



SIGN IN

Using Mozilla Firefox or Google Chrome, go to: schedulepro.risd.edu
 Sign in using your RISD username/password (do not include @risd.edu)
 For assistance with your ID or password, contact the IT Service Desk.

CREATE AN EVENT REQUEST

Event Name (Required) enter a name that clearly describes the event. Avoid acronyms and abbreviations.

Event Type (Required) choose a type from the dropdown menu that best describes the event

Primary Department Sponsor (Required) Type the name of your department or office to begin the search. If the search does not return the expected result, try entering the first few letters.

Additional Sponsor(s) Add additional departments or offices.

Anticipated Attendance (Required) Enter the estimated number of attendees.

Event Description Provide a public description of the event. If there is a website for the event enter the URL here.

Date & Time (Required) Enter the date and time of the event. Repeating events will be covered in the next section.

Additional Time Add set up and takedown time if you need access to the space before/after the actual event.

Choose How Your Event Repeats Use the Repeating Pattern button to select a daily, weekly or monthly in the Pattern Picker. You can also select random for ad-hoc events.

Event Location(s) (Required) Search by the location name (20 Washington Place), building (Washington), a portion of the room number (123) or building code (20WP).

Attach File(s) You can attach up to 5 files up to 25MB: PDF, TXT, RTF, JPG, JPEG, PNG, GIF, DOC, DOCX, XSL, XSLX, CSV.

Additional Required Event Information Use the toggle to answer questions that are pertinent to your event. If you do not see Additional Event Information, make sure an Event Type is selected above. NOTE: Event Types may not be configured to display the same questions.

Contact Roles for this Event By default the requestor name will auto-populate as the Requestor and Scheduler. Requestors will receive all email communications and updates. If an event is being created on behalf of someone else, enter that person's name as the Scheduler.

Requirements Use the toggle to answer questions applicable to the event to notify services providers support requests are forthcoming.

Comments Provide any information to the schedulers that you weren't able to add elsewhere. This is an internal note.

Affirmation (Required) In order for your event to be successfully saved, you must agree to the terms and conditions by checking "I Agree".

SAVE AND SUBMIT YOUR REQUEST

Click Save to submit the event. Cancel, Preview and Save buttons are always available at the bottom of the Event Form, but be aware that using Cancel will not save any completed fields or changes.

CHANGES AND CANCELLATIONS

On your dashboard, in the "Your Upcoming Events" box, click "Events in which you are the Requestor" to access a list of your upcoming events. Click on the event name to view event details. Use the Edit Event button to enter editing mode. To cancel the reservation, use the drop-down menu next to Edit Event to change the event state to Cancelled.

CHECK THE STATUS OF YOUR REQUEST

On your dashboard, in the "Your Upcoming Events" box, click "Events in which you are the Requestor" to access a list of your upcoming events. View the current status in the "State" column in the list of results. NOTE: Express Scheduling/Auto-book rooms will always show in a tentative state. Click on the room name hyperlink to view your confirmed booking.

Building Code	Building Name	Formal Name
15WE	15 West/Fleet Library	Roger Mandle Living Learning Center
103D	103 Dyer Street	Hay Building
123D*	123 Dyer Street	Hay Building
130P	130 Point Street	Point Street Studios
132B	132 Benefit Street	President's House
161S	161 South Main Street	Industrial Design Building
187G	187 Benefit Garage	Dexter House
189C	189 Canal Street	Canal Street Studios
345S	345 South Main Street	Plantations Barn Building
355S	355 South Water Street	Plantations Barn Building
20WP*	20 Washington Place	Washington Place
41MT	41 Meeting Street	Meeting Street Studios
48WM	48 Waterman Street	48 Waterman/East Hall
72P	72 Pine Street	Pine Street
ALUM	Alumni House	Angell Street Studios
AUD	Auditorium	Auditorium Building
BANK	Bank Building	Bank Building
BEB*	Bayard Ewing Building	Bayard Ewing Building
BENS	Benson Hall	Benson Hall
CARR*	Carr House	Carr House
CB	College Building	College Building
CHAC	Chace Center	Chace Center
DC	Design Center	Design Center
EWNG	Ewing Center	Ewing Multicultural Center
FLET	Fletcher Building	Fletcher Building
ISB	Illustration Building	Illustration Studies Building
MASN	CIT/Mason Building	Center for Integrative Technologies
MEM	Memorial Hall	Memorial Hall
METC	Metcalf Building	Metcalf Building
MKT	Market House	Market House
MUS	Museum	RISD Museum
REF	Refectory	Metcalf Refectory
SOUT*	South Hall	South Hall
TILL	Tillinghast	Tillinghast Place
WATM	Waterman Building	Waterman Building
WCG	What Cheer Garage	What Cheer Garage
WCS	What Cheer Studio	What Cheer Studios
WG	Woods-Gerry	Woods-Gerry House
WINS	Winston Clock Tower	Homer Hall, Winston Clock Tower

*Buildings Included in Phase 1

Outdoor Spaces	
Farnum Park	Refectory Patio
Frazier Terrace	RISD Beach
Market Square	Tillinghast Place
Moore Terrace	Washington Place Deck
Refectory Lower Courtyard	Woods-Gerry Garden
Refectory Upper Courtyard	

Express Scheduling Rooms	
123D 200	CARR 104
123D 315	SOUT 124
123D 318	20WP 123
123D 319	20WP 141
123D 403	20WP 328
123D 412	20WP 366
BEB 022	