Quick Guide:

WebViewer Classroom Reservation

Office of Course Scheduling & Reservations
Where Do I Find Information About Classroom Reservations?

Classrooms can be reserved by faculty, staff, and chartered student organizations within Georgia State University for special events as well as for academic and course related purposes.

Detailed Reservation Guidelines are located at: http://www.gsu.edu/registrar/reservation_guidelines.html
How Do I Reserve a Classroom Via WebViewer?

Go to the WebViewer homepage at:

https://r25ws.gsu.edu

Please Note: To access WebViewer from a non-GSU campus location, you must first connect to the GSU network with a VPN which may be obtained at:

http://gsu.edu/help/virtual-private-network.html
Select the date for your reservation, then click on the Locations tab to view room availability.

Click on the “Locations” tab to view available rooms.

Click on the arrows to change the month.

Click on the date to be requested.
Click on the room to view details about capacity, features, and pictures.

Click on the calendar icon to view the week’s events for a particular room. To return to the main calendar from the week’s events, click on the “By Date” tab at the top of the page.

Click on the desired time block for the classroom to be requested.

Scroll through the reservation calendar until you find an available classroom to fulfill your request. Click on the desired time block for your chosen classroom to start your request. Available time slots show up as white spaces. If a space is black, blue, purple, or yellow, it is not available for reservation.

Narrow results by selecting a filter for a specific building, capacity range, or feature.
Once the time block for the requested room has been selected, you will be directed to a new page to enter your username and password. Your username and password are the same as your CampusID and Password. Once your ID is verified, you will be taken to the event request form where you will complete your request.
Enter Event Name and Event Title:
These fields must be the same

Select Event Type:
Special Academic Event - Course related event such as a guest lecturer or class presentation
Special Event - Non-academic/course related event such as an organization meeting

Select Sponsoring Organization:
If your organization is not listed, select “Other” and enter your organization’s name in the “Comments” section at the bottom of the form.

Enter Expected Head Count:
Anticipated attendance for your event.

After successful login, the “Request an Event” page will appear. All required fields must be completed before the form can be submitted.
**Select Date and Times:**
Enter Start Date and Time and End Date and Time. **The start date and end date should be the same!** If additional dates are requested, this date will be for the first occurrence.

**Repeat:**
- **None** - If a single occurrence is being requested, select “None”.
- **Ad Hoc** – For random occurrences during the same time slot, select “Ad Hoc”. Select an additional date from the drop down menu, and press “Enter” to add the date to the list. To add additional dates, repeat process.
- **Daily** – For occurrences in a daily pattern for a specified time period, select “Daily”. Then, select the number of days between occurrences. Select “Until” and enter the end date for your reservation or select “For” and enter the number of repetitions for your reservation.
- **Weekly** – For occurrences in a weekly pattern on specified weekdays, select “Weekly”. Then, select the number of weeks between occurrences. Check next to the days for which the reservations will occur. Select “Until” and enter the last date of your event or select “For” and enter the number of times that you want the reservation to repeat.

**Please Note:** Only 5 dates may be reserved at one time.
**Space Preferences and Resources**

**Space Preference:**
- **Specific Space** - For a specific space, click next to “Specific Space” and select the space from the drop down menu.
- **Any Space In** - For a specific building, click next to “Any Space In” and select the building from the drop down menu.
- **Other** - For multiple rooms, click next to “Other” and enter the locations separated by commas.

**Resources:**
To request room features or layouts for non-specified rooms, enter the expected head count next to the desired resources with an asterisk (*) and a 1 next to any others needed.

Preferences for building, specific room, room features, and layouts are subject to availability.

Please Note: ALL rooms are equipped with a Video Projector or TV/VCR combo with an overhead projector.
**Custom Attributes:**

Complete all fields with requested information.

All student organizations **must** provide the name and contact information of their advisor.

For academic and administrative departments, please enter the name of the appropriate chair, dean, or director from whom approval will be given for events with 75 attendees or more.
Additional Comments:
If needed enter additional details for the request such as your organization’s name if not listed in the drop down menu at the top of the form.

Description:
Enter a brief description of the event.

(Please give a brief synopsis of the event)

Once you have completed all fields of information, click the “Next” button at bottom of page to view your request summary.

If you need to cancel your request before submission, please click on “Reset”. “Reset” will clear all information on the form.
Click “Make Changes” to return to the request form and edit your event information.

When the “Event Request Summary” page appears, review your reservation request information for accuracy and completeness.

Click "Submit Request" at the bottom of page to submit your request for processing.
Once you submit your request, the “Event Request Confirmation” page will appear.
If your event information changes after submission, you can edit your pending request form by clicking on the “My Requests” tab and then selecting “Pending”. Click on the “Edit” hyperlink to update your submission form.

To cancel a pending request, click on “Event Scheduling Office” to send an e-mail informing our office that accommodation is no longer needed.
If your event will need approval due to an attendance of 75 or more, please notify your advisor to access his/her WebViewer Workflow to complete or decline approval for the event.

Allow up to 2 business days for processing of your request.

Once your request has been processed, you will receive a confirmation email and the event will appear in your “Approved” section under the “My Requests” tab. Your event is NOT confirmed until you receive a confirmation email and the event is listed under “My Approved Requests” with a location assignment and “Confirmed” status.

**Event Confirmation**

**Edit or Cancel a Confirmed Event:**
To edit or cancel a confirmed event, click the link “Event Scheduling Office” to send an e-mail detailing the changes to your event.

Event details can be viewed by clicking on the event name. A pop-up window will appear with more information about your event.
A confirmation e-mail will be sent with your confirmation document for key pick-up, details regarding any changes that were made to accommodate your request, and a Room Access Information Sheet with contacts for additional event support resources.

Good Afternoon,

Please find attached your reservation confirmation along with the room access information sheet.

Please note: Only the person designated on the reservation request form to pick up the key(s) will be authorized to retrieve the key from Key Control. Please bring the confirmation document!

Sincerely,

OCS
If your event is not approved for any reason, you will receive an e-mail with details about your event’s cancellation. The status of your event will appear as “Cancelled” and no location assignment will be listed.