Steps to request academic space through the Office of the Registrar:

1. Go to http://regroomrequest.ucmerced.edu/AstraProd/Portal/GuestPortal.aspx
2. DO NOT log in
3. Click on “Request an Event” in the upper left hand corner

4. Enter the event information requested

5. Scroll down to enter your event meeting specifications. Select the tab, Single Meeting(s), Recurring, or Spanning, that corresponds with your meeting requirements.
6. Under “Meeting Recurrence” select the start time, end time, and date(s) of your event.

![Meeting Recurrence](image)

*Note that you can manually enter any increment of time into the Start and End times instead of using the drop down choices.

7. **Spanning:** Note that spanning creates reservations that ‘span’ a period of time between days. These meetings can be created using the “Spanning” tab.

![Meeting Recurrence](image)

*Meetings of this nature are typically reserved for room maintenance.

8. **Recurring:** Select the “Recurring” tab and enter your start and end times.

9. To create a recurring meeting that is weekly, select the “Weekly” tab, and click the days of the week you want to hold your event.

10. From left to right the buttons are Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.

11. Enter a start and end date and select “Create”
12. You will now see that all of your meetings are grouped under a single instance. Clicking on the plus sign by that meeting will reveal individual days.

13. Select each meeting by checking the box on the left and click “Request Rooms”

14. Once again, clicking the plus sign will expand your meetings. Here you can set a filter to help narrow down a room choice.

*Looking for only computer lab rooms? Select “Computer Lab”, etc.*
15. Red coloring indicates that the room is not available for that date and time. The first yellow column is showing how many reservations that specific room is open for.
   *For example “Conflicts (2 of 5)” indicates that the room is unavailable for 2 of the 5 meetings you have.

16. Clicking the classroom for a specific column will assign all open rooms to every meeting time; highlighting them in green.

<table>
<thead>
<tr>
<th>Room</th>
<th>Conflicts</th>
<th>Available 1</th>
<th>Available 2</th>
<th>Available 3</th>
<th>Available 4</th>
<th>Available 5</th>
<th>Unavailable</th>
<th>Unavailable</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSSRM 276</td>
<td>85</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>CLSSRM 282</td>
<td>85</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>CLSSRM 127</td>
<td>65</td>
<td>Selected</td>
<td>Selected</td>
<td>Selected</td>
<td>Selected</td>
<td>Selected</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>CLSSRM 265</td>
<td>77</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>CLSSRM 267</td>
<td>77</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>CLSSRM 263</td>
<td>77</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
</tbody>
</table>

17. Every column in this Meetings section is editable. By selecting the cell you can enter any new information.

18. Notice that even though the drop down menu for times are in half an hour increments you can type in the cell to put any minute time you need.

19. Review your information to make sure it’s correct. Click on “Save” at the top left of the page.

20. To request rooms for your event, check the box next to the event and select “Request Rooms”
21. From here, you can select the room(s) you want from those that are available by clicking on “available” or the room number.

*Hovering over the page icon will bring up the room’s specifications.

Filters can be used to narrow your room selection by specific features.

22. Review your information to make sure it’s correct. Click on “Save” at the top left of the page.
23. You’re done! You will receive an e-mail that we received your request. Another e-mail will be sent within 2 weeks that will indicate your event status and/or room location.

***ALERT***
To cancel a room reservation, respond back to regroomrequest@ucmerced.edu with your event summary e-mail notification requesting to have your event canceled.