Overview

The following guide contains instructions for performing some common tasks in Campus Calendar (the New England Law online calendar and room scheduling system). The guide is broken into four sections, each offering a step-by-step guide with relevant screenshots.

Section A) Submitting a Single (non-recurring) Event Request

Section B) Submitting a Recurring Event Request

Section C) Reviewing, Editing and Cancelling Existing Reservations

Section D) Adding Yourself to a Group in Campus Calendar
A) Submitting a Single (non-recurring) Event Request

1. First, navigate to http://calendar.nesl.edu using the web browser of your choice.

2. Click the ‘Log In/Log Out’ menu and select ‘Log in’. Enter your New England Law network ID and password (combination you use to log in to your computer at work).

3. Once logged in, click on the ‘Reservations’ menu item and select an applicable option from the dropdown list that appears.

   **Audio Visual Request Form:** Use this to add technology services to an existing reservation, for example a class that has already been booked for you by the registrar that you now wish to record.

   **Cherry/Trustees/Functions Reservation Form:** Use this to make a booking for an event that will take place in the Cherry Room, Trustees Room or a combination of both adjoining rooms together.

   **Classroom & Conference Room Reservation:** This should be used for all academic bookings for spaces outside of the Cherry/Trustees room.

4. Next, under ‘When and Where’ enter your event’s desired Date, Start and End time, Building (dropdown list) and expected amount of Attendees (minimum 2). Any field with a red asterisk is required.

5. Click the Find Space button
6. You should be presented with a grid showing all rooms in the building that you selected which have capacity to handle the amount of attendees you specified (see screenshot below). Blue blocks in the graph represent bookings already in use for their corresponding room so are a visual indication of spaces to avoid. (In the below example Classroom 306 seems available for the desired date and time).

Click the green plus sign next to the room (or rooms as you can select multiple ones if you need them) that you want to request.

7. The relevant room\rooms will now appear at the top of the screen as follows

Note: To remove a location simply click the red ‘X’ that appears to the left of the ‘DATE’ column.
9. When you are happy with your choice select ‘I have read and agree to the terms and conditions’ which appears just below the grid, then click the ‘Continue’ button.

10. The final part of the process involves filling out “Event Details” (event name, event type etc.). Any field with a red asterisk is required in order to submit a request.

[Tip] You should find your name listed in the ‘1st Contact’ dropdown list. When you select that it should automatically fill in a lot of your contact details. If for any reason your name is not listed just use (temporary contact) from the list and let the helpdesk know (Email tms@nesl.edu).

Note: In the ‘Group’ dropdown box, if your department is not automatically listed please see Section D on page 10 ‘Adding yourself to a Group in Campus Calendar’.

You also have the opportunity before proceeding to request Additional Furniture, Banners or Beverage Services here.
11. When you are happy with your choice select *I have read and agree to the terms and conditions* then click the ‘Submit’ button. After the system has processed your request you will be presented with the following screen.

Note: if you need to request Audio Visual services for your event please click the link on the Reservation Details page as highlighted in red in the above screenshot.

12. Finally, if you check your Email you should find a notification about the scheduled event has been sent that looks similar to the following.
B) Submitting a Recurring Event Request

1. Complete steps 1 – 4 from Section A above. Before hitting the ‘Find Space’ button click the ‘Recurrence’ button located to the right of the field where you entered the date for your event (this will become the first instance of your recurring schedule). The following window should appear.

2. Enter your desired meeting pattern and then click “Apply Recurrence”.

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**Note:** The images in the document illustrate the steps and confirmations for submitting a recurring event request.
3. You will be brought back to the ‘When and Where’ screen but now should see a description of the recurrence pattern you set

   E.G. Occurs every Monday effective 8/29/2016 until 9/12/2016 from 9:00 AM to 10:00 AM

4. Click the ‘Find Space’ button. A screen similar to the following should appear.

![Available rooms](image)

Note what appears in the ‘AVAILABLE’ column. This shows the amount of times each room is available for each instance of your recurring pattern. In the above example a meeting was set to recur three times (so each of the rooms was available 3 out of 3 times). If any of the rooms are already booked an exclamation mark will appear, hovering the mouse over the room name will give an explanation of where there is a conflict.

5. Click the green plus next to your preferential room. Each instance of your booking (i.e. every occurrence in whatever pattern you chose for the meeting) will now appear under ‘Selected Locations’. For example, for the meeting from the above screenshot where the recurrence was set to 3 meetings the following displays.
Note: To remove a location simply click the red ‘X’ that appears to the left of the ‘DATE’ column.

6. When you are happy with your choice select ‘I have read and agree to the terms and conditions’ which appears just below the grid, then click the ‘Continue’ button.

7. Continue on from step 9 of Section A above.

C) Reviewing, Editing and Cancelling Existing Reservations

1. To see what you have already requested, or reserved in the past, scroll over “Reservations” and select “View My Requests” while being logged in to Campus Calendar.
2. Click on the Name of a reservation you want to make a modification to or cancel entirely. The following screen will appear.

To modify the reservation click ‘Edit Reservation’ in the top right list.

To cancel the reservation, simply click the red ‘X’ under ‘ACTIONS’. You will be asked to supply a cancellation reason. Supply one and click ‘Cancel Booking(s)’

You will receive an Email confirming the cancellation.
D) Adding Yourself to a Group in Campus Calendar

You may find that the first time you use the Campus Calendar system to make a reservation, at the point in the process where you are filling in Event Details the ‘Group’ field is empty and has nothing listed in the dropdown box. You need to be a part of a Group in order to complete the process so need to add yourself at this point.

1. Click the magnifying glass to the right of the Group box as noted here:

   ![Group Details](image1)

2. Once you click the icon the following window will appear

   ![Item Lookup](image2)

3. Click the green plus sign next to the group that you fit into (E.G. Faculty). Then press ‘Done’

4. You should be taken back to the Event Details screen but now should have an entry in the Group dropdown list.