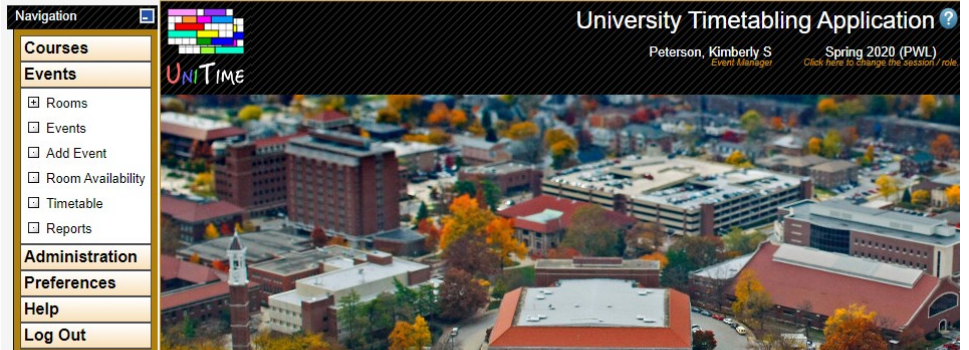Finding available conference rooms and making a reservation

To access UniTime go to

https://www.purdue.edu/apps/account/cas/login?service=https%3A%2F%2Ftimetable.mypurdue.purdue.edu%2FTimetabling%2Flogin%2Fcas

Login using your username and boiler key

In the left side navigation table, <click> on **EVENTS**, ROOM AVAILABILITY

1. <Select> the ACADEMIC SESSION (default is the current session)
2. <Select> theDATE(S) for scheduling (the dates you select will highlight in bright yellow)
3. Fill in the FROM and TO times (if you would like to look at the full day, leave times blank)
4. In the locations bar, <select> the down arrow to open the available locations.
5. Under TYPE select CONFERENCE ROOMS and under BUILDINGS, select LILY or the building where the room is located. (Additionally, once you have selected CONFERENCE ROOMS, you can type the building initials and it will give you a drop down menu for selecting individual rooms)
6. <Select> SEARCH in the top right corner, this will take you to the next page where it will show a list of rooms and times

4	19	20	21	22	23	24	25	8	16	17	18	19	20	21	22	13	22	23	24	25	26	27	28	17	19	20	21	22	23	24	25	21	17	18	19	20	21	22	23	1	Holiday
5	26	27	28	29	30	31		9	23	24	25	26	27	28	29	14	29	30	31					18	26	27	28	29	30			22	24	25	26	27	28	29	30	16	Break
																																23	31							7	Today

Times: From:_____ To:_____

Locations: [Conference Rooms ×] [LILY ×] ▼ ✕

Print   Sort by ▼

Tuesday 01/07

| LILY 1117 | LILY 1224 | LILY 1410 | LILY 2222 | LILY G456 |

7am
8am
9am
10am
11am
12pm
1pm
2pm **BIO Faculty Meeting (Special)** 2:00p - 6:00p LILY 1117
3pm
4pm
5pm

Anything in yellow, indicates an opening in the room. Current approved reservations will be highlighted in color.

- If you hover over a room number, it will open a popup box that contains details for each room.

LILY 1117 (Conference Rooms)

LILY 1117
Tuesday 01/07 7:15a LILY 1117

Capacity:	52 (20 for final examinations)
Area:	401 ft²
Room Type:	Conference Rooms
Audio / Visual	Computer, Flat Panel Display, Microphone, Web Camera
Events:	Authenticated Users Can Request Events Managers Can Approve
Department:	1392-Events - Biology Events
Available Services:	A/V-IT Technical Assistance , Layout Configuration Change

To begin entering a reservation

1. Under the room you would like to reserve, starting at your desired start time, hold down the right button on your mouse and drag until your desired end time.

2. <Click> ADD EVENT in the bottom right
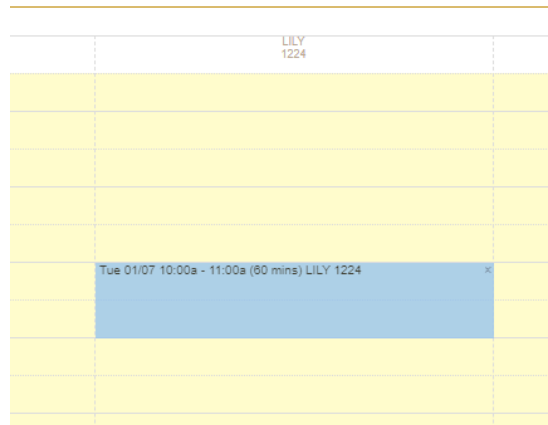
The time for your reservation should now be highlighted in a colored box under the room you selected.

LILY
1224

Tue 01/07 10:00a - 11:00a (60 mins) LILY 1224

1. Add the title of your event under EVENT NAME

2. Sponsoring Organization should be left blank unless the reservation is hosted by said organization

3. EVENT TYPE should either be "special event" or "course related event"

4. Add in the estimated attendance under EXPECTED ATTENDANCE

5. Add your contact information or the best person to contact for the MAIN CONTACT area

6. If you would like the emails that correspond with your reservation sent to additional persons, add their email address only to the ADDI-TIONAL EMAILS box. (Be sure to use a semi colon between email address when using more than one)

7. If you think any additional information will be needed for your reservation please add those items to the ADDITIONAL INFORMATION section. This can include things like room set-up, equipment needed, etc.

8. Select CREATE EVENT, you should then receive a conformation email stating that your event was created. You will receive an additional email once the reservation has be approved

Add Event
Peterson, Kimberly S
Event Manager

UniTime

Event
☑ Send email confirmation   Create Event   Back

Academic Session: « Spring 2020 (PWL) »
01/01/2020 - 05/17/2020
Event Name:
Sponsoring Organization: Select...
Event Type: Special Event
Expected Attendance:
Main Contact: First Name: Lookup
    Middle Name:
    Last Name:
    Email:
    Phone: More Contacts...
Additional Emails:
    One email per line please.
Additional Information:
    Standard Notes...
Attachment: Choose File No file chosen
Expiration Date:
    MM/DD/YYYY

Meetings   Add Meetings   More ▼

⊗	Date	Published Time	Location	Capacity Approved
☐	Tue 01/07, 2020	10:00a - 11:00a	LILY 1224	10 new meeting

☑ Show deleted, cancelled, and rejected meetings.

☑ Send email confirmation   Create Event   Back

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