R25 Event Scheduling System to Request Room/s for Non-Class Events

Go to Office of Registrar’s web page on UMass ➔ Faculty & Staff tab ➔ Resource 2


- To look up availability of locations, and their features ➔ Click on ‘Locations’
- To request room/s, Edit Pending Requests or Check status ➔ Click on ‘My Requests’
  
  * User name: First initial Last name
  * Password: password

* Note: the login credentials are CASE SENSITIVE *

- To ensure prompt processing, please make sure you fill out the event name as follows:

  DeptName Catalog# Event Description Event Date/s (mm/dd – mm/dd only)

  Examples:

  ENGLWRIT 101 Review Sess 4/9

  ART HIST Annual Cnfrnce Sat/Sun 3/1&2

  CHEM 101 Help Sess 1/18-3/11

  ECON 234/01 MdTrmExms 9/27,10/7,16&11/8

- As long as the event and time slots are same, you must submit one request for multiple rooms and dates. **Please note that…’Start’ and ‘End’ fields, should have the same date (the 1st date if requesting multiple dates).**

- You must select the ‘Until’ bullet, and enter the last date, when choosing ‘Daily’ or ‘Weekly’.

- When choosing random dates, select ➔ Ad Hoc ➔ enter the next date ➔ Enter.

- To request multiple rooms for the same event and time, select the first space from specific space search (if you know which one you want), and enter the rest under ‘Comments’.

- If your request/s is approved with facility assigned, it will move from your ‘Pending’ folder to the ‘Approved’ folder. It will still say ‘Tentative’, but you will get a confirmation email displaying the room, so you do not need to call back closer to the event. Just check your ‘Approved’ folder.
**Additional Information**

1) Please fill out each of the fields listed below (not just the ones in Red):
   - Event Type
   - Sponsoring Organization
   - Expected Head Count
   - Specific space (from the drop down menu, if you have a specific preference)

2) Consolidate requests that are for the **SAME EVENT** and **SAME TIME SLOT**.
   - For multiple dates, enter the **same date (first event date)** next to the ‘START’ and ‘END’ fields, and under ‘Repeat’, select either Ad Hoc, Daily, or Weekly option—whichever applies to your request.
   - If you choose ‘Daily’ or ‘Weekly’, you must select ‘Until’, and enter the last date.
   - After you log on through the first set of username and password, check the ‘Locations’ tab to search for available space/s, and find out if the space you are interested in is available or not, before logging on to R25->My Requests. For multiple spaces, select a specific space (if you have any in mind), from the drop down menu, and then list the additional spaces under the ‘Comments’ section.

3) Please select the specific space from the drop down menu, next to Space→Specific Space. Please do not, type out the name next to the space preference field, unless it is not listed in the comment section.

4) Please write all notes and comments in the ‘Comments’ field, not the ‘Description’ field, because it is not easily visible to us.

5) Click ‘Next’, ‘Submit’ and review your request summary to make sure the time and dates are all listed correctly, before submitting your request. If all the dates don’t show, then go back, edit the request, and submit again.

6) If the time period for your request/s spills past the last day of classes, please submit separate requests, because we will not be able to reserve for the Reading day/final exam, them early on.

7) Your request will be in your ‘Pending’ folder, until we approve and assign the space/s. You will get an automated message acknowledging your request, but we will send you a confirmation when we reserve the space. Your reservation state may show as ‘Tentative’, but please consider that as confirmed.
   - If you need to make any change to your pending request, you can log on to R25→Pending→Edit, and you will get the original request back to be able to make changes. If you wish to cancel a pending request, please type CANCEL at the end of the Event Name, so we will know not to process it and will cancel the request.
   - Once we process your request, we shall send you a confirmation email. Your request will now be in your ‘Approved’ folder, and you won’t be able to make any changes. If you wish to make any changes, or cancel an approved/confirmed request, you will need to email us at rscheduling@registrar.umass.edu, and ask us to cancel the request and submit a new request.

8) We usually need at least **two weeks** to process requests, and we process them in the order that they were received. We try to process requests on short notice too, but it would be best to back up the request with a phone call (545-2605) or an email. We’ll try our best to accommodate. Our priority in assigning rooms is first of all, to assign rooms for classes until the first week after a new semester begins. After that we process all exams and review sessions during the semester, and then are able to address other events, in the order that they were received.
POLICIES to keep in mind while using the spaces assigned

We require that…

1) Only those spaces that are assigned can be used (we do not assign the use of atrium).
2) The classrooms are left in the order they were found.
3) No food or drinks are allowed in the classes.
4) Furniture should not be moved around.
5) Trash shouldn’t be left behind.
6) Should be mindful of, and respectful to the surrounding classes/groups/faculty/staff.
7) Should not be loud, noisy or disruptive to classes and events around the assigned space.

Call our office (545-2605), for more details when you’re ready to request for rooms.
Example of a request form

Please fill in as many details as possible. Required fields are labeled like this.

Event Name: Dept Calt 2/2

Event Title: Event Date

Event Type: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count: 20

Start: February 23 2016 11:00 AM

End: February 23 2016 11:00 AM

Repeat:
- None
- Ad Hoc
- Daily
  - Repeat Every: 1 Day(s)
  - Until: February 23 2016
- Weekly
  - Repeat Every: 1 Week(s)
  - On:
    - Monday
    - Tuesday
    - Wednesday
    - Thursday
    - Friday
    - Saturday
    - Sunday
  - Until: February 23 2016
- For: 1 Repetition(s)

Space Preference:
- Specific Space: (Unspecified)
- Any Space In: Auditoria
- Other:

Other:

Other:
Requirements:

Service:
- Custodial needed □ (T/F)
- Custodial - weekend lockup □ (T/F)
- Custodial - after 10pm/before 8am □ (T/F)
- Custodial - finals & reading period lock □ (T/F)
- Custodial - Summer session □ (T/F)
- Custodial - Winter session □ (T/F)

Comments:
Select one room from the drop down menu next to the 'Specific Space' field, and list additional rooms (if needed) in this field.

If you use abbreviation or acronyms in the Event Name for your event, you can describe the details in this field.

Description: