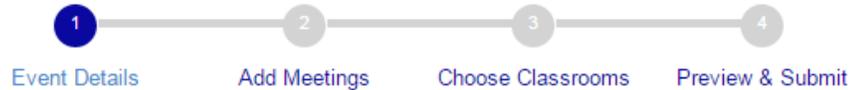# IIiT Registrar's Office

Classrooms@IIiT Quick Card

General Information

The **Classroom Request form** has four pages. The progress bar at the top of each page shows you where you are in the form. This is also a **navigation** bar, allowing you to go back to a previous page. Buttons at the bottom of each page help you save & navigate the form, as well as clear/delete information if needed.

1 Event Details — **2** Add Meetings — **3** Choose Classrooms — **4** Preview & Submit

| Clear form | Shred Request | Save | Save & Continue » |

Clear form removes all information you have entered on the current page. It does not clear information entered on previous pages.

Shred Request deletes/cancels this request.

Save allows you to save a request you're working on to complete and submit later. Find the saved form under *My Requests→Drafts* at the top of the page.

Save & Continue saves the information on the current page and moves you on to the next step.

Step 1: Enter your event details

The first page is for the basic information about the event, such as the name, sponsoring organization, purpose, and expected attendance. Your contact information as the requester will be filled in automatically. You may list additional contact names for the event, or additional emails (i.e., others who should receive an email about this event request). Both are optional.

*If someone **other than you** should be the MAIN contact for the event, add them to Additional contacts and check the box for **Main.***

Name	Email	Phone	Main	Delete
Glen A. Cyr	llarson@mit.edu	781 981-6446	☐	✖

Step 2: Add Meetings to your Event

Select the date(s) and time(s) for the event. If you have a:

One-time meeting   Select the date, start and end times, and then click **Add date/time**. This adds the selected date and time to the *Meeting(s)* list below the date/time fields.

Multiple dates/times   Add each date by adjusting the date/time selectors, and clicking **Add date/time** after each one. Each new date will be added to the *Meeting(s)* list.

Recurring meeting   For a repeating event, such as a series of weekly meetings on the same day/time, check the **Recurring meeting** box, then enter start and end dates for the series. Select the time, and check which day(s) of the week the meeting will occur. Then click **Add date/time** to add the entire series of dates to the *Meeting(s)* list at once.

If you add a date/time to the *Meetings* list in error, use the **Edit** or **Delete** buttons to the right of the date to correct or remove it from the list. To remove all dates you've added, use the **Clear Meetings List.** When you have selected all the date(s)/time(s) needed, click the **Save & Continue** button**.**

Step 3: Choose Classrooms

Select rooms (or features) for each of your dates/times. By default, all of your meeting dates will be preselected (if you have more than one). If you want to choose different rooms for each date, select or de-select rooms as needed. There are three ways to select a room(s) for your meeting(s):

Search for classrooms to choose   Clicking this will display a list of all the rooms that may be available for your date(s)/time(s). You can then use the fields to refine the list further by building, capacity, or equipment.

Request certain features   Click this if you want to just specify the features that will meet your needs, such as being located in a specific building, or containing certain equipment or furniture (e.g., Building 8, Air conditioning, projector). The specific room will then be assigned by Schedules.

Request a specific classroom   Click this if you know the room you want for your meeting. If the room you list is unavailable, an alternate room with similar features will be selected for you by Schedules.

Tips:
✓ When searching/filtering for rooms, you can enter a minimum without also entering a maximum. This will ensure you see all rooms that are large enough for your group.
✓ Keep in mind that the more criteria you enter, the narrower the search results may be. Entering conflicting items (such as fixed tables/chairs as well as loose tables/chairs) will result in no matches

« Save & Previous   After selecting your rooms or features, click **Save & Previous** to go back to the main *Choose Classrooms* page. Continue to select rooms/features for all your dates (if you have multiple). If you're ready to move on, click **Save & Preview.**   Save & Preview »
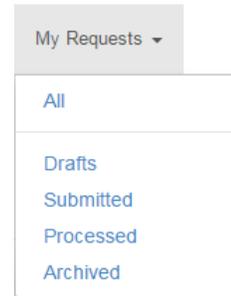
Step 4: Preview & Submit the request

Review your selections. If there is anything you want to change, use the **Save & Previous** button to navigate back to any page and make changes. You may enter additional requirements in the **Note to Schedules** field, or add an attachment before sending the request. When you are ready, click the **Submit request** button. You will see a confirmation that your request was submitted and will now go to the Schedules Office for processing.

Checking on or Changing a Request

At the top of the page, you can view any of your requests under the My Requests menu. Requests you have submitted but which have not been processed display in *Submitted*. Once a request has been approved it moves to *Processed*. This is also where you can find saved *Drafts*, which you can reopen to complete and submit, or delete if no longer needed. *Archived* displays both requests that are in the past, or have been canceled.

To change or cancel a submitted or processed request,

1. Go to **My Requests** and locate the request you wish to change/cancel.
2. Click on the title to preview the request.
   a. To cancel the request, click the **Cancel Event** button.
   b. To make changes to the request, click the **Edit** button. This will reopen the form. Make changes as desired using the navigation buttons to move to any page, and then click **Submit request** on the final page when done.