Training for GSD SERT Website

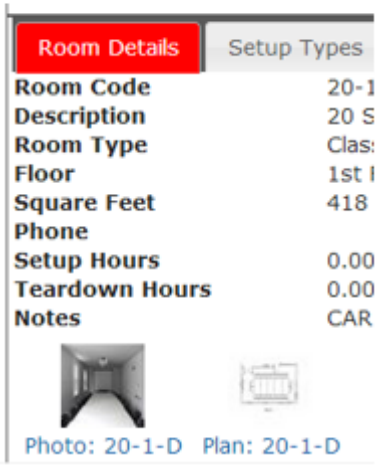
Schedule Events, Rooms, and Technology

8/5/2014

Sert.gsd.harvard.edu

Table of Contents

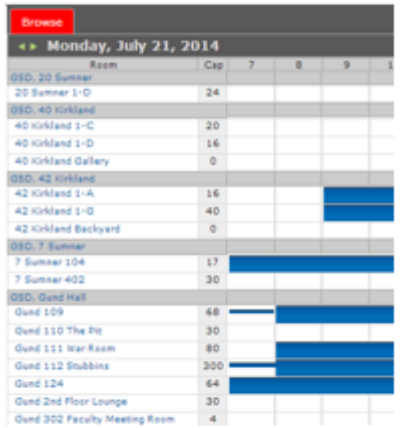
Step 1 Browse Room Details



Look at profiles on rooms before you reserve them

Page 5

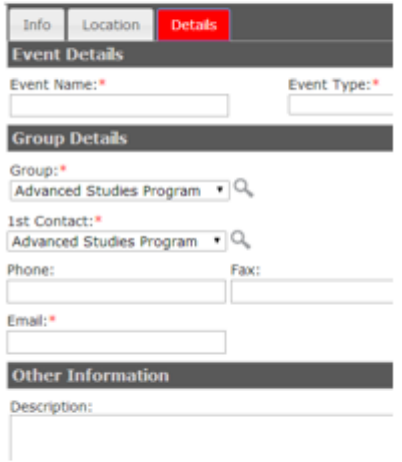
Step 2 Browse Availability



Browse what rooms are reserved before reserving space

Page 7

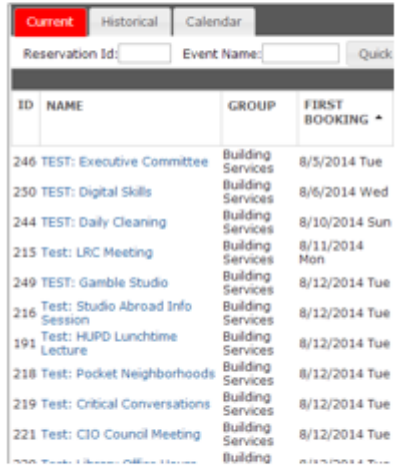
Step 3 Request Space



Request space, media services, and propose a public event

Page 9

Step 4 View Past Requests



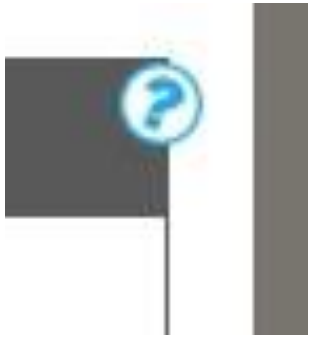
View past requests, see status updates, and make changes

Page 22

Keep In Mind....

- All Requests are reviewed.
- Do not consider the request approved until receive a confirmation email.
- Resources are First Come/First Served.
- Notification will be sent if the event is moved.
- All requests that include equipment must be made a day in advance.
- All requests for public events must be made 7 days in advance.
- Depending on if you are a staff, faculty, student, student TA, or representative of a student group, your permissions to reserve space are limited.

Have a question?



Have a Question? Check the **(?)** symbols throughout the website for help-text.

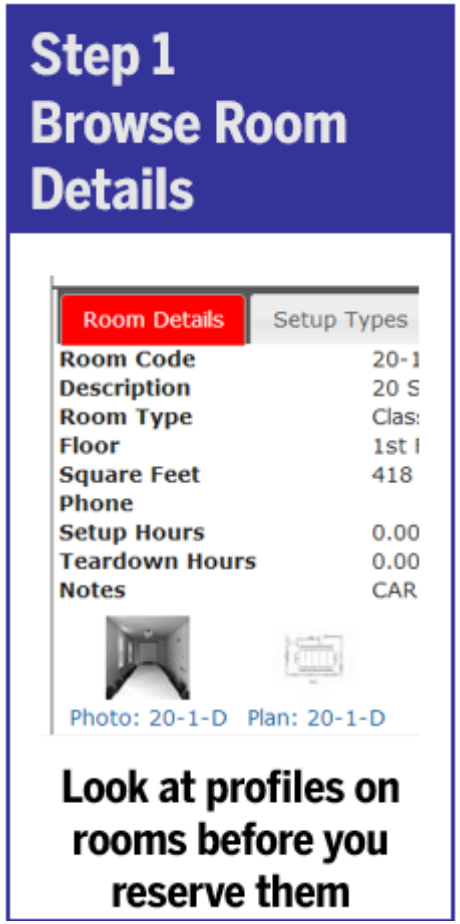
Any questions about rooms, furniture, or custodial policies, email rooms@gsd.harvard.edu or call 617-495-2514.

Any questions about having a public event, email events@gsd.harvard.edu.

Any questions about technology at GSD, email helpdesk@gsd.harvard.edu or mediaservices@gsd.harvard.edu.

Any general questions or feedback about SERT or the Master Calendar can be sent to sert@gsd.havard.edu.

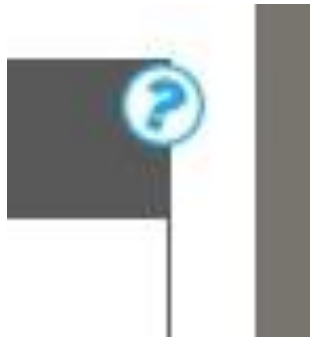
Step 1
Browse Room Details



Here you can find:

- Building and Room Floor plans
- Building and Room Pictures
- Room Features
- Room Capacities
- Room Setups

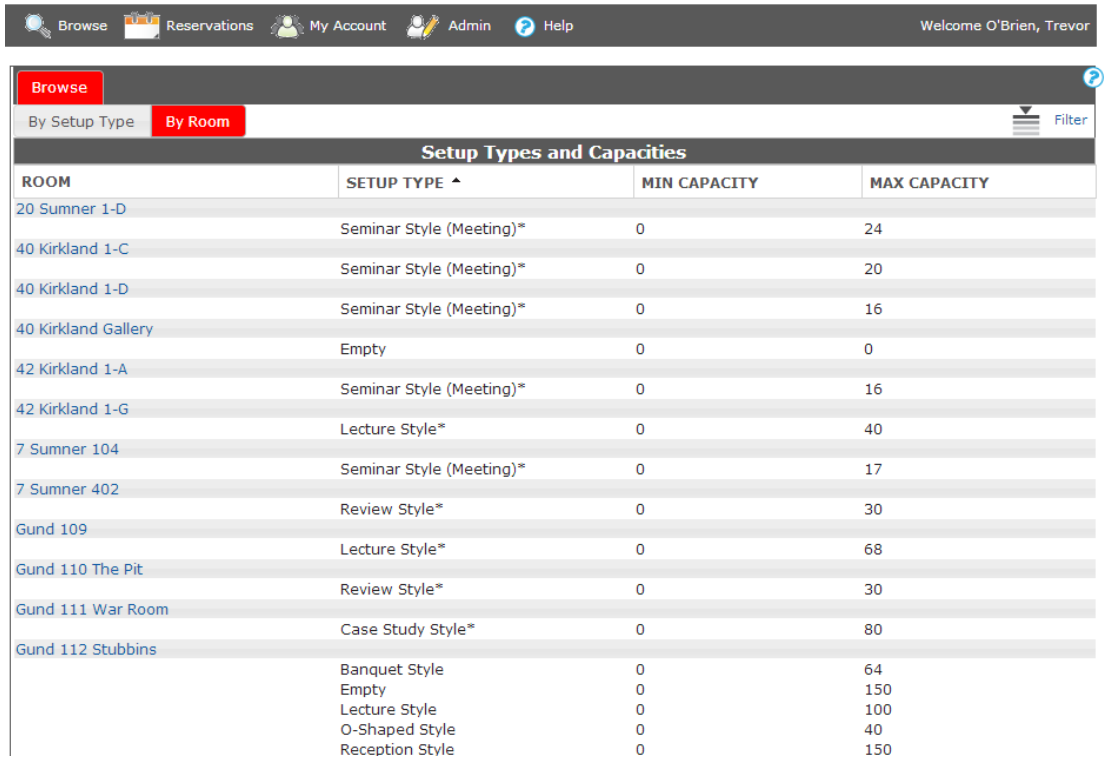
To **Start**, select this button on the Home Page



<< **Have a Question?** Check the **(?)** symbols throughout the website for help-text.

Step 1
Browse Room Details

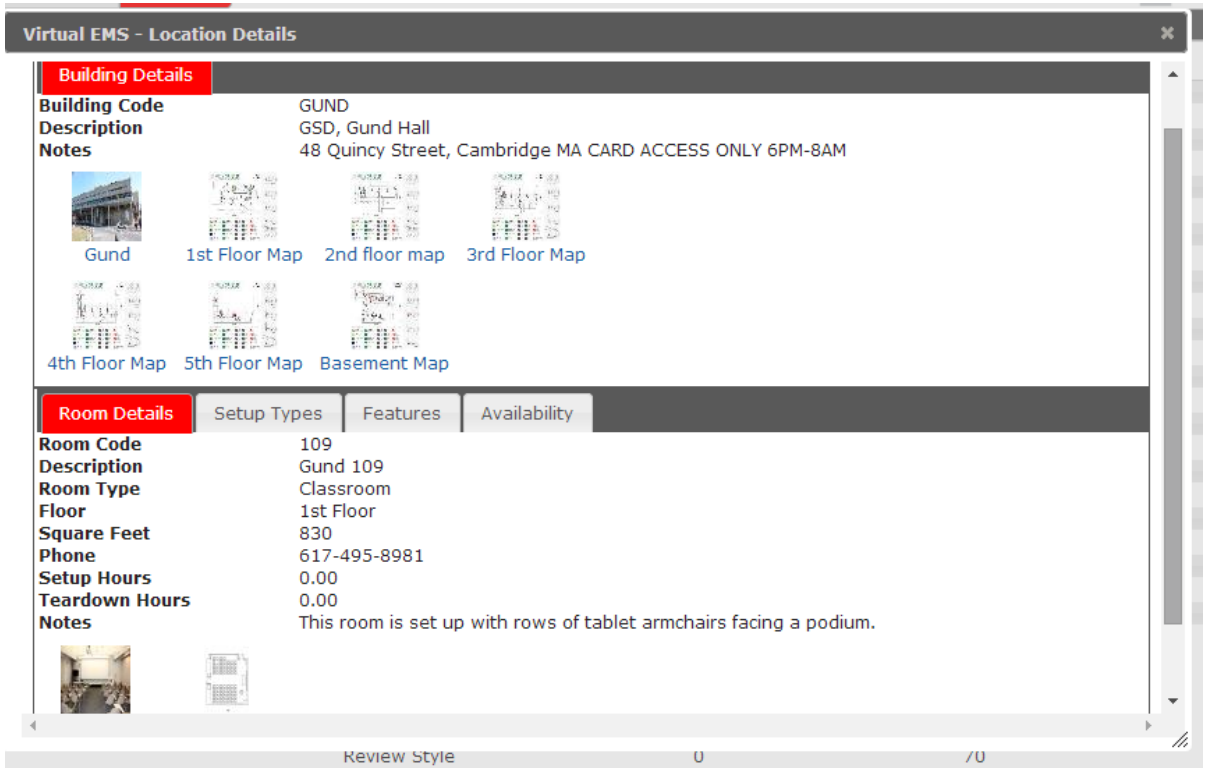
See a full list of all GSD rooms:



ROOM	SETUP TYPE	MIN CAPACITY	MAX CAPACITY
20 Sumner 1-D			
	Seminar Style (Meeting)*	0	24
40 Kirkland 1-C			
	Seminar Style (Meeting)*	0	20
40 Kirkland 1-D			
	Seminar Style (Meeting)*	0	16
40 Kirkland Gallery			
	Empty	0	0
42 Kirkland 1-A			
	Seminar Style (Meeting)*	0	16
42 Kirkland 1-G			
	Lecture Style*	0	40
7 Sumner 104			
	Seminar Style (Meeting)*	0	17
7 Sumner 402			
	Review Style*	0	30
Gund 109			
	Lecture Style*	0	68
Gund 110 The Pit			
	Review Style*	0	30
Gund 111 War Room			
	Case Study Style*	0	80
Gund 112 Stubbins			
	Banquet Style	0	64
	Empty	0	150
	Lecture Style	0	100
	O-Shaped Style	0	40
	Reception Style	0	150

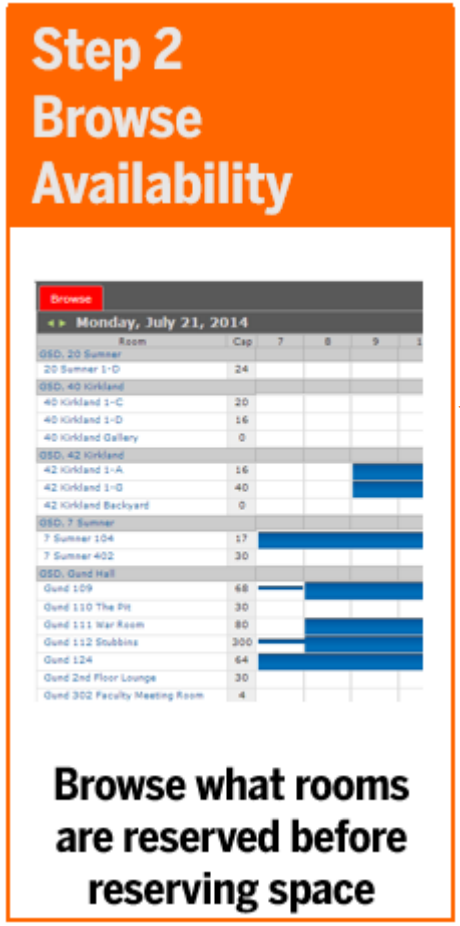
Note: setup type and capacity; a full list of setup types are detailed by clicking the (?)

Once you select a room:



Note: building and room details such as pictures, floor plans, setup types, features, and a peek at the availability

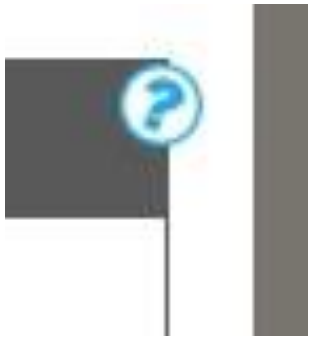
Step 2
Browse Availability



Here you can find:

- Room usage in a 12-hour window
- See available and booked rooms and who booked them

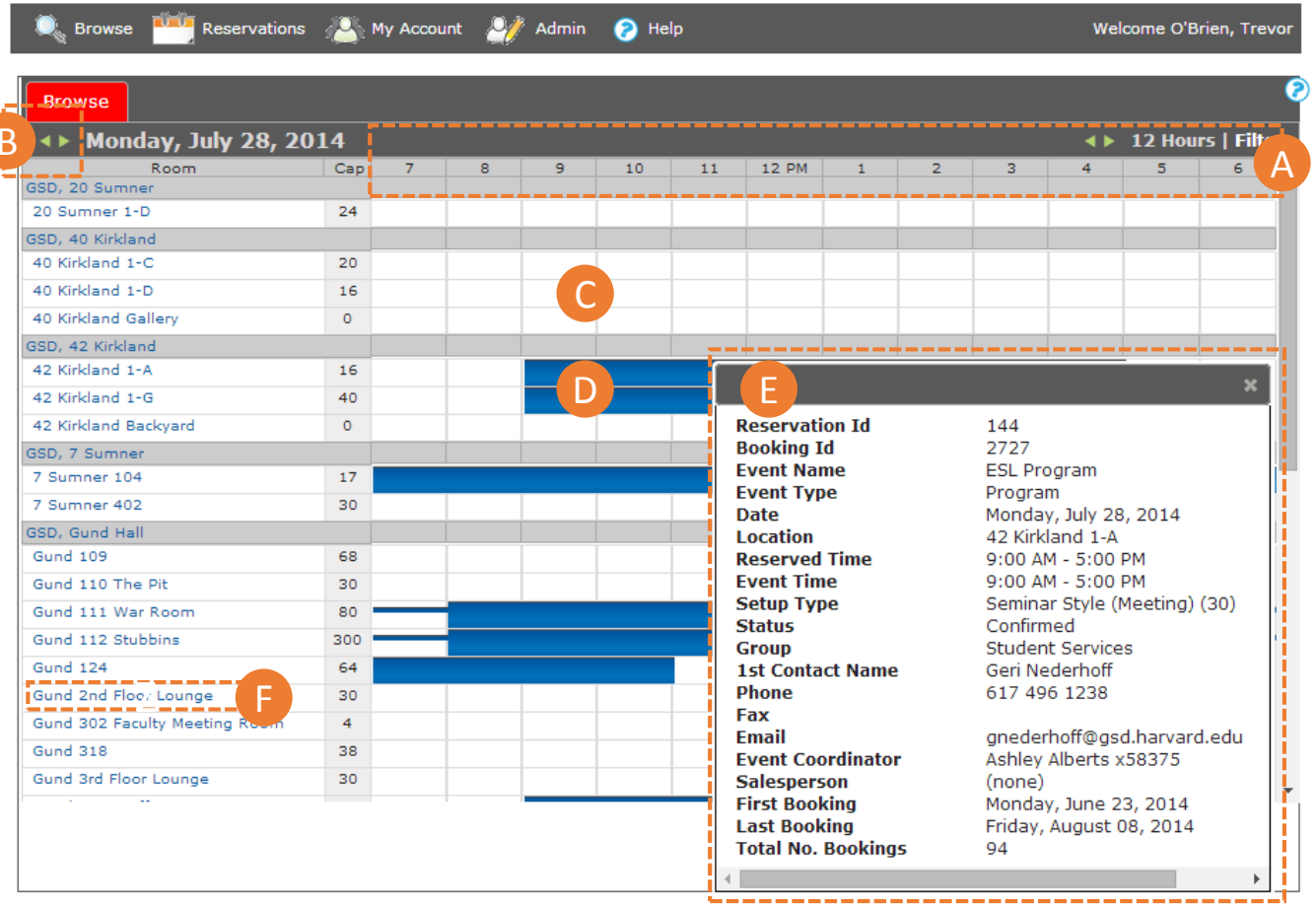
To **Start**, select this button on the Home Page



<< **Have a Question?** Check the **(?)** symbols throughout the website for help-text.

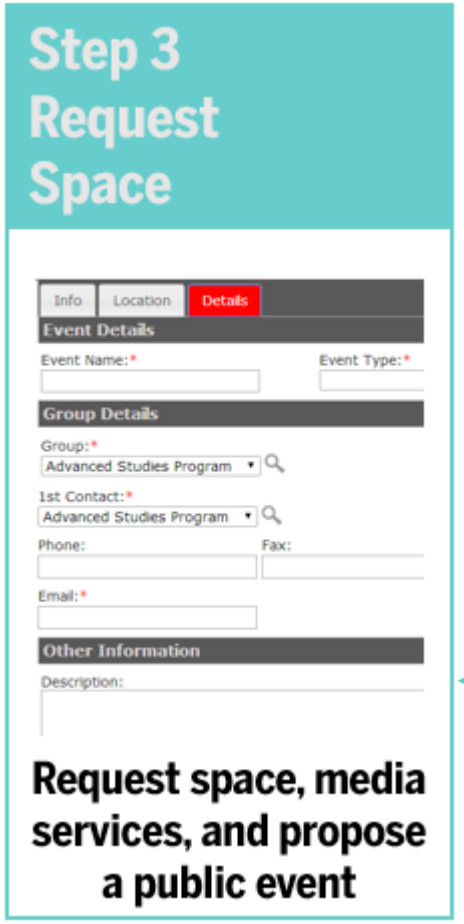
Step 2
Browse Availability

See a Full List of All GSD Rooms:



- A — Hours across the top
- B — Look at different days in the week by pressing the arrow
- C — Free times are in white
- D — Booked times are in blue
- E — Hover over blue bars for what is scheduled in the space
- F — Click the rooms for the room profiles (information on slide 5)

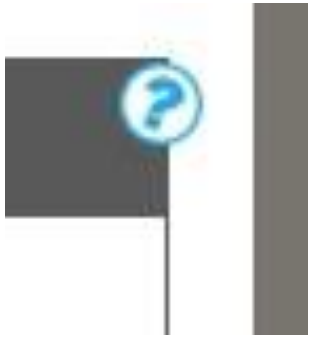
Step 3
Request Space



Here you can find:

- Rooms
- Furniture - 24 hours notice - form will not appear if event is within 24 hours of request
- A/V Equipment - 24 hours notice - form will not appear if event is within 24 hours of request
- Event Support - 7 days notice - form will not appear within 7 days of request

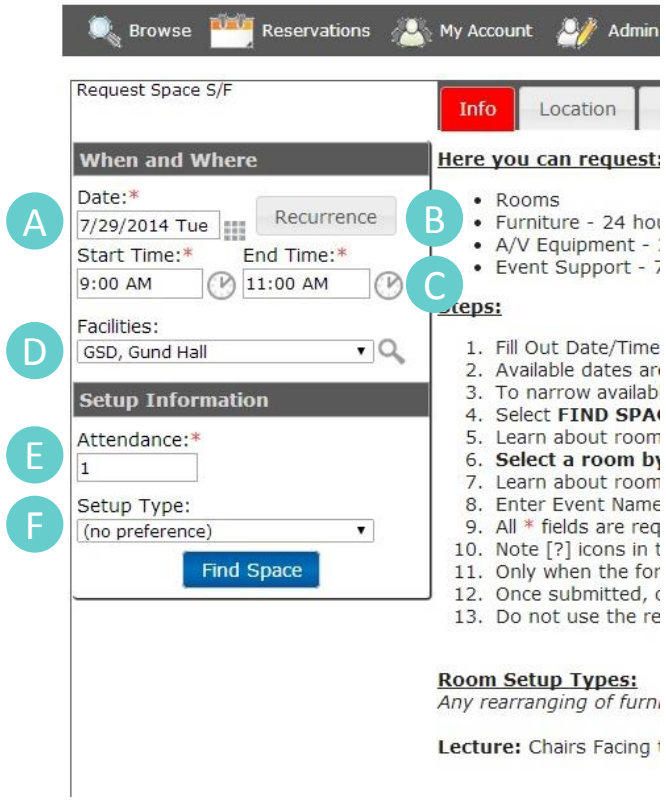
To **Start**, select this button on the Home Page



<< **Have a Question?** Check the **(?)** symbols throughout the website for help-text.

Step 3
Request Space

a) Date, Time, Location



A Select a **Date** by clicking the boxes to show a calendar

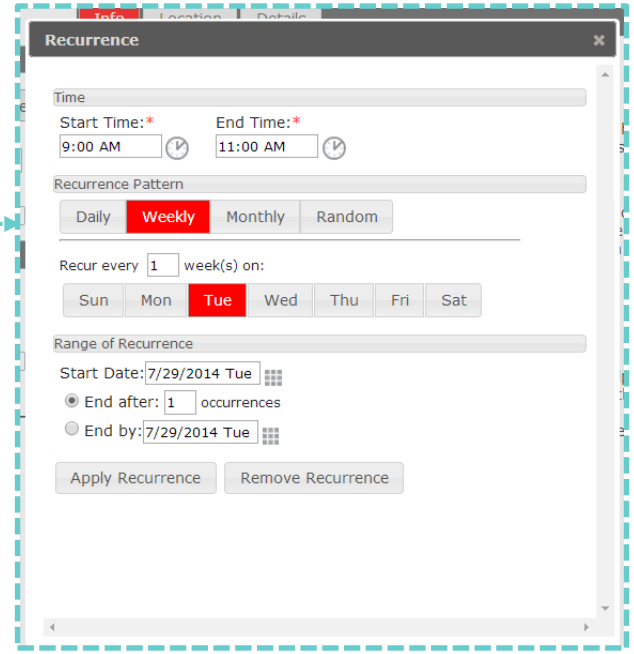
B If it is occurring on more than 1 date, select **Recurrence**

C Select **Start time/End time** from the dropdown

D Narrow the building with the **Facilities** dropdown

E Narrow the room size with the **Attendance** field

F Narrow the room setup with the **Setup Type** field (see page 8 for setup types)

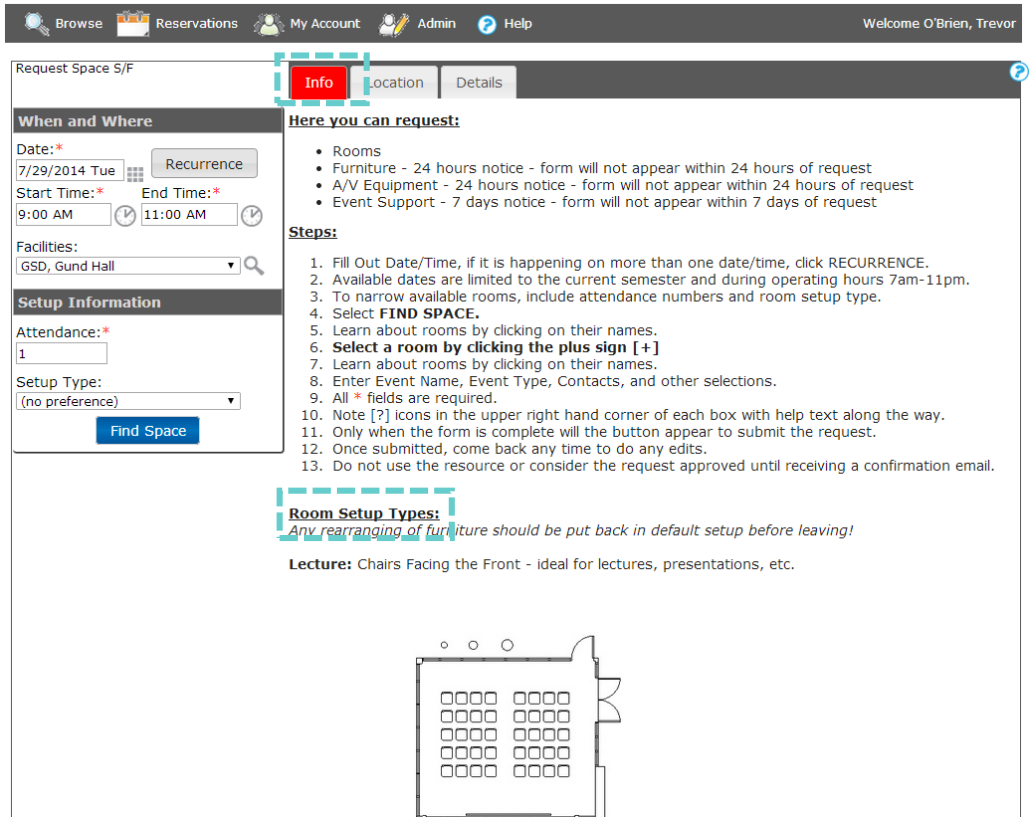


When done you MUST click **Find Space**

Step 3
Request Space

b) Setup Types

All **Setup Types** are listed under the **Info Tab**



Lecture: chairs facing the front – ideal for lectures, presentations, etc.
Available in 109, 124, 42-1-G, Piper, Porticos, and Stubbins

Seminar: Chairs around a center solid table.
Available in 318, 505, 510, 20-1-D, 40-1-C, 40-1-D, 42-1-A, Piper, Porticos, and Stubbins

Review: Chairs facing rolling pin-up panels – ideal for reviews and smaller pin ups.
Available in the Pitt, Lounges on each floor, Piper, Porticos, and Stubbins

Banquet: Chairs around round tables – ideal for sit down dinners, presentations, etc.
Available in Piper, Porticos, and Stubbins

Case Study: Tables in rows – ideal for tutorials, programs, etc.
Available in the War Room, 518, Piper, Porticos, and Stubbins

O-Shaped: Chairs around a center table with a center hole.
Available in Piper, Porticos, and Stubbins

Reception: Tables around the perimeter of the room – ideal for social events and receptions.
Available in Piper, Porticos, and Stubbins

U-Shaped: Chairs around a center table with an open side.
Available in Piper, Porticos, and Stubbins

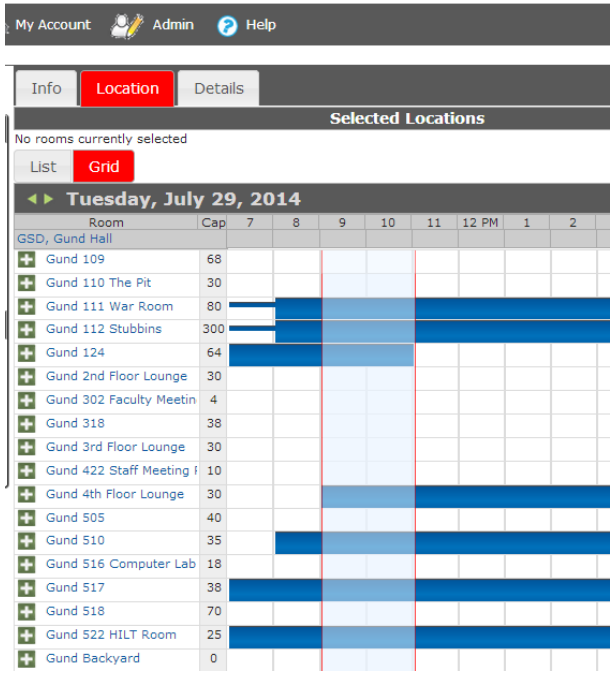
Empty: Room without furniture – ideal for yoga, workshops, etc.
Available in Piper, Porticos, and Stubbins

See Notes: For custom setups – ideal for specific programs that are not included above.
Available in Piper, Porticos, and Stubbins

Step 3
Request Space

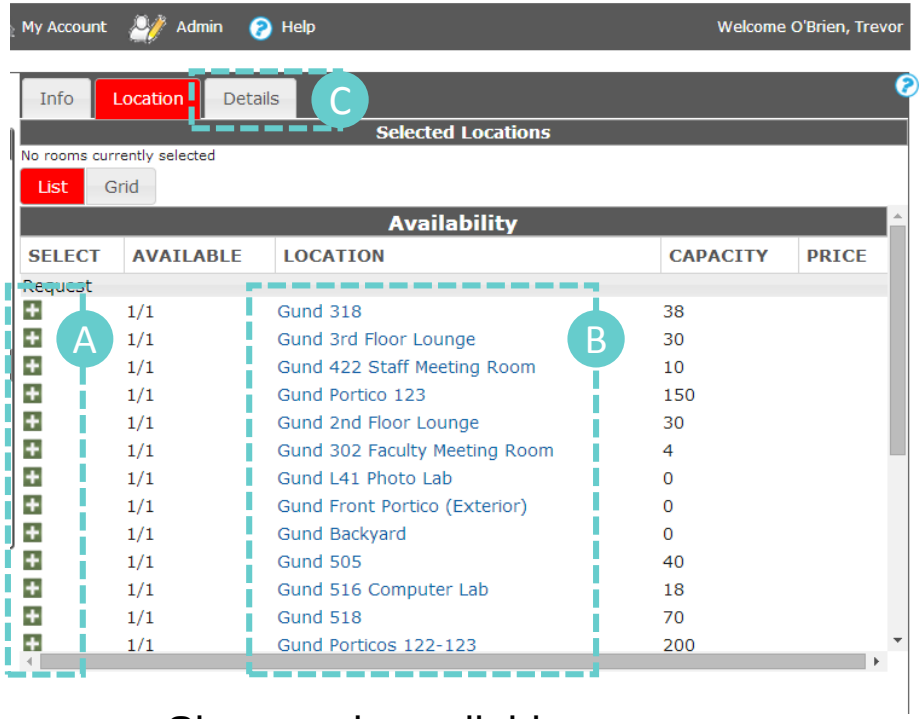
c) Select Location

Grid View:



Shows <u>all rooms</u> and their availability

List View:



Shows <u>only available</u> rooms

A. Select the [+] sign to add the room to your cart. You may select multiple rooms with this tool. Each new location is its own “booking.”

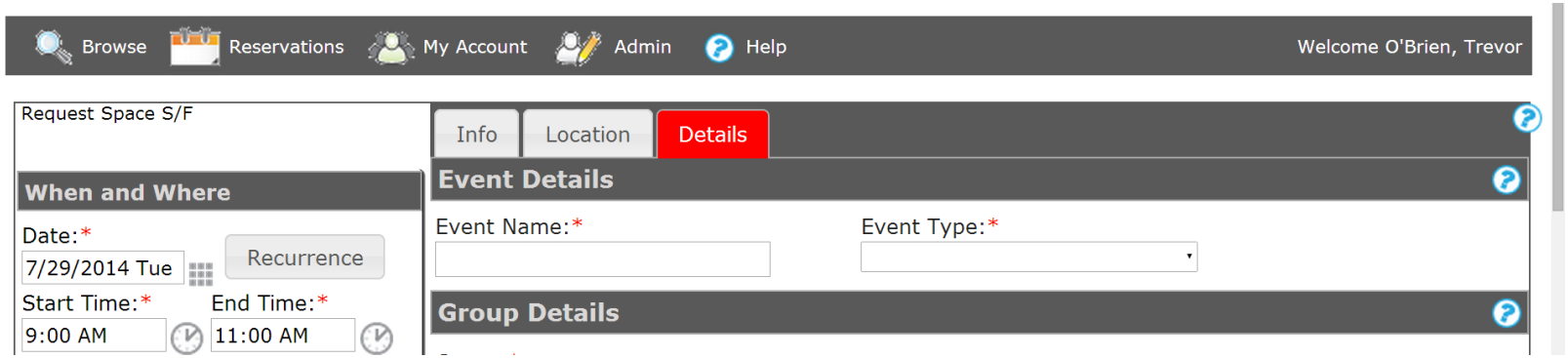
B. To learn about the room, click the **room name** for a room profile (see *slide 3* for more info).

C. To move to the next page, select **Details**.

Step 3
Request Space

d) Event Name / Type

Enter the **Event Name** and **Event Type** onto the form.



Names should succinctly explain what the event is. Simple guidelines:

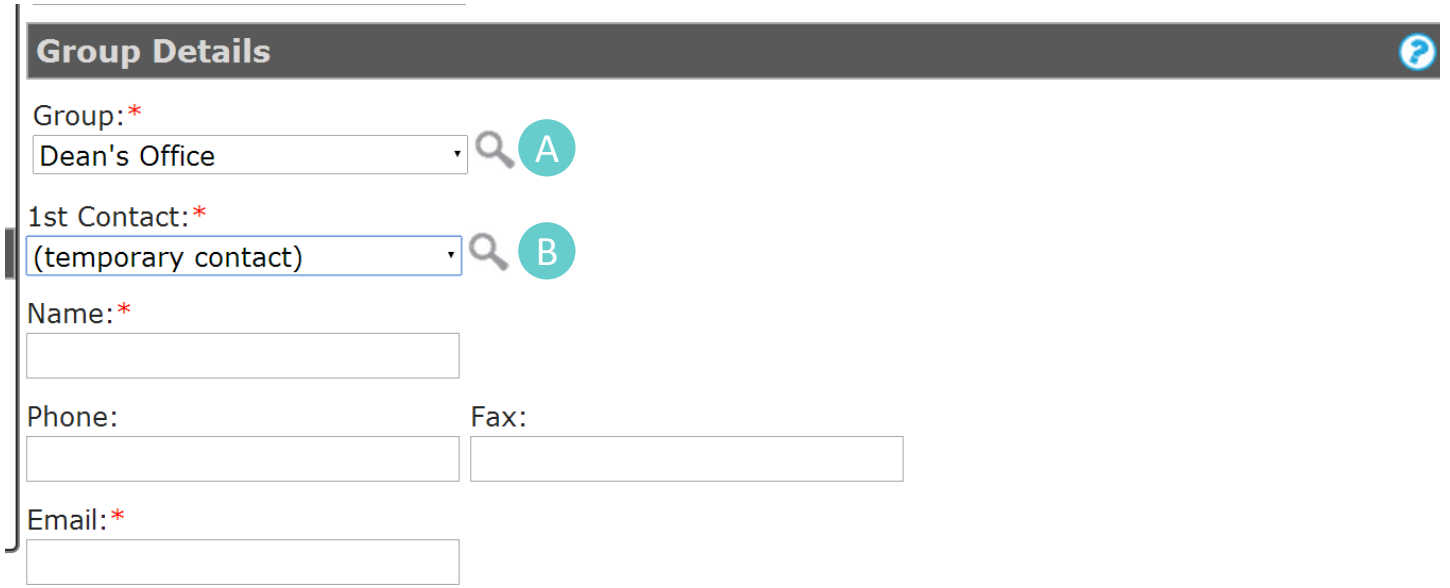
- Course Related Studios/Sections should include the course number.
  - Ex. GSD1243 Pin Up or GSD9382 Section Meeting
- Department Meetings should include department and type of meeting.
  - Ex. Publications Meeting or Executive Committee Meeting
- Larger events can either be titled with the group name or event name.
  - Ex. "ChinaGSD Lecture" or "Colonialism in 1850s China“

Event Types should match as closely as possible. They will be used for informational and reporting purposes.

- Academic Section
- Conference/Symposium/Colloquium
- Information Table
- Lecture
- Meal/Social Event/Reception
- Meeting
- Midterm/Final Review
- Program
- Studio Pinup
- Studio Review
- Wellness Activity

Step 3
Request Space

e) Group Details



A — Your name or department will automatically be populated.

B — Select **yourself or (temporary contact)** if you are making the reservation on behalf of someone else.

Step 3
Request Space

f) Other Information

Information for GSD Calendars

Other Information

A Description:

B Post online on the GSD Public Calendar? If so, fill out Event Proposal Form below, 7 days notice required.:
No

C Post to the internal Master Calendar website?:
None

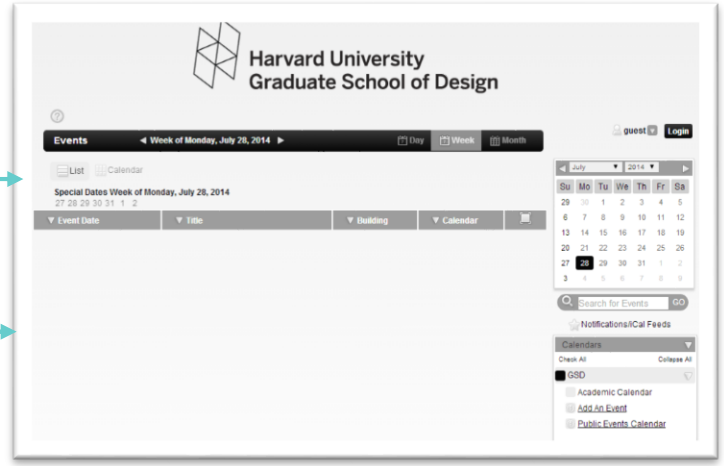
D Will there be food served?:*

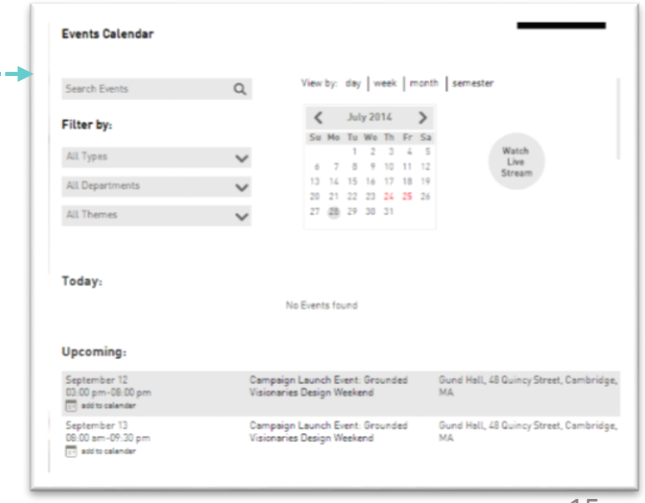
A **Description** will appear on the **GSD Internal Master Calendar**

B Answering *Yes* will send this to the Events Office to be posted on the **GSD Public Calendar** at *gsd.harvard.edu/events*

C Selecting a calendar here will post the event to the **GSD Internal Master Calendar**

D Selecting that **food** will be served allows Building Services to provide compost bins and a side table for food

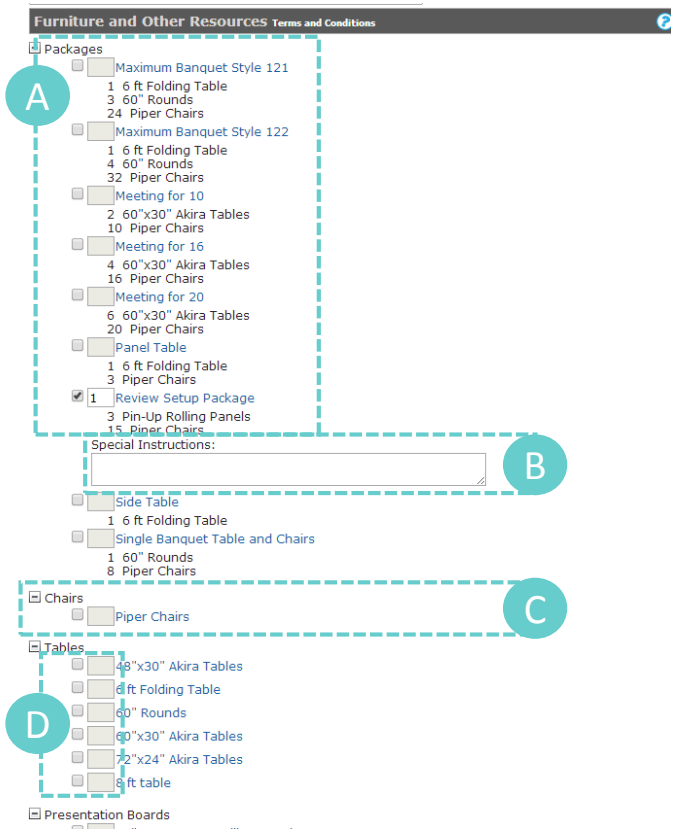




Step 3
Request Space

g) Furniture

If you reserved *Stubbins 112, Porticos 121-123,* or *Piper*… Options for furniture requests become available.

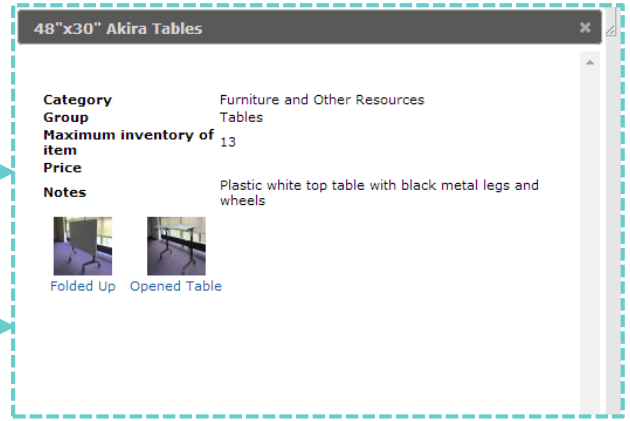


A Select **Packages** for Typical Setups – it will reserve all the furniture listed below

B Any modifications to that setup can be put in the **special instructions** box

C Any additional furniture or **individual pieces**, can be reserved under packages by checking off the item

D To specify the **quantity,** type the quantity in the box next to the item

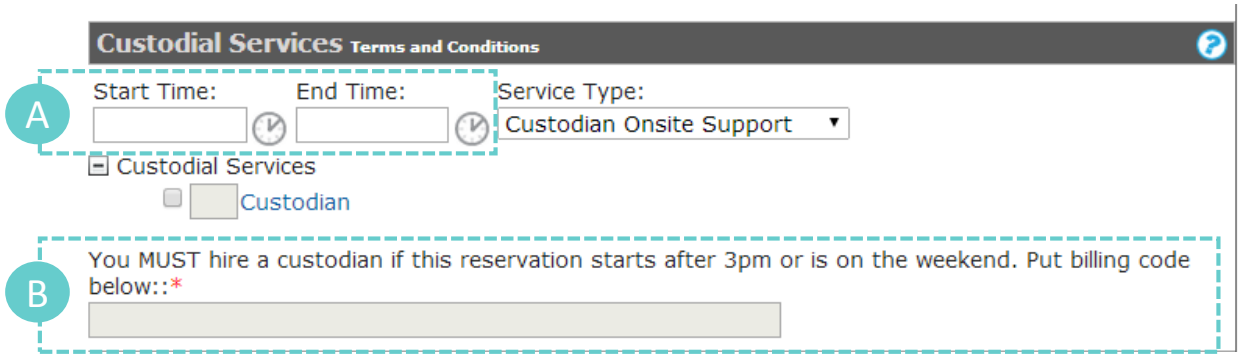


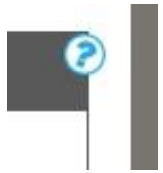
< Clicking on the Item gives pictures and descriptions of the equipment.

^ Unique setups and any other special instructions for Building Services, can be typed in the **General Notes** box at the bottom of the reservation.

Step 3
Request Space

h) Hire Custodial





Select the **(?)** for the whole **Custodial Policy**.

Custodial is required for any event starting <u>after 3pm</u>, on weekends, or when the event is too large to be supported by our regular staff.

A **Start Time** and **End Time** should be an hour before to an hour after your event (4 hour minimum).

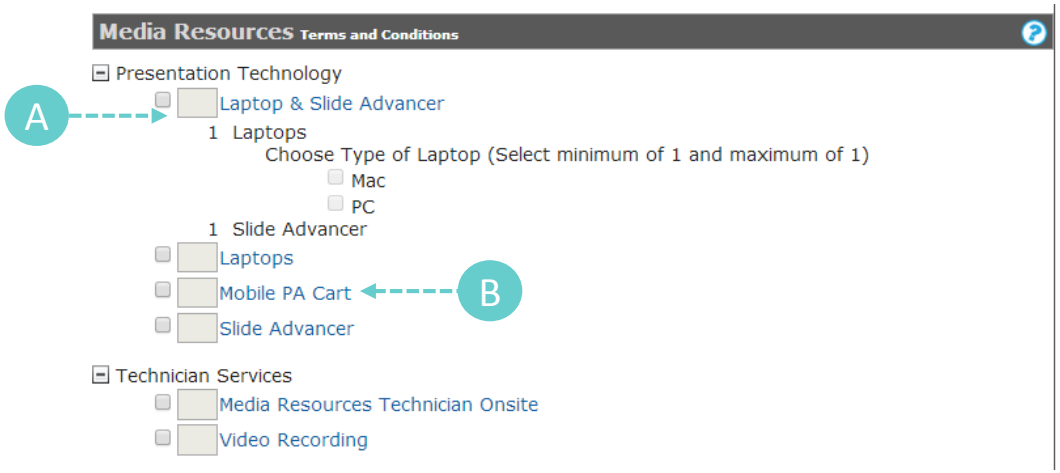
B **Billing Code** is required to hire custodial staff.

<u>1 week</u> notice is required.

Step 3
Request Space

i) Media Services

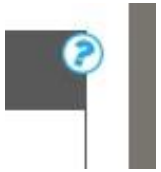
Any questions about media services go to mediaservices@gsd.harvard.edu (**NOT** rooms@gsd.harvard.edu!!!)



Any reservation made for media services will be confirmed or denied via an email from Media Services. A room confirmation only guarantees the room and not the media services.

A Check off the items for request and indicate quantity in the box.

B Click on each item for information about the item.

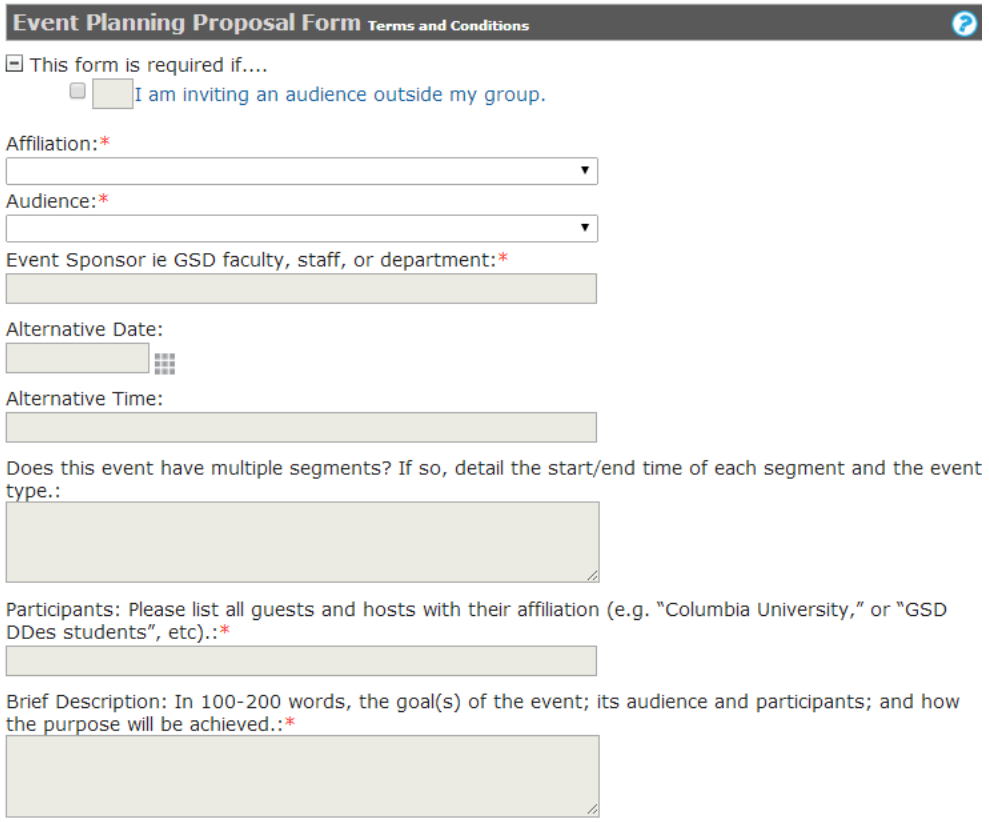


Have a Question? Check the **(?)** symbols throughout the website for help-text.

Step 3
Request Space

j) Event Proposal Form

Any requests more than **7 days** away, will feature the **Event Proposal Form**.
Any questions about this go to events@gsd.harvard.edu, **NOT** rooms@gsd.harvard.edu.



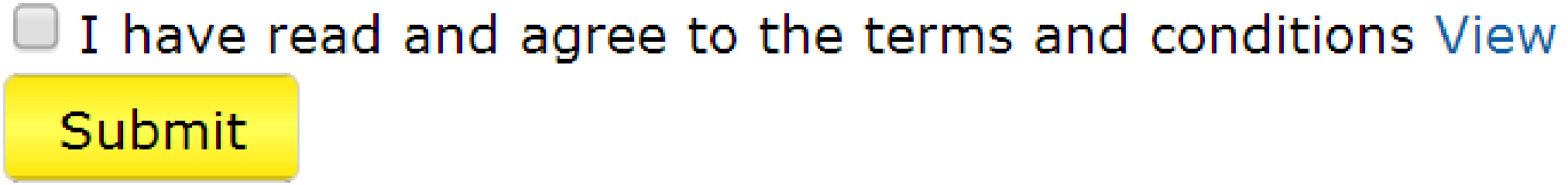
This form is sent to the **Events Office** for approval to host a public event. **7 days** notice is required.

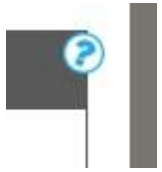
All events that will invite those outside of the department or group that you are in require these additional questions before approval.

Step 3
Request Space

k) Finish Off the Request

Once all questions with the red * have been answered, read the terms and select **SUBMIT**





Have a Question? Check the **(?)** symbols throughout the website for help-text.

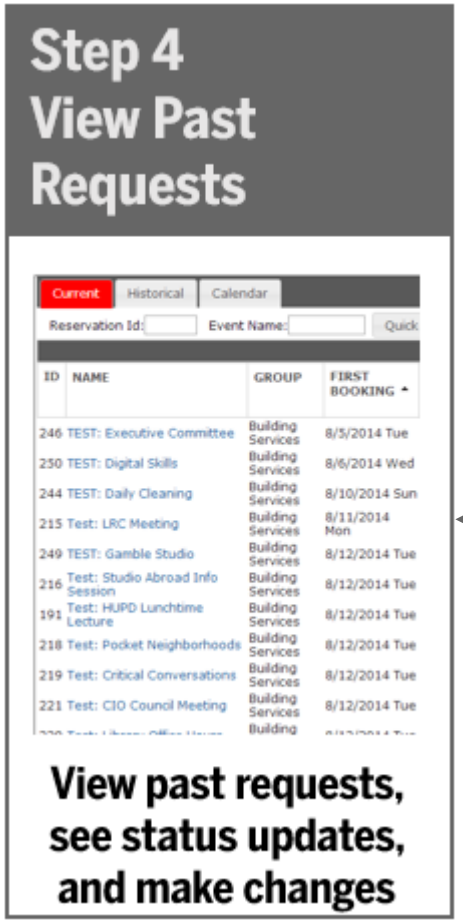
Step 3
Request Space

I) Wait For Confirmation

Once a request is submitted:

- You will receive an e-mail summary of the request.
- Do not consider the room reserved and do not use the room until you receive a SECOND e-mail **confirming** the reservation.
- Go back and add services up to 1 day prior to the event.
- Confirmation of media services will be sent via e-mail from mediaservice@gsd.harvard.edu.
- Confirmation of that you may hold a public event will be sent via e-mail from events@gsd.harvard.edu.

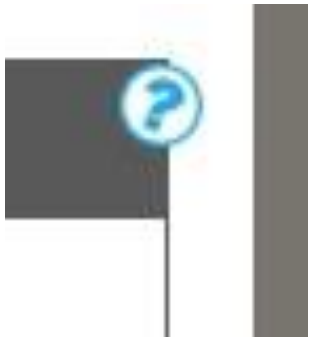
Step 4
View Past Requests



Here you can:

- Find Previous Requests
- Check Status
- Change date, time, location, event name, etc.
- Add or Delete Requests for Services and Equipment

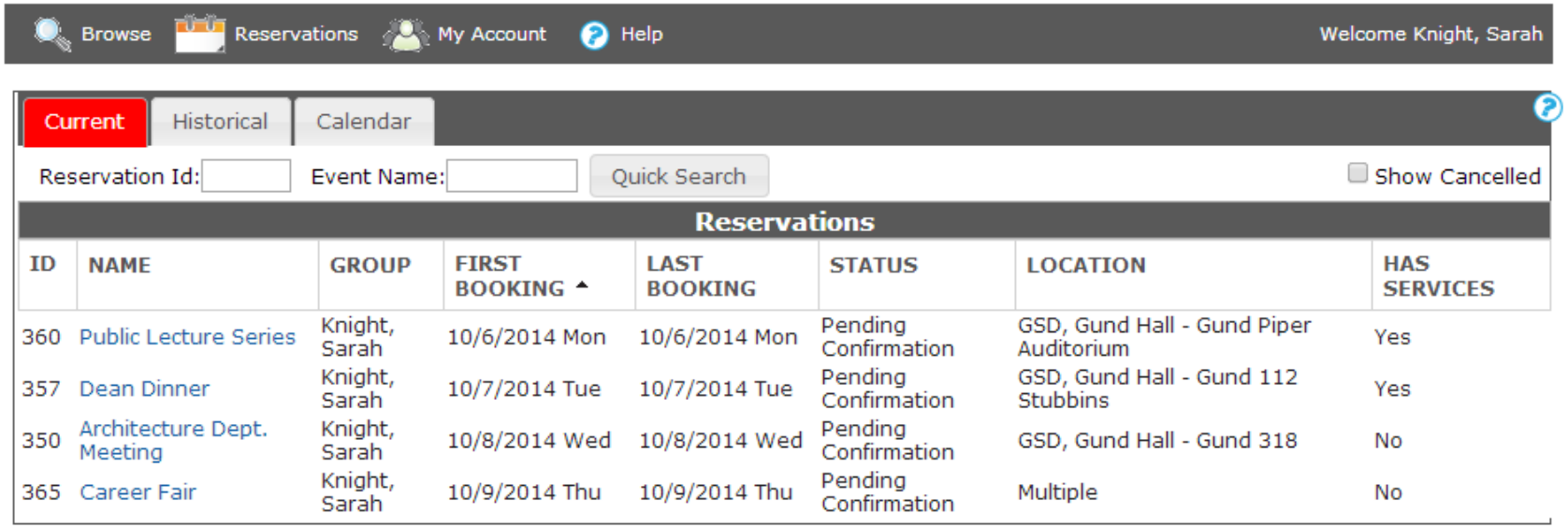
To Start, Select This Button on the Home Page



<< **Have a Question?** Check the **(?)** symbols throughout the website for help-text.

Step 4
View Past Requests

a) Look at Past Reservations



ID	NAME	GROUP	FIRST BOOKING ▲	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
360	Public Lecture Series	Knight, Sarah	10/6/2014 Mon	10/6/2014 Mon	Pending Confirmation	GSD, Gund Hall - Gund Piper Auditorium	Yes
357	Dean Dinner	Knight, Sarah	10/7/2014 Tue	10/7/2014 Tue	Pending Confirmation	GSD, Gund Hall - Gund 112 Stubbins	Yes
350	Architecture Dept. Meeting	Knight, Sarah	10/8/2014 Wed	10/8/2014 Wed	Pending Confirmation	GSD, Gund Hall - Gund 318	No
365	Career Fair	Knight, Sarah	10/9/2014 Thu	10/9/2014 Thu	Pending Confirmation	Multiple	No

Reservation Name
Title of the overarching reservation made. Click on it to see individual dates.

First Booking and Last Booking
Shows the first and last dates of the bookings under that reservation.

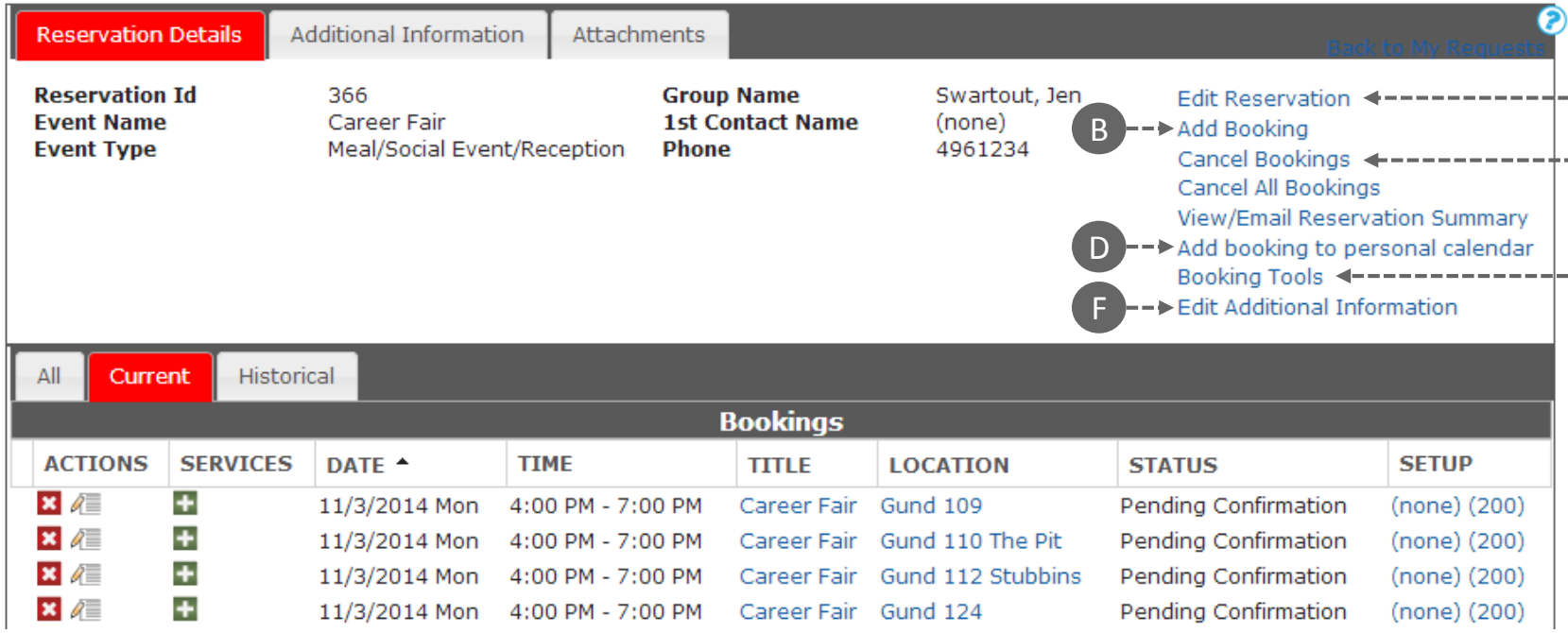
Status
When requests are made its status is “Pending,” once Building Services confirms it, its status will be “Confirmed.”

Services
Services refer to furniture, custodial, media, event, and other additional requests made.

Step 4
View Past Requests

b) Look at and Change Individual Bookings

Click on the reservation for the bookings.
Bookings are individual dates and times under an overarching (reoccurring) reservation. For example: Public Lecture Series might occur 10 dates over the semester. They could all be made under the same reservation but have different dates/times.



A Edit event name, type, contact

B Add another date/time to reservation

C Cancel a date/time from reservation

D Share information with others

E Change Date/Time

F Edit what calendar it is posted on

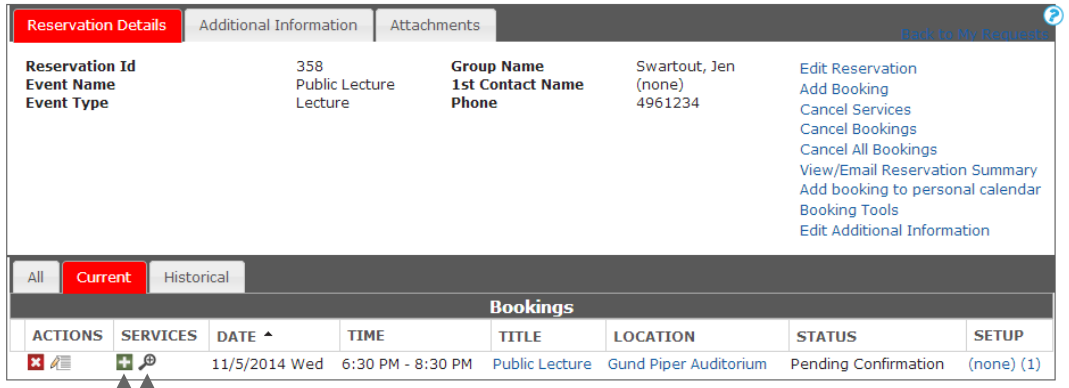
Cancel /Edit **Add Services** **Date/Time** **Name** **Room** **Status** **Setup Type**

Step 4
View Past Requests

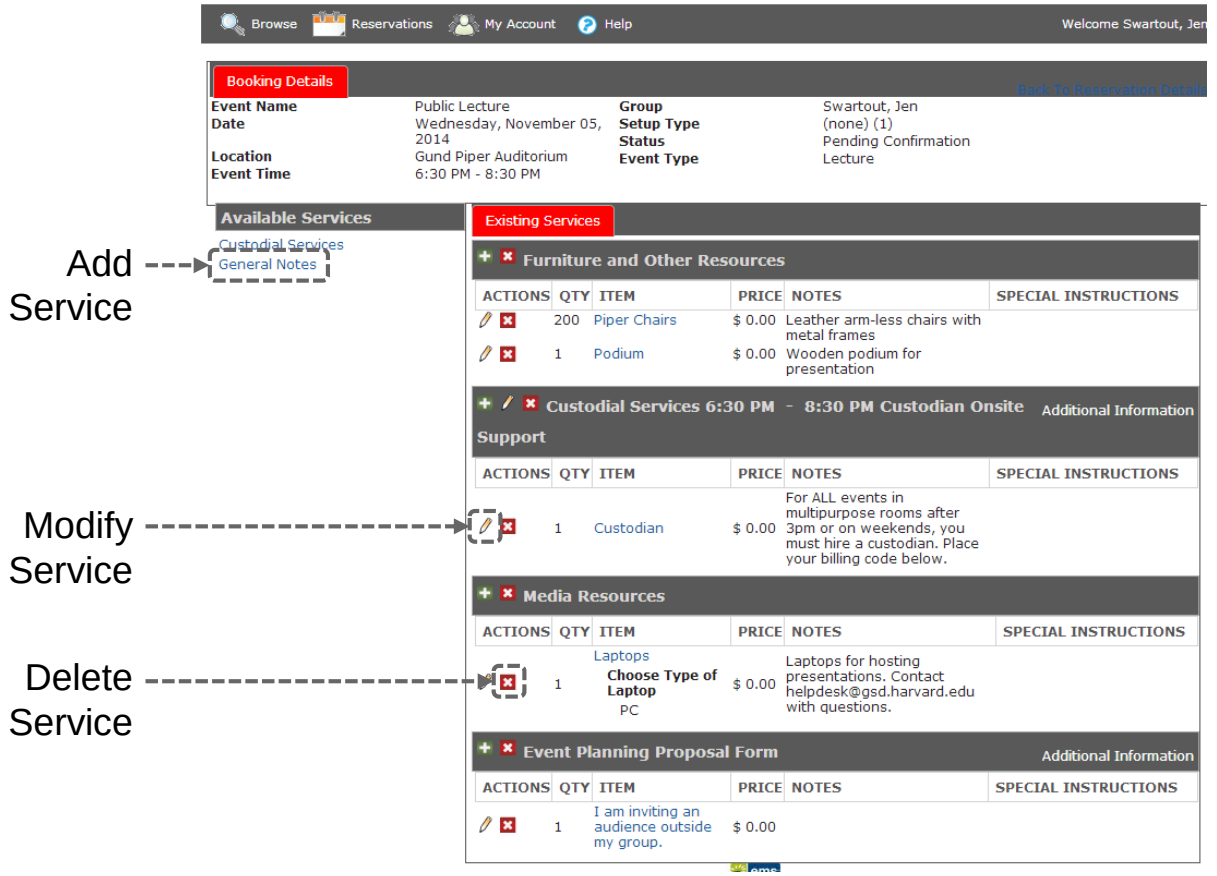
c) Add or Delete a Service or General Note

Services
Services refer to furniture, custodial, media, event, and other additional requests made.

From the Booking Page:

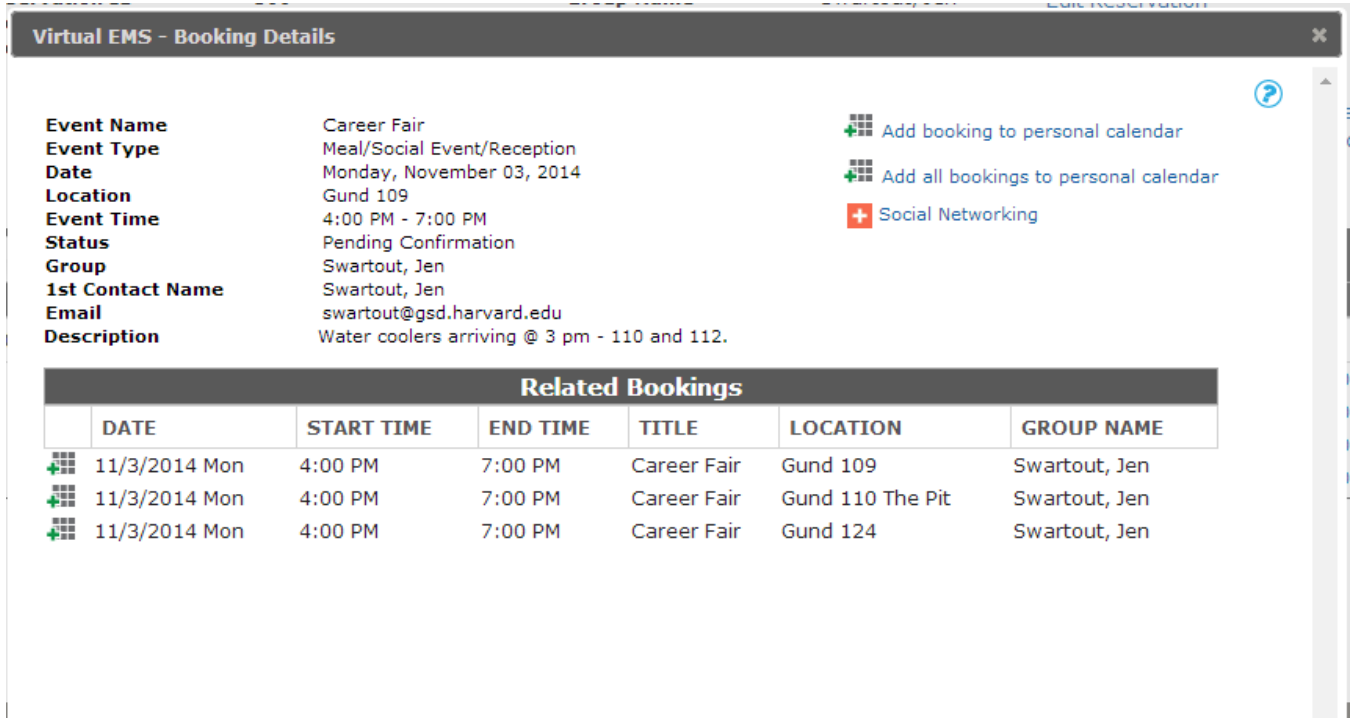


Add Services Page:



Step 4
View Past Requests

d) Add to Personal Calendar

SERT allows you to download the event information into your Outlook or Google calendar making it easy for scheduling and inviting other guests.

At the booking level, select a booking. And a pop-up will give you the information to export to a calendar or social networking site.