

# HOW TO RESERVE A ROOM THROUGH THE ONLINE SCHEDULER

If you need to schedule a room on campus, the following directions will walk you through the process of using Allegheny's online Scheduler. <http://scheduler.allegheny.edu/>

## STEPS TO RESERVING A ROOM USING THE ONLINE SCHEDULER:

1. Go to **My Account** and select **Log In**.
2. Enter your **Allegheny user ID** (ex. Smitha) and your **Allegheny password**.
3. On the **Home** screen, select **Reservations** then **Room Request**.
4. Select the **date, time (typically 1 hour), Facility** (building) and enter 3 for attendance.
5. Click on **Find Space**.
6. The rooms that are available are shown. Select one by clicking on the **green +**.

*If you are unable to select a particular room, it has already been booked for that date and time. (See picture 1.) The system will never double-book a space.*

7. Select the **Details** tab. (See picture 2.)
8. Under **Event Name**, type in **Comp Oral –Smith** <insert your last name>
9. Fill in your name.
10. For **event type**, select **Do Not Post To Master Calendar**.
11. Under **Group** select <Psychology>. *If no groups show up, click on the magnifying glass next to the drop down and search for your group. Then click on the green + next to your group and Add.*
12. Once you have added your group, select **Temporary Contact** under **1<sup>st</sup> Contact**.
13. Enter **your** name, phone and email address.
14. Under **Second Contact**, select your 1<sup>st</sup> reader's name.
15. Under **Event Details** describe your event.
16. Enter start and end times.
17. Select **YES** or **NO** for Physical Plant and Catering.
18. Leave the **General Ledger # blank**.
19. Submit Reservation.

*You should receive a confirmation email within the next day.*

