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 from one for the four applicable options that appear in the dropdown list as follows. Please take the time to read the information that you are presented with on the ‘Info’ tab when selecting each form as a lot of pertinent information is specified there.

**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.

**Student Classroom Reservations:** Use this form to book a classroom space. Please note that Academic Courses will take priority over your request. There is a chance your reservation could be put into ‘Academic Bumped’ status if it conflicts with a regularly scheduled course that had not been set at the time you made the reservation.

**Student Library Carrel Form:** Use this form to book any of the carrels designated as available for reservation.

**Student Study Room Request Form:** Use this form to book any of the areas designated for group study and research purposes only, not student meetings.

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.

![Screenshot of Find Space grid](image)

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

![Screenshot of Selected Locations](image)

**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.

Note: The ‘Group’ dropdown box is a mandatory field. If it is your first time using the system this will be blank. Please refer to Section D ‘Adding yourself to a Group in Campus Calendar’ on page 10 before proceeding.

If the ‘Group Details’ section only has a ‘1st Contact’ box it means that the space you are reserving cannot be requested on behalf of one of the SBA student groups. In that case make sure ‘(temporary contact)’ appears in the 1st contact field just as it is in the above screenshot and fill out your own contact information in each relevant box.

If the ‘Group Details’ section has both a 1st Contact and 2nd Contact then

A) If the request you are making is for yourself and not on behalf of a student group you are associated with:

Make sure (temporary contact) appears in the 1st contact field just as it is in the above screenshot and fill out your own contact information in each relevant box. Leave 2nd Contact as ‘none’
B) If the request is on behalf of a student group you are associated with

Per the following screenshot make sure that you select the particular SBA group that you are making the reservation on behalf of in the 1st Contact box, this should prefill a correct group contact Email address. Fill out a Phone number (either yours or another group representative). Make sure (temporary contact) appears in the 2nd contact field then fill your own name and contact information in the fields below that.

Depending on the form you are using you may also be given options surrounding furniture or food requirements.
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 you should contact sbamat@nesl.edu who handle these services for student group.

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”.

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.

![Selected Locations](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:

2. Once you click the icon the following window will appear
3. Click the green plus sign next to the group that you fit into (all students should select ‘Student Groups’). 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. You should not need to repeat this process for future reservation requests as the system will remember your choice.