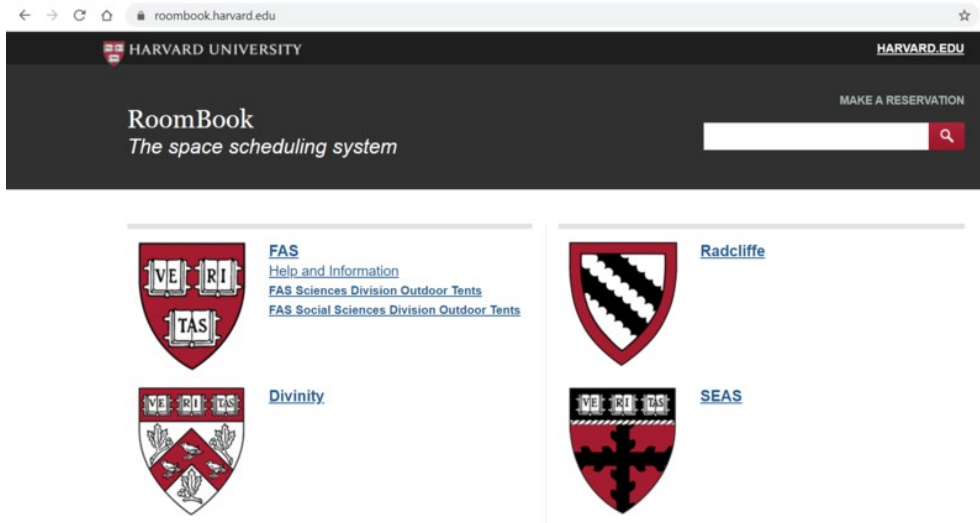


Roombook

To Request a Room

To request a room, all users must log into [RoomBook](#) and select from My Reservation Templates which appear on the My Home page.

1. [Go to RoomBook](#)
2. Click on the **FAS Shield**



3. Login with your Harvard Key
4. If not already routed to Home, click the **Home** tab on the far left menu.
5. Under **"My Reservation Templates"** choose the template most appropriate for your request. For more information, including booking policies, click the **"about"** button.
6. To create a reservation, click **"book now"** on the appropriate template.



Roombook

7. Enter the **Date and Time** of the reservation. Note: for ongoing meetings with multiple dates, click the **Recurrence** button.
8. You can create a reservation in two ways. Options A and B are **Let Me Search For A Room**. Option C is **I Know What Room I Want**.
 - A. (Optional) Under **Let Me Search For A Room**, you can **Add/Remove** Locations to narrow your search to a group of buildings or **Filter By Area**. To book space managed by the Registrar's office, choose **Views** and select **Registrar Booked Spaces**.
 - B. (Optional) Under **Let Me Search For A Room**, you can **Add/Remove** Room Types and Features. This will immediately filter your results. Entering the **Number of People** here will immediately filter rooms that have at least that capacity. Room Types and Features list varies based on optional Areas and Facilities selections, omitting room types and/or features not found in any of the rooms within the area or building.
 - C. (Optional) Under **I Know What Room I Want**, you can search for specific rooms by name, aka room number. For example, if you enter "110" a list will drop down of all 110 rooms, including Boyston, Sever, Northwest, and Science Center, to choose from. Once chosen it will prompt for at least **No. of Attendees**. Once entered you can **Add Room**, and the room, if available, will be added to your reservation.

Room Request / EMS

roombook.fas.harvard.edu/EmsWebApp/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97yLU%2byk57qiz

EMS Room Request Sultzzer, Liz

FAS - Academic Request (Sept 1 - Dec 18) My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Sat Oct 9, 2021 Next Step

Date & Time

Date: Sat 10/09/2021 Recurrence

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations: (all) Add/Remove Search

Selected Rooms: Your selected Rooms will appear here.

Room Search Results: LIST SCHEDULE

Favorite Roo... Find A Room Search

Rooms You Can Reserve	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7
[CADM] Harvard Art Mu... Cap												
[CADM] Art Museu... 100											Closed	
[CADM] Art Museu... 300											Closed	
[CADM] Art Museu... 24											Closed	

9. Select a room by clicking its **green plus sign icon**, to the left of the room name. Note: white space indicates the room is available, blue indicates it is already booked. Also, if there are many rooms, the list can be scrolled up and down. Your room selection will appear at the top of the page, under **Selected Room**. You can click the "X" icon to remove the selection.
10. Click the **Next Step** button at the top right of the page.
11. Enter Reservation Details.
 - A. Enter Event Name and Event Type.

Roombook

- B. Select the Group applicable to the event, if it is not already selected
- C. Select 1st Contact. Note: the email address may automatically be filled in. *(Optional)* Enter a phone number (x9-9999 format is sufficient for campus numbers, off-campus numbers should include the area code)
Enter any additional information. Answers that are required will be outlined in red, with an asterisk next to the question.

The screenshot shows a web browser window with the URL `roombook.fas.harvard.edu/EmsWebApp/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97yLU%2byk57qiz`. The page title is "Room Request" and the logo "EMS" is visible. The main content area shows a breadcrumb trail: "FAS - Academic Request (Sept 1 - Dec 18) > 1 Rooms > 2 Reservation Details". The "Reservation Details" section is active and contains the following fields:

- Reservation Name ***: A text input field with a red border.
- Reservation Type ***: A dropdown menu with a red border.
- Affiliation Details**: A section header.
- Affiliation ***: A dropdown menu with a red border and a search icon to its right.
- 1st Contact**: A dropdown menu with a red border.
- Additional Information**: A section header.
- Will this event be open to the public and/or advertised publicly?**: A text input field with a red border.

12. Click Create Reservation

The screenshot shows the "Additional Information" section of the Room Request form. The fields are:

- Will this event be open to the public and/or advertised publicly?**: A dropdown menu with "Choose one" selected and a red border.
- Briefly describe your event**: A text input field with a red border.
- Course Title (e.g. ECON 10a or ISMT E-200) ***: A text input field with a red border.

A green "Create Reservation" button is located at the bottom right of the form.

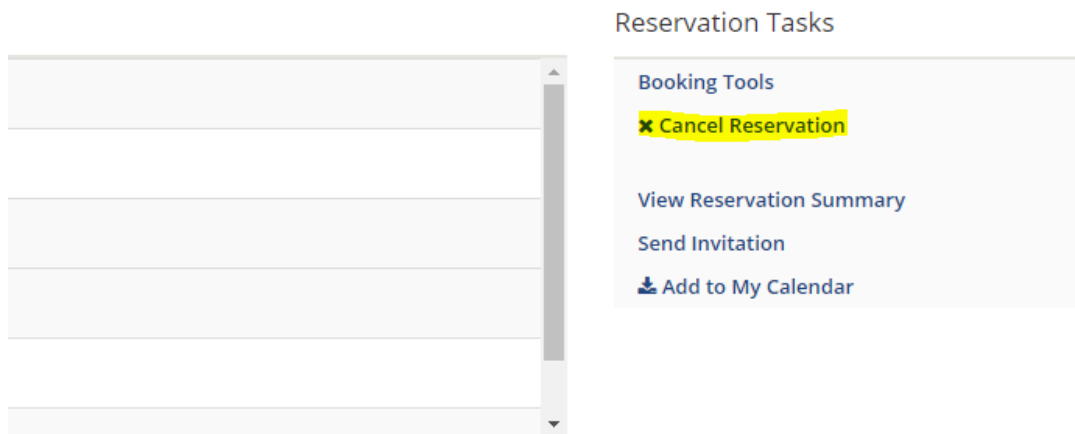
Roombook

To Cancel or Change a Room Request

Changes or cancellations can only be made in RoomBook by the original requester.

You can cancel either a pending request or a reservation that has already been confirmed. To cancel:

- Go to the "My Events" on the left-hand menu
- Click on the name of the reservation you want to cancel
- To cancel the whole reservation, click "Cancel Reservation" on the right-hand menu





- To cancel individual bookings in the reservation, click the red delete button next to the time and date you want to cancel, under Bookings

Bookings

CURRENT PAST

Cancel Bookings Booking Tools

	Date ^	Start Time	End Time	Time Zone
 	Thu Jun 11, 2020	2:00 PM	3:00 PM	ET

Confirm on the pop-up window that you want to cancel either the reservation or booking

Roombook

Changes

You can edit/change either a pending request or a reservation that has already been confirmed. Please note that if you make changes to a request that has been confirmed, it reverts to a request status and will need to be processed by the approver. To make changes:

- Go to the "My Events" on the left-hand menu
- Click on the name of the reservation
- Click on the pencil next to the room booking you want to edit/change
- From this screen, you can make the following changes:
 - Name (Edit the name field and press "Update Booking.")
 - Event type (Change the selection in the drop down and press "Update Booking.")
 - Date/Time (Change the appropriate field and press "Update Booking." If the same room is available, then the reservation will be resubmitted for approval. If the room is not available, you will be prompted to select another room.)
 - Location (Enter your date/time information, add/remove Locations, and click Search. Select another room from the results grid and press the green plus sign, then press "Update Booking.")
- Please note you cannot make edits to the information initially submitted on the details tab (1st contact, service of alcohol, cash sales, working with an outside company, etc.) In order to change this information you will need to contact the Scheduler.