

## 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](https://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 Reserve Tufts 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” – to reserve Tisch Library Rooms 204, 226 (Austin Conference Room), Tisch Patio and Tisch Roof
  - “Medford Campus Academic Space Request” – to reserve Tisch Library Rooms 103 (Mark Lab), 203 (Data Lab Classroom), 316, 310, 314 and 304
  - “Medford Campus Academic Space Request (Summer)” – you can ignore this one for the purposes of booking Tisch Library rooms as there are currently no library rooms under this category
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 categories (right hand side). From there, you have a few room finding/booking options on the left hand side of your screen:
  - Enter date, time, and location for room availability
  - Click “Add/Remove” by “Locations” right underneath the “Date & Time” section to filter our available spaces not in Tisch Library (or to look for rooms in other buildings if needed)
  - Below that, “Let Me Search for a Room” allows you to search for a room based on amenities needed (accessibility, conference phone, food permitted, etc.) or the number of people who will be at the meeting
  - Below that, “I Know What Room I Want” allows you to type in a specific room name to search for it (such as “Mark Lab” or “204”). You will then be able to select the room from the list of search results that pops up.

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 (meeting, conference, etc.)
  - 1st Contact (usually you, but if you are booking the room for someone else, use their name & contact info), 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.
  - Some rooms will be auto-approved.
  - If your reservation needs to be approved, at first the reservation will appear as 'tentative', on the calendar and the color of the block you reserved will be green. If you are booking a room in Tisch, the Director's Office will generally review your reservation within 24 hours. You will receive a confirmation email once it has been approved.
  - 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.