

# R25: Making a Room Reservation

1. Open <http://scheduler.washjeff.edu/wv3/>

You will automatically view the events of the current day.

The screenshot shows the R25 Room Scheduling interface. At the top, there is a navigation bar with links for 'Events', 'Locations', and 'My Requests'. Below this, there are links for 'What's Hot', 'By Date', and 'Quick Search'. The Washington & Jefferson College logo is in the top right corner, along with the text 'R25 ROOM SCHEDULING'. The main content area displays 'Events for February 2009' with a 'View as a grid' option. The events are listed in a table format for two days: Sun Feb-01-2009 and Mon Feb-02-2009. On the right side, there is an 'Event Quick Search' box with dropdown menus for 'Name' and 'Contains', and a 'Go' button. Below the search box is a calendar navigation for the year 2009, with 'Feb' highlighted. There are also filters for 'Academic Classes' and 'Athletic Events', and a 'Publish to the Web' link.

Event	Start	End	Location
<b>Sun Feb-01-2009</b>			
Greek Recruitment	04:00 PM	10:00 PM	MAI*CHAPEL
<b>Mon Feb-02-2009</b>			
Development Staff Meeting	09:00 AM	12:00 PM	ROSSIN STUDENT GOVT CHAMBERS

2. Select "My Request" in the navigation bar. You will be prompted to log in. Use your network credentials to log into the R25 Room Scheduling application.

The form is titled 'User Logon'. It contains a message: 'If you are not currently a user, please [click here](#).' Below this are two input fields: 'Username:' and 'Password:'. There is a checkbox labeled 'Change your personal details, including password.' and a 'Log On' button.

3. Click the "New Request" link in the sub navigation bar.

The screenshot shows the 'My Requests' sub navigation bar. It includes links for 'New Request', 'Pending', and 'Approved'. The Washington & Jefferson College logo and 'R25 ROOM SCHEDULING' text are also visible.

4. Complete as much information about the event as possible. The minimum requirements for completion are the fields indicated in **red** type: **Event Name, Start & End Dates & Time**.

Have questions on what the fields do? Contact the [Office of Conferences & Events](#).

## Request an Event

**STEP 1 of 3:** Please fill in as many details as possible. Required fields are labeled like **this**.

**Event Name:** Homecoming Event  
**Event Title:** "The Athletes Day Out"  
**Event Type:** Party  
**Sponsoring Organization:** ATHLETICS  
**Expected Head Count:** 150

**Start:** October 15, 2008 11:00 AM  
**End:** October 15, 2008 12:00 PM

**Repeat:**

- None  
 Ad Hoc

October 15, 2008 Enter

- Daily

Repeat Every: 1

Until: October 15, 2008

For: 1

- Weekly

Repeat Every: 1

On:

Monday  Tuesday  Wednesday  Thursday  Friday  
 Saturday  Sunday

Until: October 15, 2008

For: 1

**Space Preference:**

- Specific Space: BROOKS PARK SOFTBALL FIELD  
 Any Space In: Alexandre Stadium  
 Other:

[Next ...](#) [Reset](#)

5. When finished, click the **'Next'** button. You will be directed to your reservation summary. **NOTE:** this is NOT a confirmation screen. This screen summarizes the choices made in the request; your event has not been process.

## Event Request Summary

**STEP 2 of 3:** Review the summary below.

NOTE: Your request has not yet been processed. Please click the 'Submit Request' button to process.

**Event Name:** Homecoming Event  
**Event Title:** "The Athletes Day Out"  
**Event Type:** Party  
**Sponsoring Organization:** ATHLETICS  
**Expected Head Count:** 150  
**Start:** October 15 2008 11:00 AM  
**End:** October 15 2008 12:00 PM  
**Date Summary:** No Repeating Dates Were Selected.  
**Space Preference:** BROOKS PARK SOFTBALL FIELD

NOTE: Your request has not yet been processed.

Please carefully review the information above. If everything is correct, submit it now; otherwise, make changes and *then* submit it.

Submit Request

Make Changes

6. Click the '**Submit Request**' if everything in the summary is correct. Otherwise, select the '**Make Changes**' button to return to the previous screen. **NOTE:** *if you have changes, do not use the 'back button'. You will lose all of your settings, use the 'Make Changes' button if you wish not to lose your event information.*

## Event Request Submitted

**STEP 3 of 3:** Your request has been submitted and a confirmation has been sent to your email address.

**Event Name:** Homecoming Event  
**Event Title:**  
**Reference Number:** 2008-AAAPDR  
**Event Type:** Party  
**Sponsoring Organization:** ATHLETICS  
**Expected Head Count:** 150  
**Start:** October 15 2008 11:00 AM  
**End:** October 15 2008 12:00 PM  
**Date Summary:** No Repeating Dates Were Selected.  
**Date List:** Oct-15-2008  
**Space Preference:** BROOKS PARK SOFTBALL FIELD

Request another event

A confirmation of your request will be sent to you via email. Check the **My Requests | Pending Requests** or the **My Requests | Approved** for the status of your request.

For reoccurring events that begin in the 2008 calendar year but spill into the 2009 calendar year, you must submit 2 requests: One in the previous Scheduler software for the 2008 events and another in the new R25 scheduler for the 2009 events.

**Need help?** Technical questions, contact the Helpdesk (helpdesk@washjeff.edu). For room reservation questions or room conflicts, contact the Office of Conferences & Events (fiedler@washjeff.edu).