1   LOGGING IN

1.)   Go to https://reservations.gse.harvard.edu/ You should see the "My Home" screen.
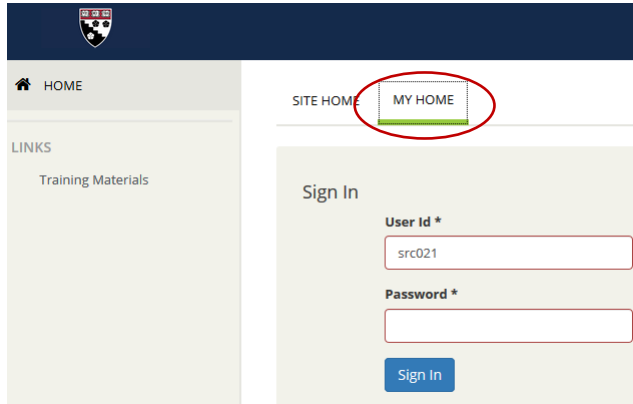
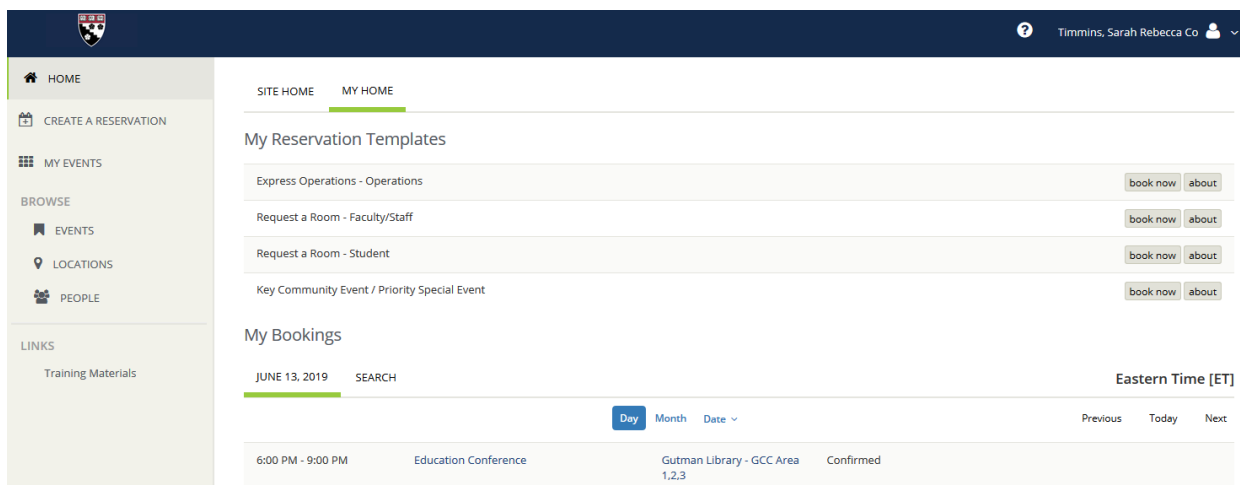If you instead see the "Site Home" tab, just click on "My Home."

Faculty and Staff typically log in using the same password they use to log in to their computer in the morning.

2.)   Enter your "3+3" username and password.
3.)   Press the blue "Sign In" button. The display changes to the "My Home" page.

2   MY HOME – ORIENTATION

1.)   MY RESERVATION TEMPLATES – these are the options available to you to reserve space. You may have one template, two templates, or multiple templates. Each template shows two buttons on the right-hand side.
   a.   "Book Now" takes you to a page where you can request space.
   b.   "About" shows brief information about the template.

2.)   MY BOOKINGS – shows you reservations you have already made.
   a.   The Date tab shows the current date, and allows you to search for your events by date.
      i.   Select the "Day" or "Month" links to switch between daily and monthly views.
      ii.   Use the "Date" drop-down menu to move to a particular date.
      iii.   Use the "Previous," "Today," & "Next" links on the right to navigate between dates and months.
   b.   The Search tab allows you to search for your events by title or location via a search box.

Tip: Click on Home or the GSE shield to return to "My Home" at any time.

3.) TASKBAR on the left lets you create reservations, view a searchable list of your events, or browse for space, events, and people.
   a. "Create a Reservation" – identical to the "My Reservation Templates" section.
   b. "My Events" - Lists your events and important event details including
      i. Event Name;
      ii. Event date(s), indicating whether the reservation contains multiple bookings or only a single booking;
      iii. The location, if only one room is reserved. Says "multiple" if there are multiple rooms reserved for different bookings; etc.
   c. Browse
      i. Events – Calendar view.
      ii. Locations
         1. Lists events in a grid with rooms along the left-hand side and times along the top,
         2. Use the Date field at the top to jump to a particular date.
         3. Use the "Add/Remove Locations" link to limit the search to a particular building or area.

Tip: Start a reservation directly from the Locations grid by clicking on the desired start time in the desired room.

         4. People – allows you to search a drop-down menu for events by *department*, and use the date link to navigate to particular dates.

4.) YOUR ACCOUNT – Click on your name in the upper right-hand corner. Allows you to personalize your account information or switch to the account of someone who has made you a Delegate.
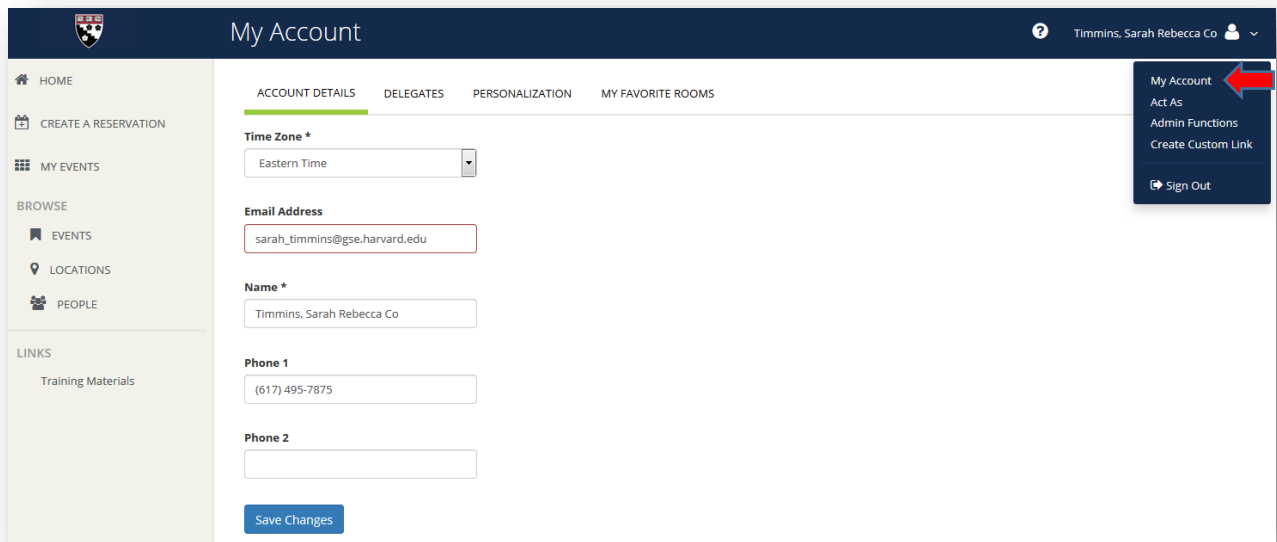
   a. Account Details – Your basic contact information.
   b. Delegates – Allows you to give access to your account to members of the GSE community. Delegates will be able to modify any reservations you create.

Tip: Request a certain room all the time? Make it a favorite in your account.

   c. Personalization – Allows you to choose certain filters and templates that you are more likely to use. Filters are created in "My Events" in your home page.
   d. My Favorite Rooms – Allows you to select your preferred spaces.

# 3   REQUESTING SPACE – BASIC STEPS

You can create a reservation either from "My Home," by selecting "Create a Reservation" from the left-side taskbar, or by clicking on the desired start time in the desired room in the Locations view.

3.1   FROM *MY HOME* OR *CREATE A RESERVATION*

1.) Simple search
   a. Identify the template you wish to use, then select "book now" on the right-hand side.
   b. Enter the date and time of your event. If you have a space preference, use Add/Remove Locations.
   c. Press Search, and you get a list of all rooms matching your search, regardless of availability. A few things to note:
      i. If you have selected favorite rooms in your account, you can check the box at the top to limit your search to those rooms.
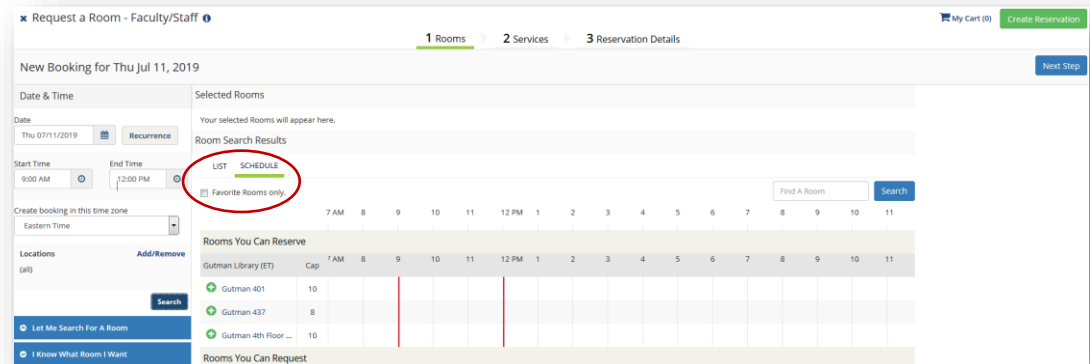
      ii. The results will show you rooms you can *reserve* and rooms you can *request.* Rooms you can *reserve* are those that are automatically confirmed at the time you request them. They do not require Operations to take any actions (unless there is a problem). For faculty and staff, those rooms are typically Gutman 401, Gutman 403, and Gutman 437. Reservations for the rooms you can *request* will need to be confirmed by Operations.
      iii. You can get more comparative details about the different available rooms by choosing the List tab rather than the Schedule tab. You can learn more about any space regardless of the view by clicking on the room name.
   d. Request one or more rooms by clicking on the green plus sign. There will be a pop-up box asking for the number of attendees and the desired setup type. Please be as specific as possible about both. Click "add room." If the room is available, the green plus sign will disappear from beside the room. If there is a conflict, there will be a message informing you of the conflict and the green plus sign will remain.

e. You can add more bookings at this time. When you are done, press the blue "Next Step" button in the upper right-hand corner, and you will go to the 2nd tab: Services.

> *Tip: You can create as many bookings as you want at this point, regardless of the date and time. Just change the dates and or times, press search, and add rooms. Note that the same event details and service orders will be added to all bookings created at this stage.*

f. Select the **Services** you need, including Media Requests for support from the IT Department and any furniture requests you need to make from the Operations Department. Please note that if you do not place a Media Request, IT cannot guarantee that you will receive the support you need.
    i. If you do not see this option, then the services you are hoping for are not available in the room you requested or your event time would not allow enough time to prepare the requested resources.
    ii. Please note that we cannot guarantee that requested services will be available.
    iii. You can add service requests after you complete the reservation, as long as the event time allows enough time to prepare the resources.
g. Add **Reservation Details** such as the event name, event type, and your Department.
    i. Select your name from the drop-down menu. If you are creating this request on behalf of someone else in your department, select their name instead.
    ii. Answer the Additional Information questions:
        1. *If you are requesting space for someone else*:
            a. This field helps Operations and IT identify instances when the main contact for an event is not the person creating the request. Leave this blank you are creating the request for another member of the HGSE community; it is *not* necessary to enter your own name.
            b. Please do not use the Events Reservation System to request space on behalf of people outside of the HGSE community. Those requests should be sent via the external request form, found here https://www.gse.harvard.edu/about/campus/conference/reservation-request)
        2. *Notes to the scheduler* lets you type in any additional requests for Operations support that could not be included elsewhere. IT requests should not be included here; please make them via the Services tab.
        3. *Do you expect to serve food or beverage at this event?* Selecting yes here will alert our catering staff that you need support and is helpful to Operations in setting up the reservation and space.
        4. *Will anyone be present who is younger than 18 years of age who is NOT attended by a parent or legal guardian?* This field is required by university policy to ensure that all minors are protected while on Harvard property.
    iii. Read the Terms and Conditions, and check the box indicating that you have done so.
    iv. Click the green "Create Reservation" button found on the right side of the screen.

2.) Advanced Search Techniques

a.   Repeating requests – Use the **Recurrence** button to find space for events that meet at the same time daily, weekly, or monthly, or select the "Random" option from the drop-down menu to request rooms on selected dates.

*Tip: Use this feature to reserve space for regular departmental meetings.*

b.   Search for rooms by Setup Type or by Features in the room by selecting the "Let Me Search for a Room" option. The Features option will allow you to locate rooms that meet special needs. For example, this is the best way to seek rooms that have Media Site recording capability.

c.   *I Know What Room I Want*: Select this option at the bottom to simply type in the name of a room.

Not all features are available in all rooms. For example, if you must find a room with Mediasite recording capability, you should search via the Features option.

3.2   REQUESTING SPACE FROM THE LOCATIONS GRID:

d.   Select Locations from the Browse menu on the gray taskbar. That will show you a grid with rooms on the left-hand side and times on the right. The day shown is typically the current date. Use the right and left arrows to move forward or backward through the days, or select a different date at the top of the screen.
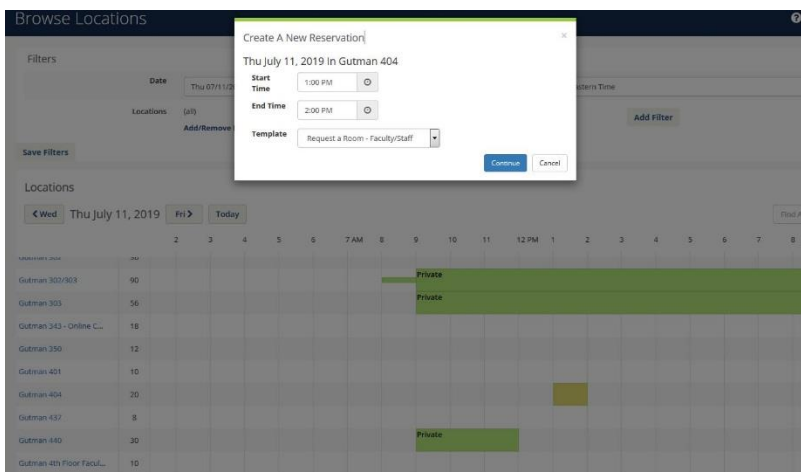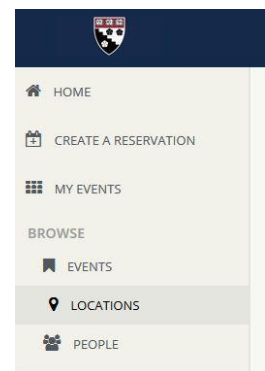
e.   Identify a room that is available at the desired time, and click on the desired start time. A box will pop up called "Create a New Reservation." Verify that you have the correct date and start time, and modify the end time. (EMS will default to a one-hour booking.) Change the template if necessary. Click "Continue."

f.   EMS will bring you to the Create a Reservation page. Proceed as described above in Step 1.

g.   Note that we cannot guarantee your use of a space based on apparent availability.

3.3 Adding Bookings to an Existing Reservation

You can add bookings to an existing reservation. This is useful if you are holding a complex event which needs to be expanded, if you wish to extend a recurring reservation, or if you want to repeat an event held in the past.

1.) Find the booking in My Events, and click on the event name.
2.) Click on "Add a Booking" on the right side. This brings you to the Create a Reservation page.

3.) Enter your date and time as you normally would, and select one or more spaces.
4.) The booking is added to the original reservation with no need to enter the event name, departmental details, or answer the Additional Information questions.