

ON-LINE SCHEDULER FOR ROOMS IN TEMPLE BUELL HALL

Rooms reserved by [Architecture](#)

Rooms reserved by [Landscape Architecture](#)

Rooms reserved by [Urban & Regional Planning](#)

Rooms reserved by the [TBH-Business Service Center](#)

There are multiple ways to request rooms. You may also request them as one-time events or with recurring instances. Below is instructions for a one-time event.

RESERVATIONS

1. To request to use a room first make sure you are on the Requests tab:



2. Create a New Request, select the semester you are wishing to schedule a single event or full semester event:

Create a New Request:

- ❑ Spring 2020 (1/21/2020 - 8/23/2020) - [Full Semester Request](#) | [Single Event](#)
- ❑ Winter 2020 (12/23/2019 - 1/20/2020) - [Full Semester Request](#) | [Single Event](#)
- ❑ Fall 2019 (8/26/2019 - 12/22/2019) - [Full Semester Request](#) | [Single Event](#)
- ❑ Summer Session 2 2nd Half 2019 (7/8/2019 - 8/25/2019) - [Full Semester Request](#) | [Single Event](#)
- ❑ Summer Session 2 2019 (6/10/2019 - 8/25/2019) - [Full Semester Request](#) | [Single Event](#)

3. To create a request for a Single Event, or Full Semester Request, next to the semester/dates you want to reserve, select which option you want and then you can start to enter your request.

Creating New Single-Event Request

- ▣ Introduction
- ▣ Request Type
- ▣ Requested By
- ▣ Capacity
- ▣ Meeting Times
- ▣ Comments
- ▣ Review Request

Thank you for booking a room in Temple Buell Hall. If you have any questions, please email Jennifer Frank at jenfrank@illinois.edu.

Next ->

Scheduler V2.16.0.1

4. Select Timetable course or Event (event is the default), then select the Department you are with and enter the Event Name and then click on the next button.

What type of request are you creating and what is the request for?

Request is for:

- Timetable Course
- Event (not a timetable course)

*Department:

*Event Name:

5. You can reserve the space for yourself or someone else, select which one and click next.

Are you creating this request for yourself, or on behalf of another person?

- For myself
- For another person

6. Enter Maximum Attendees (this is not mandatory).

Convocation

How many people are associated with this request?

Maximum Attendees:

7. Select the Date of the event (mandatory), start time, and end time.
 - If you want the event to happen in more than one room you can select additional rooms at this point.
 - If this is a meeting that will repeat, you can add another time at this stage as well.
 - Click next once you are done.

Please choose one or more meeting times for this request.

	Type	Time(s)	Recurrence	Dates	Location	
Edit	Single	10:00 AM - 1:00 PM	Occurs Once	9/20/2019	15 Temple Hoyne Buell Hall	Delete

Meeting Time

*Start Date:

*Start Time: AM ▾

*End Time: AM ▾

Recurring: ▾

Calendars:

- [\[None\]](#) - (1 rooms available) ([Hide Rooms](#))
- TBH Atrium Exterior Patio & Grassy Area ([View Calendar](#))
- [Temple Hoyne Buell Hall](#) - (4 rooms available) ([Hide Rooms](#))
- 132 Temple Hoyne Buell Hall ([View Calendar](#))
- 134 Temple Hoyne Buell Hall ([View Calendar](#))
- 15 Temple Hoyne Buell Hall ([View Calendar](#))
- 25 Temple Hoyne Buell Hall ([View Calendar](#))

8. You can add comments, this is not mandatory.

Comments:

Add a comment:

Internal Comments (not displayed externally):

Add a comment:

9. The last step is to confirm that your request is accurate and then click finish.

Request Type ([Edit](#))

Request is for Department

Department: Non-TBH Department
Event Name: Convocation

Entered By: Jennifer Frank (jenfrank)
Requested By: Jennifer Frank (jenfrank)

Capacity ([Edit](#))


Meeting Times ([Edit](#))

Type	Time(s)	Recurrence	Dates	Location
Single	10:00 AM - 1:00 PM	Occurs Once	9/20/2019	15 Temple Hoyne Buell Hall

People ([Edit](#))

NetId	Name	Type
jenfrank	Jennifer Frank	Requester

Comments: 

Internal Comments (not displayed externally): 

10. Your request will be emailed to the corresponding unit for approval. Once the event is approved, you will get an approval email that confirms your reservation.