

Training for GSD SERT Website

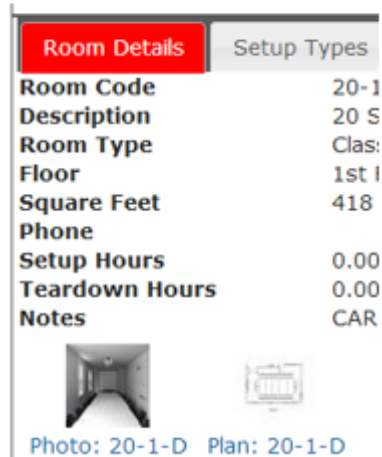
Schedule Events, Rooms, and Technology

8/5/2014

Sert.gsd.harvard.edu

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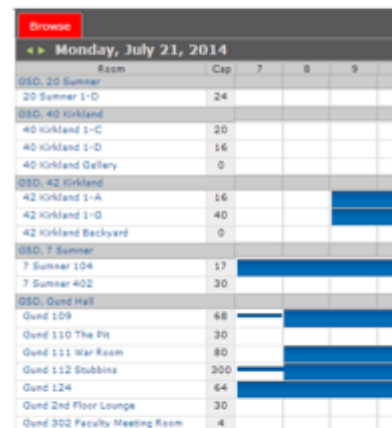
Step 1 Browse Room Details



**Look at profiles on
rooms before you
reserve them**

Page 5

Step 2 Browse Availability

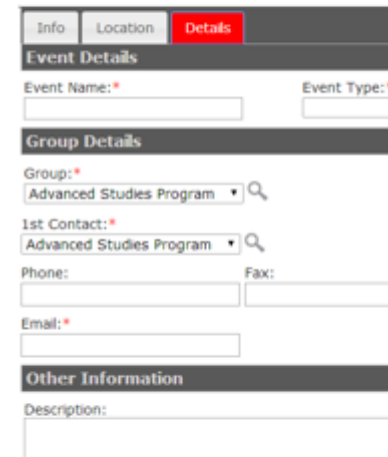


Room	Cap	7	8	9	1
OSD, 20 Summer					
20 Summer 1-D	24				
OSD, 40 Kirkland					
40 Kirkland 1-C	20				
40 Kirkland 1-D	16				
40 Kirkland Gallery	0				
OSD, 42 Kirkland					
42 Kirkland 1-A	16				
42 Kirkland 1-B	40				
42 Kirkland Backyard	0				
OSD, 7 Summer					
7 Summer 104	17				
7 Summer 402	30				
OSD, Gund Hall					
Gund 109	68				
Gund 110 The Pit	30				
Gund 111 War Room	80				
Gund 112 Stubbins	300				
Gund 124	64				
Gund 2nd Floor Lounge	30				
Gund 302 Faculty Meeting Room	4				

**Browse what rooms
are reserved before
reserving space**

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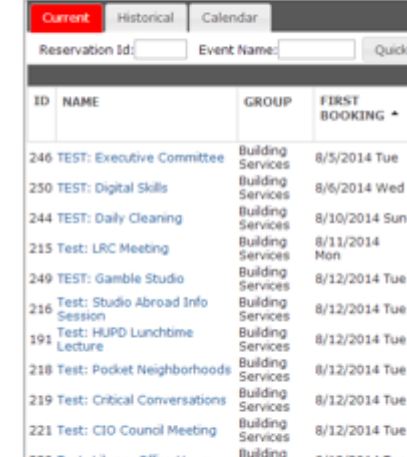
Step 3 Request Space



**Request space, media
services, and propose
a public event**

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Step 4 View Past Requests



ID	NAME	GROUP	FIRST BOOKING
246	TEST: Executive Committee	Building Services	8/5/2014 Tue
250	TEST: Digital Skills	Building Services	8/6/2014 Wed
244	TEST: Daily Cleaning	Building Services	8/10/2014 Sun
215	Test: LRC Meeting	Building Services	8/11/2014 Mon
249	TEST: Gamble Studio	Building Services	8/12/2014 Tue
216	Test: Studio Abroad Info Session	Building Services	8/12/2014 Tue
191	Test: HUPD Lunchtime Lecture	Building Services	8/12/2014 Tue
218	Test: Pocket Neighborhoods	Building Services	8/12/2014 Tue
219	Test: Critical Conversations	Building Services	8/12/2014 Tue
221	Test: CIO Council Meeting	Building Services	8/12/2014 Tue

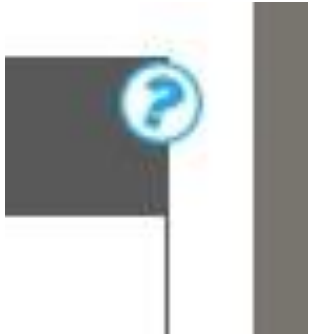
**View past requests,
see status updates,
and make changes**

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.harvard.edu.

Step 1

Browse Room Details

Step 1 Browse Room Details

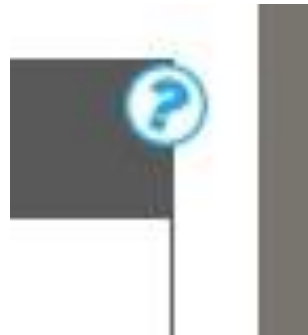
Room Details	Setup Types
Room Code	20-1
Description	20 S
Room Type	Clas:
Floor	1st I
Square Feet	418
Phone	
Setup Hours	0.00
Teardown Hours	0.00
Notes	CAR
	
Photo: 20-1-D Plan: 20-1-D	

**Look at profiles on
rooms before you
reserve them**

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

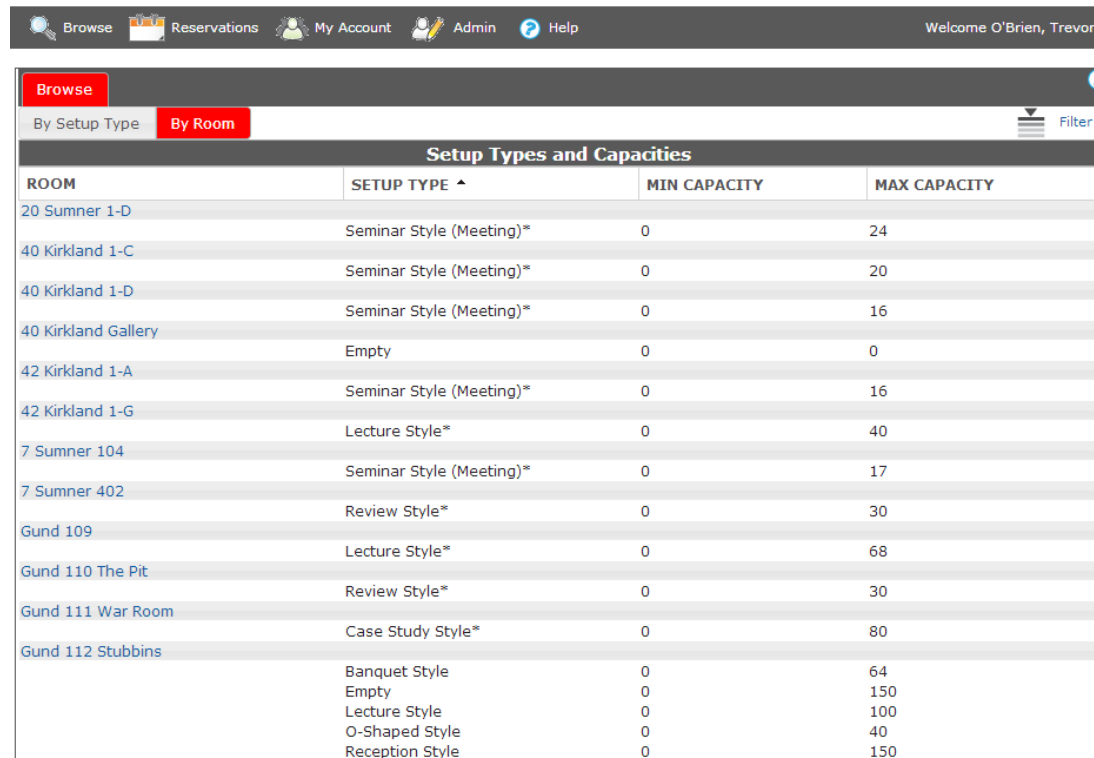


<< **Have a Question?** Check the (?) symbols throughout the website for help-text.

Step 1

Browse Room Details

See a full list of all GSD rooms:

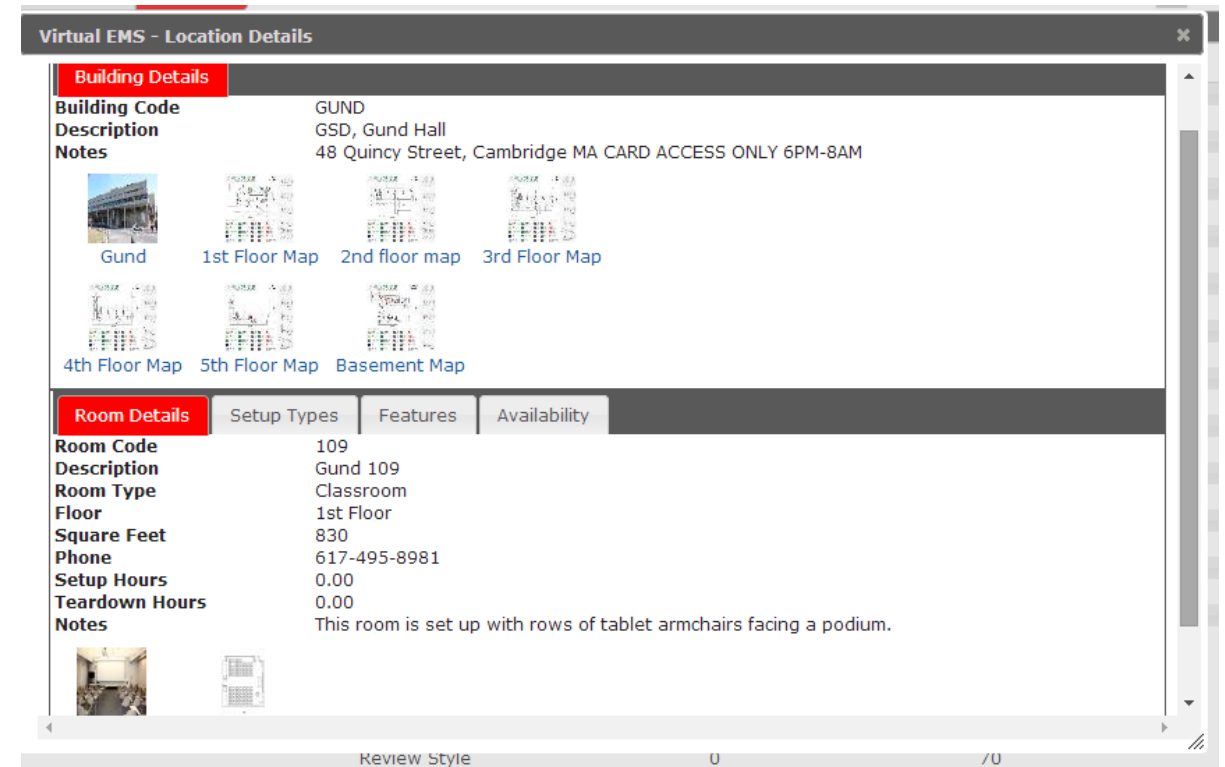


The screenshot shows the 'Virtual EMS - Location Details' interface. At the top, there is a navigation bar with links for 'Browse', 'Reservations', 'My Account', 'Admin', and 'Help'. Below this, a 'Browse' button is highlighted. The main content area is titled 'Setup Types and Capacities' and contains a table with columns for 'ROOM', 'SETUP TYPE ^', 'MIN CAPACITY', and 'MAX CAPACITY'. The table lists various rooms and their corresponding setup types and capacities.

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:



The screenshot shows the 'Virtual EMS - Location Details' interface for a specific room. The 'Building Details' tab is selected, showing the building code 'GUND', description 'GSD, Gund Hall', and notes '48 Quincy Street, Cambridge MA CARD ACCESS ONLY 6PM-8AM'. Below this, there are links to view the building and floor maps. The 'Room Details' tab is also visible, showing the room code '109', description 'Gund 109', room type 'Classroom', floor '1st Floor', square feet '830', phone '617-495-8981', setup hours '0.00', and teardown hours '0.00'. The room notes state 'This room is set up with rows of tablet armchairs facing a podium.'

Building Details

Building Code GUND
Description GSD, Gund Hall
Notes 48 Quincy Street, Cambridge MA CARD ACCESS ONLY 6PM-8AM

Room Details | Setup Types | Features | Availability

Room Code 109
Description Gund 109
Room Type Classroom
Floor 1st Floor
Square Feet 830
Phone 617-495-8981
Setup Hours 0.00
Teardown Hours 0.00
Notes This room is set up with rows of tablet armchairs facing a podium.

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

Step 2

Browse Availability

Step 2

Browse Availability

Browse					
Monday, July 21, 2014					
Room	Cap	7	8	9	
OSD, 20 Summer	24				
20 Summer 1-D					
OSD, 40 Kirkland					
40 Kirkland 1-C	20				
40 Kirkland 1-D	16				
40 Kirkland Gallery	0				
OSD, 42 Kirkland					
42 Kirkland 1-A	16				
42 Kirkland 1-G	40				
42 Kirkland Backyard	0				
OSD, 7 Summer					
7 Summer 104	17				
7 Summer 402	30				
OSD, Gund Hall					
Gund 109	68				
Gund 110 The Pit	30				
Gund 111 War Room	80				
Gund 112 Stubbins	300				
Gund 124	64				
Gund 2nd Floor Lounge	30				
Gund 302 Faculty Meeting Room	4				

**Browse what rooms
are reserved before
reserving space**

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:

Browse Reservations My Account Admin Help Welcome O'Brien, Trevor

Browse Monday, July 28, 2014 12 Hours | Filter

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
GSD, 20 Sumner													
20 Sumner 1-D	24												
GSD, 40 Kirkland													
40 Kirkland 1-C	20												
40 Kirkland 1-D	16												
40 Kirkland Gallery	0												
GSD, 42 Kirkland													
42 Kirkland 1-A	16												
42 Kirkland 1-G	40												
42 Kirkland Backyard	0												
GSD, 7 Sumner													
7 Sumner 104	17												
7 Sumner 402	30												
GSD, Gund Hall													
Gund 109	68												
Gund 110 The Pit	30												
Gund 111 War Room	80												
Gund 112 Stubbins	300												
Gund 124	64												
Gund 2nd Floor Lounge	30												
Gund 302 Faculty Meeting Room	4												
Gund 318	38												
Gund 3rd Floor Lounge	30												

E

Reservation Id 144
Booking Id 2727
Event Name ESL Program
Event Type Program
Date Monday, July 28, 2014
Location 42 Kirkland 1-A
Reserved Time 9:00 AM - 5:00 PM
Event Time 9:00 AM - 5:00 PM
Setup Type Seminar Style (Meeting) (30)
Status Confirmed
Group Student Services
1st Contact Name Geri Nederhoff
Phone 617 496 1238
Fax
Email gnederhoff@gsd.harvard.edu
Event Coordinator Ashley Alberts x58375
Salesperson (none)
First Booking Monday, June 23, 2014
Last Booking Friday, August 08, 2014
Total No. Bookings 94

- 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

Step 3 Request Space

Info Location **Details**

Event Details

Event Name: * Event Type: *

Group Details

Group: *

1st Contact: *

Phone: Fax:

Email: *

Other Information

Description:

Request space, media services, and propose a public event

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

The screenshot shows the 'Request Space S/F' form. Annotations A-F point to specific fields: A points to the 'Date' field, B points to the 'Recurrence' button, C points to the 'Start Time' and 'End Time' fields, D points to the 'Facilities' dropdown, E points to the 'Attendance' field, and F points to the 'Setup Type' dropdown. The 'Find Space' button is at the bottom.

Request Space S/F

Info Location

When and Where

Date:* 7/29/2014 Tue Recurrence

Start Time:* 9:00 AM End Time:* 11:00 AM

Facilities: GSD, Gund Hall

Setup Information

Attendance:* 1

Setup Type: (no preference)

Find Space

Here you can request:

- Rooms
- Furniture - 24 hou
- A/V Equipment -
- Event Support -

Steps:

1. Fill Out Date/Time
2. Available dates an
3. To narrow availab
4. Select **FIND SPA**
5. Learn about room
6. **Select a room by**
7. Learn about room
8. Enter Event Name
9. All * fields are req
10. Note [?] icons in t
11. Only when the for
12. Once submitted, c
13. Do not use the re

Room Setup Types:

Any rearranging of furn

Lecture: Chairs Facing

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)

The screenshot shows the 'Recurrence' dialog box. It has fields for 'Start Time' (9:00 AM) and 'End Time' (11:00 AM). The 'Recurrence Pattern' section has buttons for 'Daily', 'Weekly' (selected), 'Monthly', and 'Random'. The 'Recur every' field is set to 1 week(s) on: Sun, Mon, Tue (selected), Wed, Thu, Fri, Sat. The 'Range of Recurrence' section has 'Start Date' (7/29/2014 Tue) and 'End after: 1 occurrences'. There are 'Apply Recurrence' and 'Remove Recurrence' buttons at the bottom.

Recurrence

Time

Start Time:* 9:00 AM End Time:* 11:00 AM

Recurrence Pattern

Daily Weekly Monthly Random

Recur every 1 week(s) on:

Sun Mon Tue Wed Thu Fri Sat

Range of Recurrence

Start Date: 7/29/2014 Tue

End after: 1 occurrences

End by: 7/29/2014 Tue

Apply Recurrence Remove Recurrence

When done you MUST click **Find Space**

Find Space

Step 3

Request Space

b) Setup Types

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

Request Space S/F

Info Location Details

When and Where

Date: 7/29/2014 Tue Recurrence

Start Time: 9:00 AM End Time: 11:00 AM

Facilities: GSD, Gund Hall

Setup Information

Attendance: 1

Setup Type: (no preference)

Find Space

Here you can request:

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

Steps:

1. Fill Out Date/Time, if it is happening on more than one date/time, click RECURRENCE.
2. Available dates are limited to the current semester and during operating hours 7am-11pm.
3. To narrow available rooms, include attendance numbers and room setup type.
4. Select **FIND SPACE**.
5. Learn about rooms by clicking on their names.
6. **Select a room by clicking the plus sign [+]**
7. Learn about rooms by clicking on their names.
8. Enter Event Name, Event Type, Contacts, and other selections.
9. All * fields are required.
10. Note [?] icons in the upper right hand corner of each box with help text along the way.
11. Only when the form is complete will the button appear to submit the request.
12. Once submitted, come back any time to do any edits.
13. Do not use the resource or consider the request approved until receiving a confirmation email.

Room Setup Types:

Any rearranging of furniture should be put back in default setup before leaving!

Lecture: Chairs Facing the Front - Ideal for lectures, presentations, etc.

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:

My Account Admin Help

Info **Location** Details

Selected Locations

No rooms currently selected

List **Grid**

Tuesday, July 29, 2014

Room	Cap	7	8	9	10	11	12 PM	1	2
GSD, Gund Hall									
Gund 109	68								
Gund 110 The Pit	30								
Gund 111 War Room	80								
Gund 112 Stubbins	300								
Gund 124	64								
Gund 2nd Floor Lounge	30								
Gund 302 Faculty Meetin	4								
Gund 318	38								
Gund 3rd Floor Lounge	30								
Gund 422 Staff Meeting	10								
Gund 4th Floor Lounge	30								
Gund 505	40								
Gund 510	35								
Gund 516 Computer Lab	18								
Gund 517	38								
Gund 518	70								
Gund 522 HILT Room	25								
Gund Backyard	0								

Shows all rooms and their availability

List View:

My Account Admin Help Welcome O'Brien, Trevor

Info **Location** Details

Selected Locations

No rooms currently selected

List **Grid**

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
A +	1/1	Gund 318	38	
+ +	1/1	Gund 3rd Floor Lounge	30	
+ +	1/1	Gund 422 Staff Meeting Room	10	
+ +	1/1	Gund Portico 123	150	
+ +	1/1	Gund 2nd Floor Lounge	30	
+ +	1/1	Gund 302 Faculty Meeting Room	4	
+ +	1/1	Gund L41 Photo Lab	0	
+ +	1/1	Gund Front Portico (Exterior)	0	
+ +	1/1	Gund Backyard	0	
+ +	1/1	Gund 505	40	
+ +	1/1	Gund 516 Computer Lab	18	
+ +	1/1	Gund 518	70	
+ +	1/1	Gund Porticos 122-123	200	

B

C

Shows only available 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.

The screenshot shows a web interface for 'Request Space S/F'. At the top is a navigation bar with links: Browse, Reservations, My Account, Admin, and Help. The user is logged in as 'Welcome O'Brien, Trevor'. The main form has three tabs: Info, Location, and Details (which is active). Under the 'Details' tab, there are two sections: 'Event Details' and 'Group Details'. The 'Event Details' section contains fields for 'Event Name:*' (a text input) and 'Event Type:*' (a dropdown menu). The 'When and Where' section on the left includes a 'Date:*' field with a calendar icon (showing 7/29/2014 Tue), a 'Recurrence' button, 'Start Time:*' (9:00 AM), and 'End Time:*' (11:00 AM) fields, each with a clock icon.

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

Group Details

Group:*

Dean's Office

A

1st Contact:*

(temporary contact)

B

Name:*

Phone:

Fax:

Email:*

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

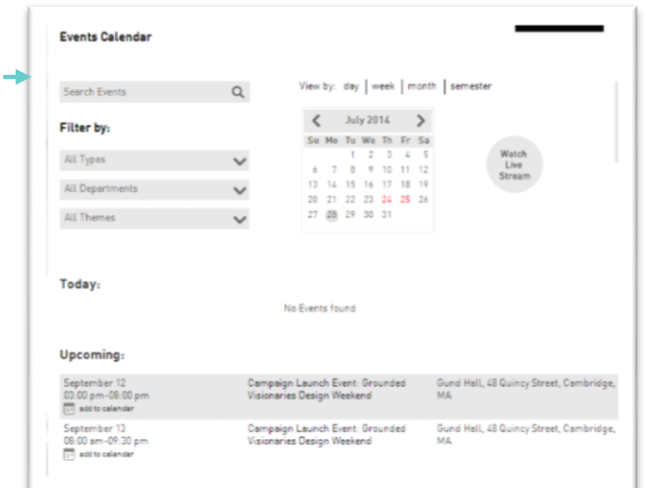
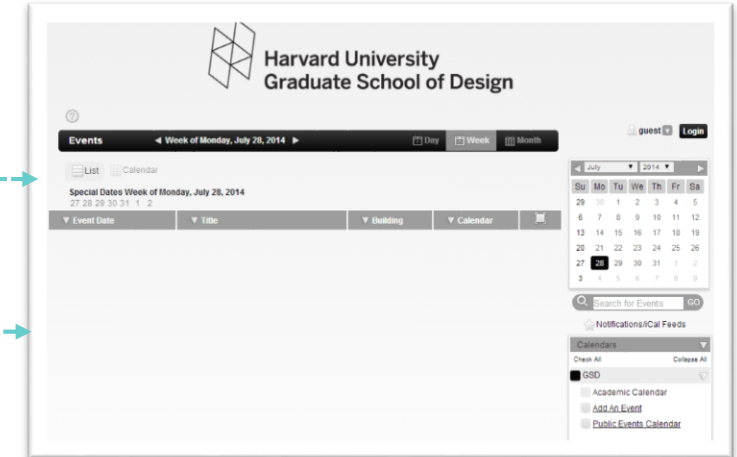
D Will there be food served?:*

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.

Furniture and Other Resources Terms and Conditions

Packages

- ☐ Maximum Banquet Style 121
 - 1 6 ft Folding Table
 - 3 60" Rounds
 - 24 Piper Chairs
- ☐ Maximum Banquet Style 122
 - 1 6 ft Folding Table
 - 4 60" Rounds
 - 32 Piper Chairs
- ☐ Meeting for 10
 - 2 60"x30" Akira Tables
 - 10 Piper Chairs
- ☐ Meeting for 16
 - 4 60"x30" Akira Tables
 - 16 Piper Chairs
- ☐ Meeting for 20
 - 6 60"x30" Akira Tables
 - 20 Piper Chairs
- ☐ Panel Table
 - 1 6 ft Folding Table
 - 3 Piper Chairs
- ☒ **Review Setup Package**
 - 3 Pin-Up Rolling Panels
 - 15 Piper Chairs

Special Instructions:

☐ Side Table

- 1 6 ft Folding Table

- ☐ Single Banquet Table and Chairs
- 1 60" Rounds
- 8 Piper Chairs

Chairs

- ☐ Piper Chairs

Tables

- ☐ 48"x30" Akira Tables
- ☐ 6 ft Folding Table
- ☐ 60" Rounds
- ☐ 60"x30" Akira Tables
- ☐ 72"x24" Akira Tables
- ☐ 8 ft table

Presentation Boards

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

48"x30" Akira Tables

Category Furniture and Other Resources
Group Tables
Maximum inventory of item 13
Price
Notes Plastic white top table with black metal legs and wheels

Folded Up Opened Table

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

General Notes

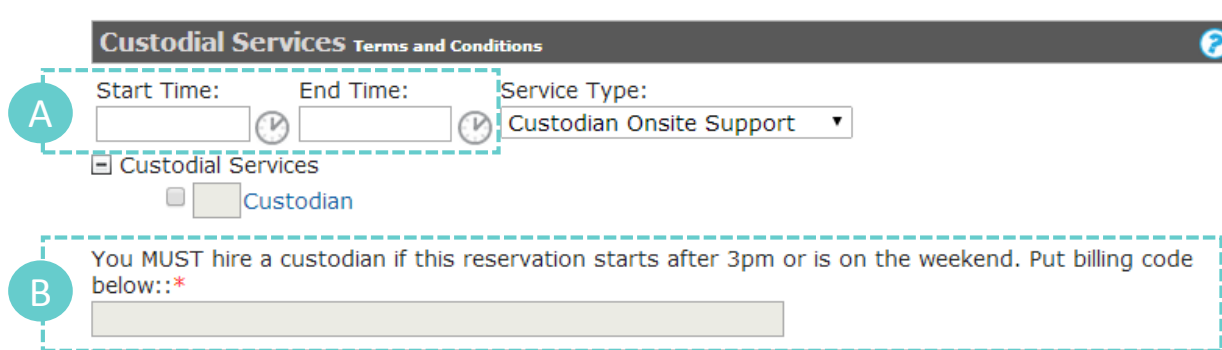
☐ I have read and agree to the terms and conditions [View](#)

Submit

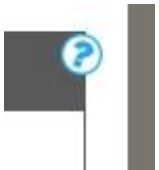
^ Unique setups and any other special instructions for Building Services, can be typed in the **General Notes** box at the bottom of the reservation.

Step 3 Request Space

h) Hire Custodial



The screenshot shows a form titled "Custodial Services Terms and Conditions" with a help icon. Callout A points to the "Start Time:", "End Time:", and "Service Type:" fields. The "Service Type" dropdown is set to "Custodian Onsite Support". Below these are checkboxes for "Custodial Services" and "Custodian". Callout B points to a text box containing the instruction: "You MUST hire a custodian if this reservation starts after 3pm or is on the weekend. Put billing code below:.*"



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

Custodial is required for any event starting after 3pm, 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.

1 week 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!!!)

Media Resources Terms and Conditions ?

☐ Presentation Technology

☐ Laptop & Slide Advancer

1 Laptops

Choose Type of Laptop (Select minimum of 1 and maximum of 1)

☐ Mac

☐ PC

1 Slide Advancer

☐ Laptops

☐ Mobile PA Cart

☐ Slide Advancer

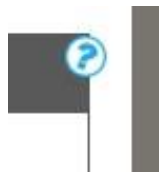
☐ Technician Services

☐ Media Resources Technician Onsite

☐ Video Recording

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.

Event Planning Proposal Form Terms and Conditions 

☒ This form is required if....
☐ I am inviting an audience outside my group.

Affiliation:*

Audience:*

Event Sponsor ie GSD faculty, staff, or department:*

Alternative Date:

Alternative Time:

Does this event have multiple segments? If so, detail the start/end time of each segment and the event type.:

Participants: Please list all guests and hosts with their affiliation (e.g. "Columbia University," or "GSD DDes students", etc).:*

Brief Description: In 100-200 words, the goal(s) of the event; its audience and participants; and how the purpose will be achieved.:*

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**

☐ I have read and agree to the terms and conditions [View](#)

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

Step 4

View Past Requests

Current Historical Calendar

Reservation Id: Event Name: Quick

ID	NAME	GROUP	FIRST BOOKING
246	TEST: Executive Committee	Building Services	8/5/2014 Tue
250	TEST: Digital Skills	Building Services	8/6/2014 Wed
244	TEST: Daily Cleaning	Building Services	8/10/2014 Sun
215	Test: LRC Meeting	Building Services	8/11/2014 Mon
249	TEST: Gamble Studio	Building Services	8/12/2014 Tue
216	Test: Studio Abroad Info Session	Building Services	8/12/2014 Tue
191	Test: HUPD Lunchtime Lecture	Building Services	8/12/2014 Tue
218	Test: Pocket Neighborhoods	Building Services	8/12/2014 Tue
219	Test: Critical Conversations	Building Services	8/12/2014 Tue
221	Test: CIO Council Meeting	Building Services	8/12/2014 Tue

**View past requests,
see status updates,
and make changes**

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

Browse

Reservations

My Account

Help

Welcome Knight, Sarah

Current

Historical

Calendar

Reservation Id:

Event Name:

Quick Search

Show Cancelled

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.

Reservation Details

Additional Information

Attachments

Reservation Id

Event Name

Event Type

366

Career Fair

Meal/Social Event/Reception

Group Name

1st Contact Name

Phone

Swartout, Jen

(none)

4961234

Edit Reservation

Add Booking

Cancel Bookings

Cancel All Bookings

View/Email Reservation Summary

Add booking to personal calendar

Booking Tools

Edit Additional Information

Back to My Requests

All

Current

Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		11/3/2014 Mon	4:00 PM - 7:00 PM	Career Fair	Gund 109	Pending Confirmation	(none) (200)
		11/3/2014 Mon	4:00 PM - 7:00 PM	Career Fair	Gund 110 The Pit	Pending Confirmation	(none) (200)
		11/3/2014 Mon	4:00 PM - 7:00 PM	Career Fair	Gund 112 Stubbins	Pending Confirmation	(none) (200)
		11/3/2014 Mon	4:00 PM - 7:00 PM	Career Fair	Gund 124	Pending Confirmation	(none) (200)

Cancel /Edit

Add Services

Date/Time

Name

Room

Status

Setup Type

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

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:

Reservation Details

Additional Information

Attachments

Reservation Id

Event Name

Event Type

358

Public Lecture

Lecture

Group Name

1st Contact Name

Phone

Swartout, Jen

(none)

4961234

Edit Reservation

Add Booking

Cancel Services

Cancel Bookings

Cancel All Bookings

View/Email Reservation Summary

Add booking to personal calendar

Booking Tools

Edit Additional Information

All

Current

Historical

Bookings

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		11/5/2014 Wed	6:30 PM - 8:30 PM	Public Lecture	Gund Piper Auditorium	Pending Confirmation	(none) (1)

Add Services

View Current Services

Add Services Page:

Browse

Reservations

My Account

Help

Welcome Swartout, Jen

Booking Details

Back To Reservation Details

Event Name

Date

Location

Event Time

Public Lecture

Wednesday, November 05, 2014

Gund Piper Auditorium

6:30 PM - 8:30 PM

Group

Setup Type

Status

Event Type

Swartout, Jen

(none) (1)

Pending Confirmation

Lecture

Available Services

Custodial Services

General Notes

Existing Services

+ x Furniture and Other Resources

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	200	Piper Chairs	\$ 0.00	Leather arm-less chairs with metal frames	
	1	Podium	\$ 0.00	Wooden podium for presentation	

+ / x Custodial Services 6:30 PM - 8:30 PM Custodian Onsite

Additional Information

Support

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	1	Custodian	\$ 0.00	For ALL events in multipurpose rooms after 3pm or on weekends, you must hire a custodian. Place your billing code below.	

+ x Media Resources

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	1	Laptops Choose Type of Laptop PC	\$ 0.00	Laptops for hosting presentations. Contact helpdesk@gsd.harvard.edu with questions.	

+ x Event Planning Proposal Form

Additional Information

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	1	I am inviting an audience outside my group.	\$ 0.00		

Add Service

Modify Service

Delete Service

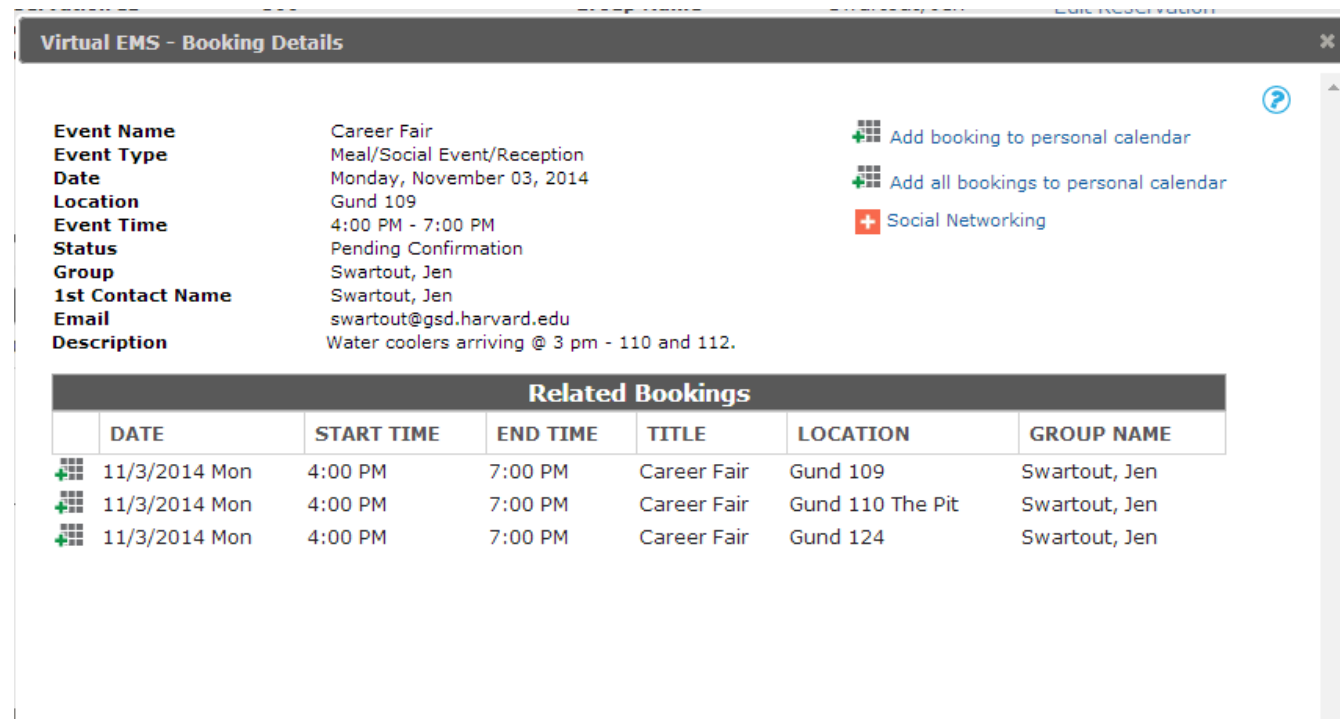
Step 4

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.






The screenshot shows a pop-up window titled "Virtual EMS - Booking Details". It contains event information and options to add the booking to a personal calendar or social networking site.

Event Name: Career Fair
Event Type: Meal/Social Event/Reception
Date: Monday, November 03, 2014
Location: Gund 109
Event Time: 4:00 PM - 7:00 PM
Status: Pending Confirmation
Group: Swartout, Jen
1st Contact Name: Swartout, Jen
Email: swartout@gsd.harvard.edu
Description: Water coolers arriving @ 3 pm - 110 and 112.

Options:

-  Add booking to personal calendar
-  Add all bookings to personal calendar
-  Social Networking

Related Bookings

	DATE	START TIME	END TIME	TITLE	LOCATION	GROUP NAME
	11/3/2014 Mon	4:00 PM	7:00 PM	Career Fair	Gund 109	Swartout, Jen
	11/3/2014 Mon	4:00 PM	7:00 PM	Career Fair	Gund 110 The Pit	Swartout, Jen
	11/3/2014 Mon	4:00 PM	7:00 PM	Career Fair	Gund 124	Swartout, Jen