HOW TO RESERVE A BME ROOM USING YOUR NCSU GOOGLE CALENDAR

STEP 1: Go to your Google Calendar (calendar.google.com) and sign in using your NC State Unity ID and password if not already logged in.

STEP 2: Create an event by 2x clicking on the date and time you would like to start reserving the room.

STEP 3: Enter a name into the event title. In the title, incl Room# & Unity ID.
ex. EBIII 4142: Lab Meeting (jsmith1)

STEP 4: Fill in any necessary details of your event, including:
- Start and End time. (If daylong event, check the box for **All day**).
- Notifications
- Description of event.

STEP 5: On the right side, you will see "tabs" for **Guests** and **Rooms**. Click **Rooms**.
Under Rooms, is a list of NC State Buildings, by abbreviations. Scroll down to **EB3**.
Expand the dropdown, corresponding with EB3, by clicking the down arrow.
A list of available rooms in EB3 will appear in the format of **EB3-4*xxx*-BME-<Room Desc.>**
NOTE – Only rooms 4018, 4101, 4142, 4153, 4155 should be reserved in this manner.

STEP 6: Click the room you want to reserve. At the bottom, the room you selected to reserve, will appear below, under your name (as the Organizer).

STEP 7: Click the blue **Save** button at the top of the page, to the right or you event Title.

STEP 8: Verify your room reservation. On your Calendar, scroll down the left side menu to **Other calendars**. Populate the checkbox for the **EB3-4*xxx*-BME-<Room Desc.>** room calendar. In the right side calendar pane, the room's caledar you selected will show in a column, side-by-side with your personal calendar. Your scheduled event should show on your calendar and the room's calendar.

TIPS: The fundamental concept of this process is you are creating an event on your own calendar; then, inviting the desired room, to reserve that space with your calendar event.
- *!Any future edits should be done on your own calendar's event!* When saved, the room calendar will update with those changes.
- If the room is not appearing on the list of EB3 BME space, it is most likely indicative that the room is already reserved. View the room's calendar and confirm this. It may be possible to attempt the reservation, thus resulting in a conflict. If this occurs, the event will show up on the room's calendar, with the details in ~~strikethrough~~ font.
- In your Google Calendar, it is recommended to view your own calendar and the room calendar side-by-side. ***If the EB3 rooms are not showing under "Other calendars", please notify us by emailing details of this issue to bme_help@ncsu.edu.***