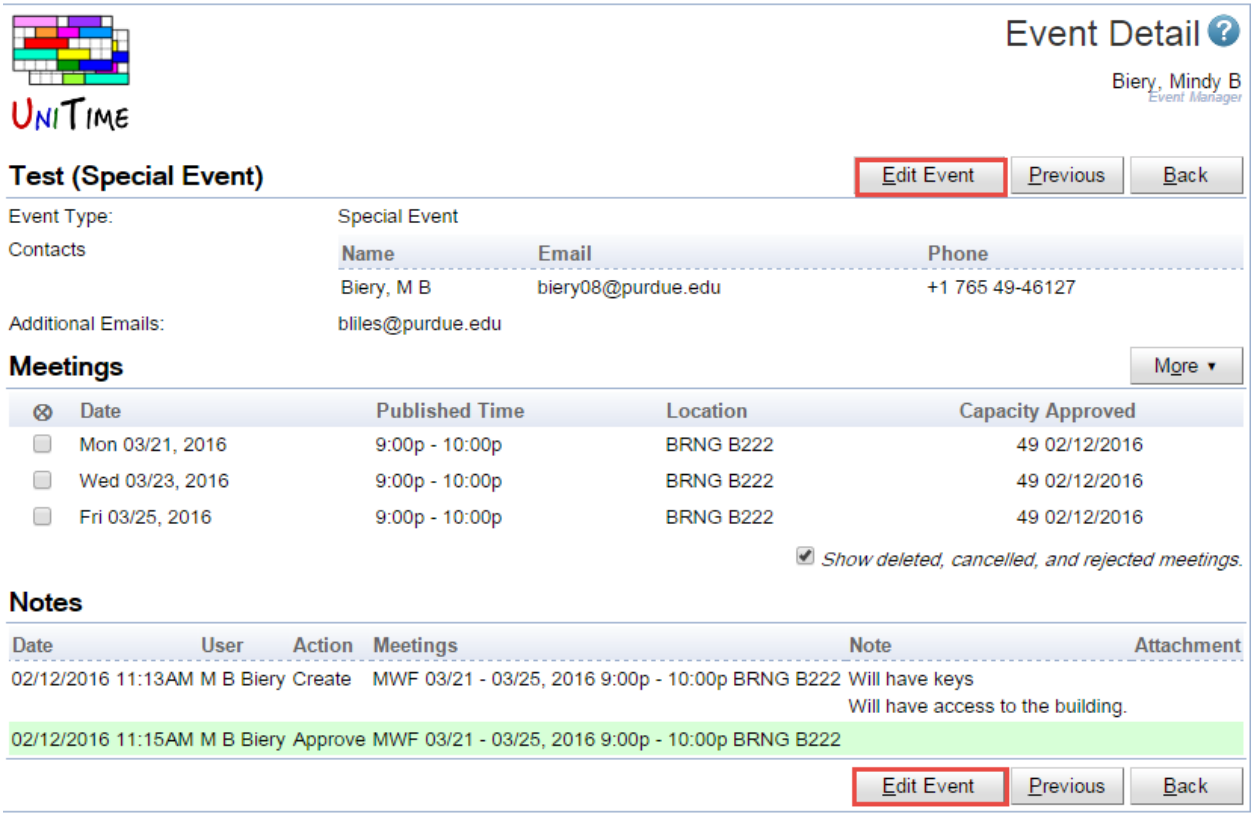
The More button displays the following menu from the Event Detail page. To cancel all meetings, select **Cancel All**. Note: The checked items indicate which pieces of information are displayed on the event detail screen.

To edit a meeting(s), click on the **Edit Event** button at the top or bottom of the page.



Add Additional Meetings

To add additional meetings to an approved event, click the **Edit Event** button at the top or bottom of the page.



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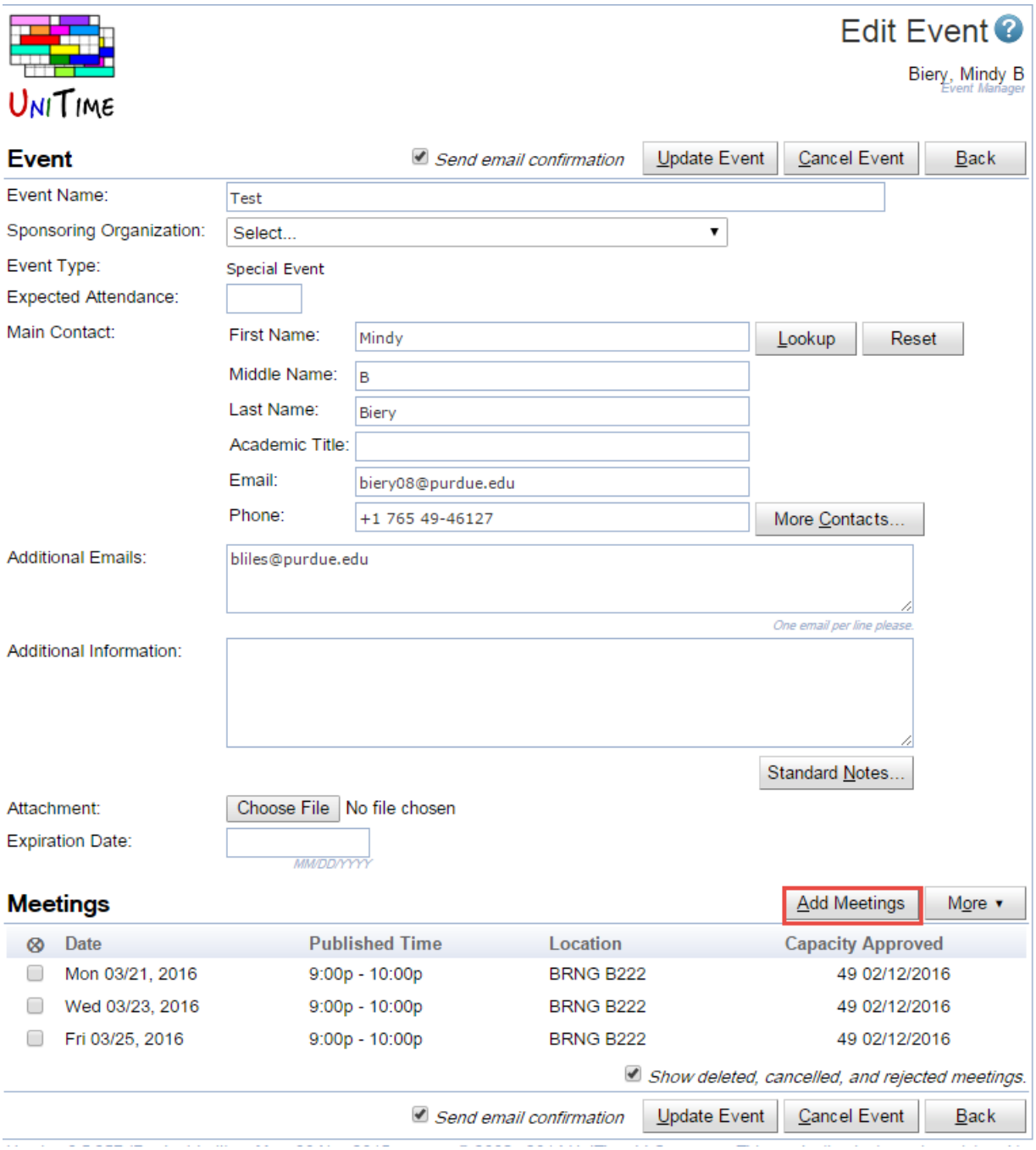
Click **Add Meetings**. Select dates, meeting times, and locations (see instructions above).



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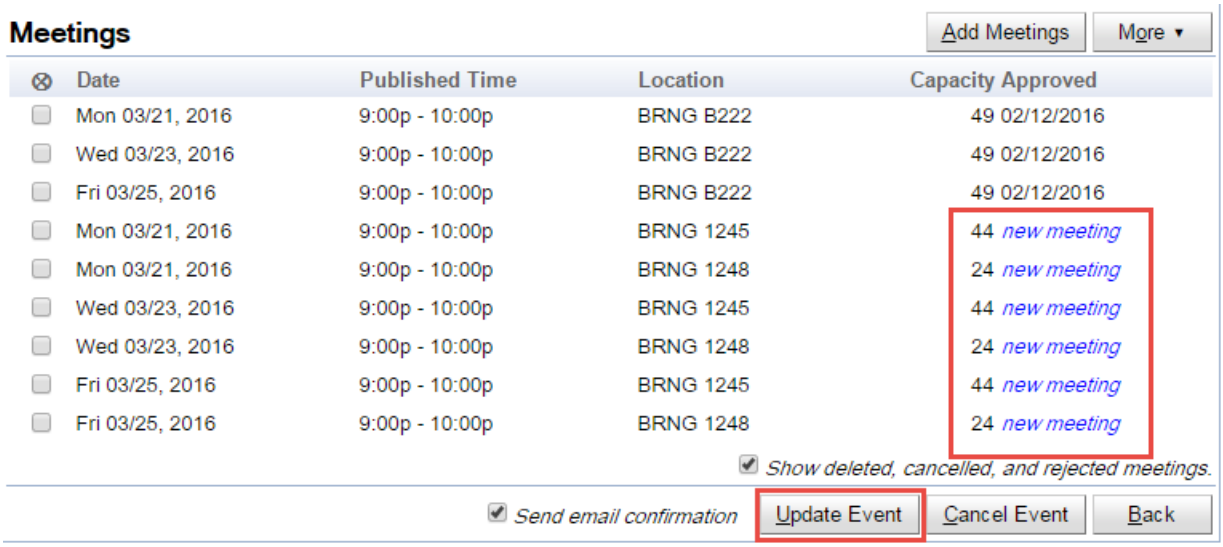
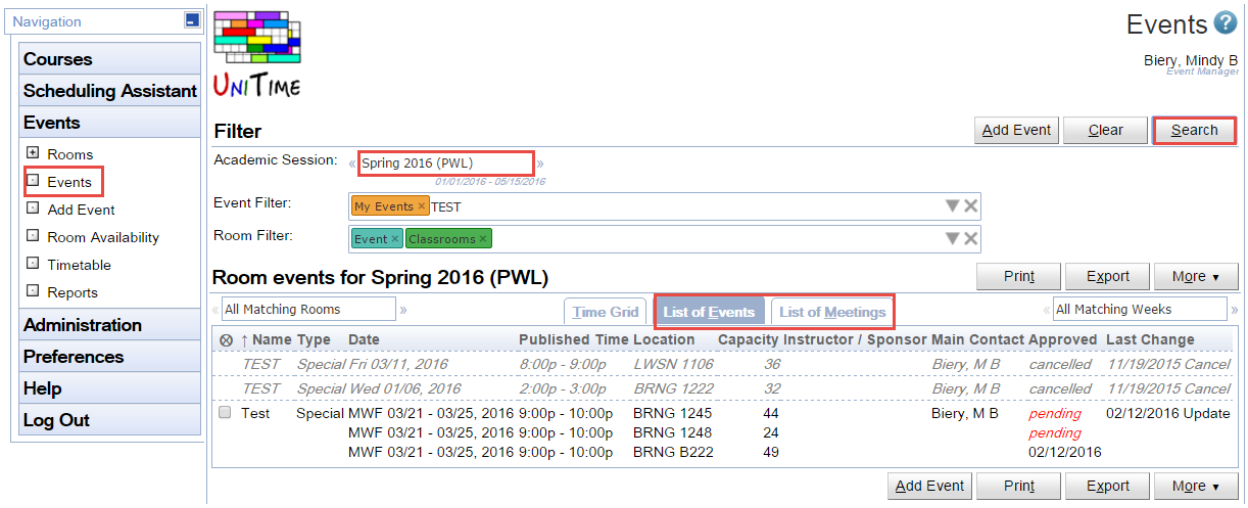
The new meeting times will be displayed with the originally scheduled meetings. Click **Update Event**. The new meetings will go through the event approval process as described above.



Look up a Scheduled Event

To look up a meeting that you have already scheduled, click **Events** on the menu bar on the left. Select the **Academic Session**, and if needed the event and/or room filters. Click the **Search** button. The list of meetings will be displayed. You can filter information further by using the **List of Events** or **List of Meetings** tab.



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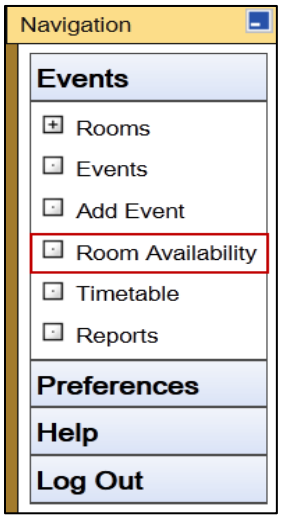
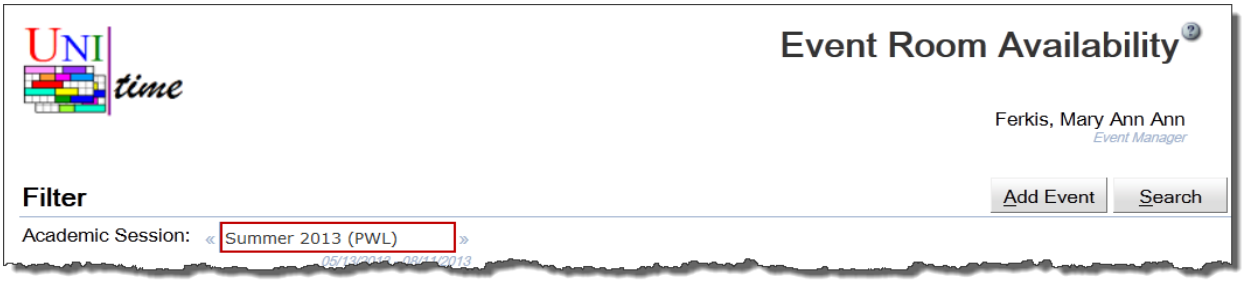
Check Room Availability

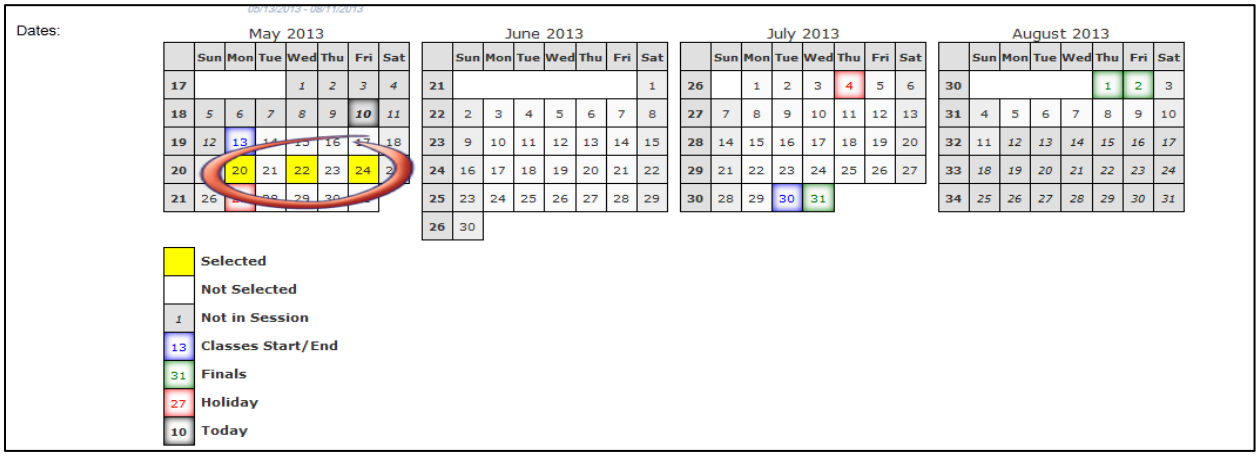
On the menu bar, select Events/Room Availability.



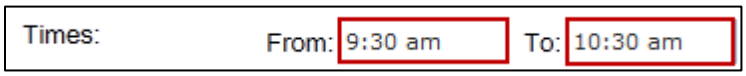
The Event Room Availability page is displayed. Select the **Academic Session** from the drop-down box.



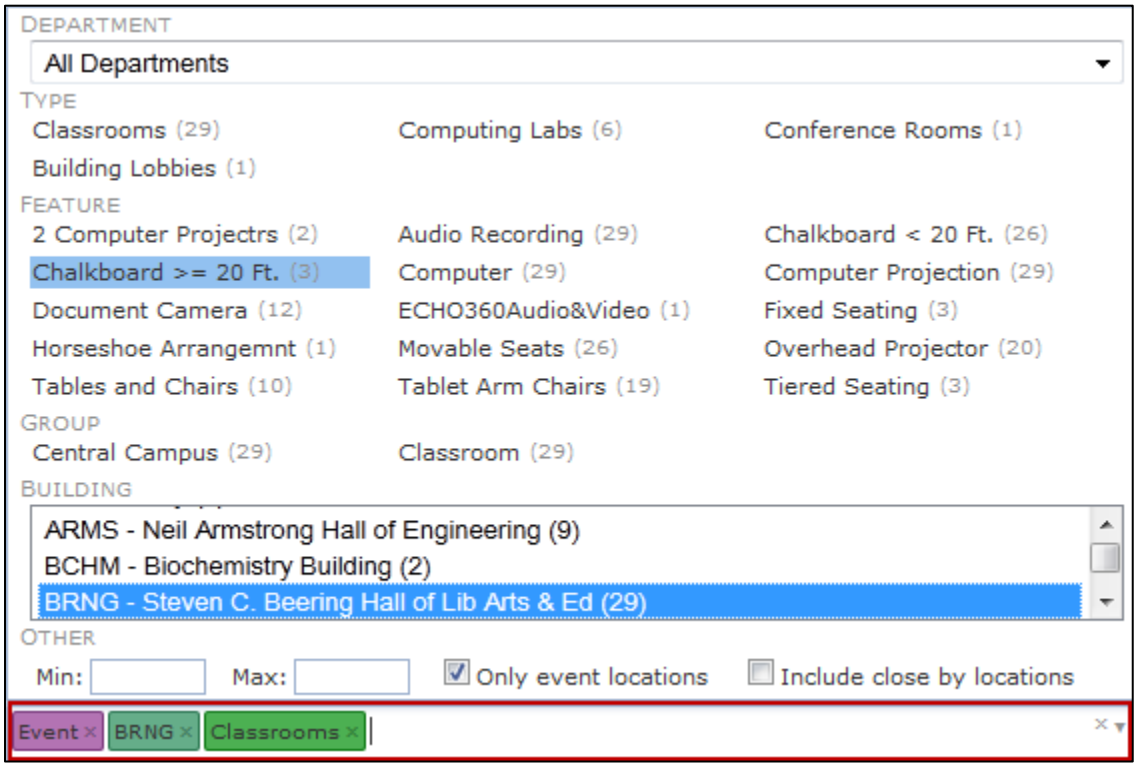
Select the meeting **Dates** on the calendar by clicking on the dates needed. When the dates are selected, they will be shown as "selected" in yellow.



Select the time for the meeting(s). **Note:** The default meeting time is set for 1 hour. The time may be modified to a longer or shorter period by selecting a different end time.



Select the location and room features. **Note:** Click outside of the box when you are finished adding your room features.



Once all parameters have been set, click **Search** to see classrooms availability.

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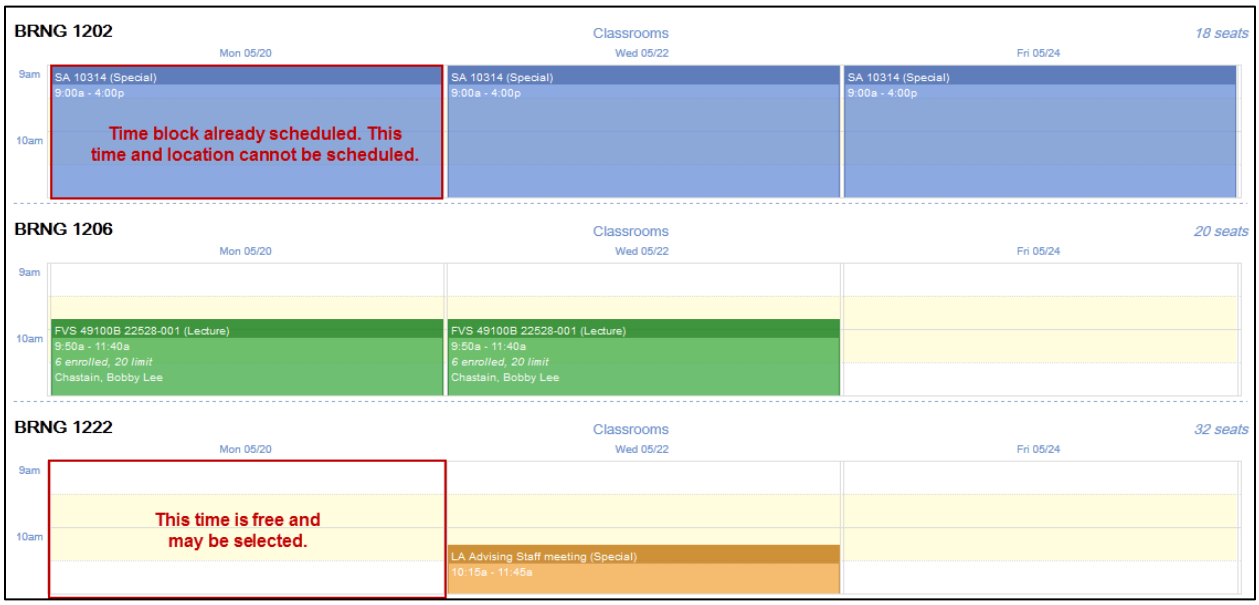
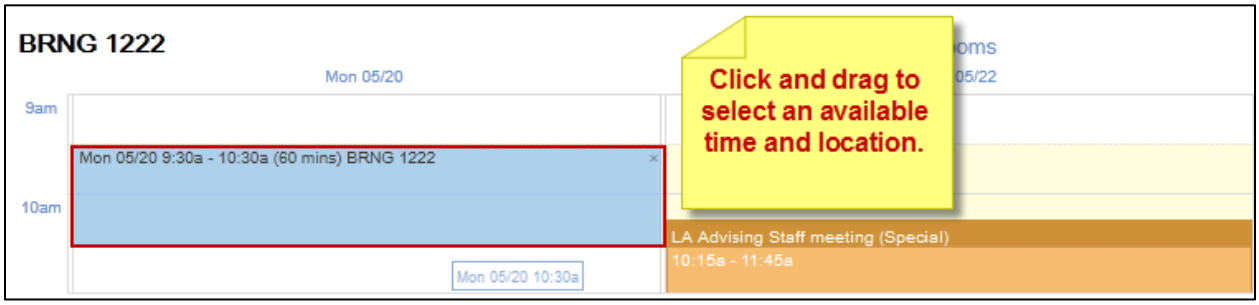
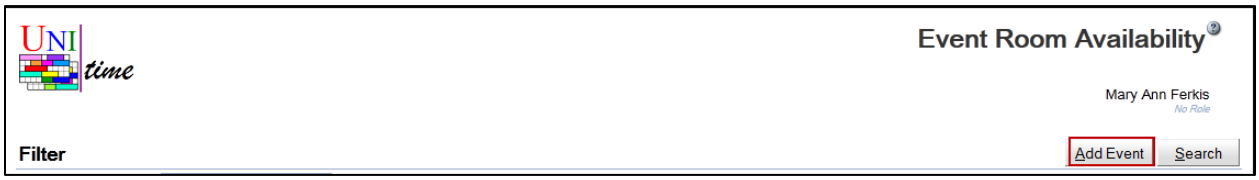
Times and locations will be displayed. Times and locations that are already scheduled will be highlighted. Times and locations that are empty may be selected. See examples below.



Click and drag to select the time and location. If you click each line this will only give you 15 minute intervals.



To schedule an event for the date and time selected, click **Add Event** to schedule it. Complete the **Event** form and click **Create Event**.



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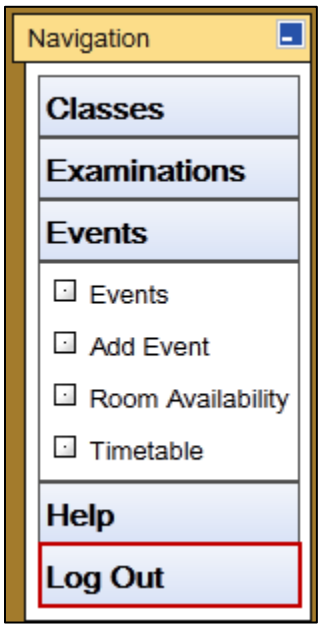
DO NOT FORGET TO LOGOUT!



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