

## How to Use [ReserveTufts](#), the new Room Reservation System

To book group Tisch Library group study rooms, classrooms and conference rooms, please visit [reserve.tufts.edu](#).

To book the Staack Room (213A) or Room 302, please contact [tischadmin@tufts.edu](mailto:tischadmin@tufts.edu). These are the only two rooms that will still be reserved through the Outlook Calendar by contacting administration and will not appear in the new Room Reservation System.

Here is a step by step guide on how to use the new reserve.tufts.edu system:

1. Login with your UTLN and Password
2. After logging in, you will see 'My Reservation Templates' in the center of the screen, under this you will find three categories:
  - 'Medford Campus Meeting / Function Space Request', which you can reserve Tisch Library Rooms: 204, 226 (Austin Conference Room), Tisch Patio and Tisch Roof
  - 'Medford Campus Academic Space Request (Fall)' which you can reserve Tisch Library Rooms: 103 (Mark Lab), 203 (Data Lab Classroom), 316, 310, 314 and 304
  - The last category is 'Medford Campus Academic Space Request (Spring) which you can reserve Tisch Library Rooms for the Spring Semester only: 204, 226 (Austin Conference Room), Tisch Patio and Tisch Roof
3. Once you have decided which room you would like to reserve, you will click the grey 'book now' button, next to one of the three categories. From there, you have a few room finding/booking options:
  - Book a room by date/time + location
  - Book a room by searching for a specific room -- narrow down the results by specifying:
    - Floor (G, 1, 2, 3...)
    - Room type (classroom, computer lab, conference room, lactation room, etc.)
    - Features (Air Conditioning, White Board, Computer, Conference Phone, Food Permitted, etc.).

There is an option to search by the number of people you are booking a room for. In which you would enter the number into the small text box.

You also have the option of reserving a room by typing in the name/room number you would like to book. For example, if you were searching under 'Medford Campus Meeting/Function Space Request' for room 204 or Austin you would type 'Tisch 204' or 'Tisch Austin' in the text box.

4. Once you narrow down the room you want to reserve, click the blue 'Next Step' button towards the top right of the screen.
5. Next, the system will prompt you to fill out event details, such as:
  - Event Name
  - Event Type
  - 1<sup>st</sup> Contact, Email Address and Phone Number
  - Add Attachments, such a photos/diagrams (if applicable)
  - Event Description
  - Check off if you plan to serve food or not
  - Additional Information (if applicable)
6. Finally, once you have filled out the required event details, click the green 'Create Reservation' button and your reservation will go into the system. At first the reservation will appear as 'tentative', on the calendar and the color of the block you reserved will be green. Within the next few days someone should review your reservation request and confirm the reservation, in which an email will be sent. Reservations that have been confirmed will appear in green on the calendar. If your reservation has been bumped, it will appear in yellow. Reservations that were previously booked and then later canceled will not appear on the calendar at all.