

HOW TO RESERVE A BME ROOM USING YOUR NCSU GOOGLE CALENDAR

FOREWORD: To reserve BME shared (conference/lab) rooms, you are creating an event on your personal (NCSU Google) calendar. Then, by inviting your desired room, as a Guest, is the action that results in a room reservation. The following document will guide you through the steps of accomplishing this.

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. You can add room calendars to your Google calendar by going to the left margin to **Other calendars**. Click the + sign, and click **Subscribe to calendar**. On the Add calendar page, type **EB3-** in the search bar. Continue until you have added the desired BME conference rooms to your **My calendars** list (also in the left margin). The primary BME conference rooms are:

- **EB3-4018-BME-Fish Bowl**
- **EB3-4142-BME-Large Conference Room**
- **EB3-4153-BME-Conference Room**
- **EB3-4155-BME-Small Conference Room**

After adding rooms to My calendars, you can check the corresponding box and events in the room(s) will appear on your calendar view, on the right side pane. This way, you can see events to ensure your event does not conflict with pre-existing reservations.

STEP 2: Create an event by 2x clicking on the date and time you would like to start reserving the room **on YOUR calendar, NOT under 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 **EB3-4xxx-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 of your event Title.

STEP 8: Verify your room reservation on the calendar. If your chosen room is not shown on your calendar, scroll down the left side menu to **My calendars**. Ensure the checkbox for the room calendar (**EB3-4xxx-BME-<Room Desc.>**) is checked - you should have added calendars in Step 1. On the right side calendar pane, the room’s calendar 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 ~~striketrough~~ 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" or "My calendars", please notify us by emailing details of this issue to bme_help@ncsu.edu.***