

# ROOM & EVENT SYSTEM

*Scheduling Rooms and Events at Northwestern*

## SUPPORTED BROWSERS

Mozilla Firefox and Google Chrome are the recommended browsers for accessing RES.  
Users are strongly discouraged from using Internet Explorer.

1. To access RES: <http://res.northwestern.edu>
2. Click "Sign In" to begin the process of requesting space in RES. You will need a NetID and Password.



### Sign In and Sign Out

To sign in to RES, you will use your NetID and Password. Selecting the "Sign In" button located on the upper right hand corner of the page will direct you through the NUPortal. If you are already logged-in to the NUPortal, you will already be signed in to RES! Because we are authenticated through single sign-on, the only way to sign off of RES is to completely close your browser. There is no **Sign Off** button.

3. Click "Create an Event" .

4. Choose a time or location .

5. Enter an Event Name and Choose an Event Type.

The screenshot shows the 'Event Name' and 'Event Title' input fields, both with a maximum length of 40 characters. Below them is the 'Event Type' section, which includes a 'Choose from...' dropdown menu with options for 'Your Starred Event Types' and 'All Event Types'. A 'Your Starred Event Types' list shows 'No Starred Event Types'. To the right, the 'SELECTED EVENT TYPE' area is currently empty, showing 'none selected'. A note at the bottom states: 'Notes: Changing the Event Type resets the options available for: Custom Attributes, Categories, Contact Roles'. Green arrows point to the 'Event Name' field and the 'Choose from...' dropdown.

6. Choose an Event Category and Sponsoring Organization.

The screenshot displays the 'Event Categories' section with a grid of checkboxes for various categories: ACADEMIC, ATHLETICS, EXAM, FINE ARTS, FITNESS AND RECREATION, FM AND ASMT EVENT, GLOBAL AND CIVIC ENGAGEMENT, GREEK, MULTICULTURAL AND DIVERSITY, PRODUCTION, RELIGIOUS, and SOCIAL. There are 'Check All' and 'Uncheck All' buttons at the bottom. Below this is the 'Sponsoring Organization' section, which includes a search bar and a list of 'Your Starred Organizations' showing 'No Results'. The 'SELECTED ORGANIZATION' area is currently empty, showing 'none selected'. Green arrows point to the 'Event Categories' section and the 'Sponsoring Organization' search area.

7. Enter a Description (optional). Information listed here will be visible to anyone viewing the event.

The screenshot shows the 'Event Description' section with a large text area for entering the event description. A note above the text area states: 'Once confirmed, the Event Description will be visible to anyone who is viewing the event. By hovering your mouse over the event, you will be able to read the Event Description'.

8. Review the Event Date and Time, Event Head Count (required) and Event Location. You may request more than one location for your event with the same date and time by searching and selecting additional spaces.

The screenshot shows the 'Event Head Count' section with 'EXPECTED' and 'REGISTERED' tabs. The 'REQUIRED' field is set to 20. Below is the 'Event Locations' section, which includes a search bar and a list of search results for 'ANNIG'. The results table is as follows:


Location ID	Location Name	Max Capacity	Status
ANNIG15	Annenberg Hall Q15	120	Selected
ANNIG21	Annenberg Hall Q21	120	Selected
ANNIG28	Annenberg Hall Q28	15	Selected
ANNIG29	Annenberg Hall Q29		Selected

Green arrows point to the 'REQUIRED' field and the search results table.

9. Enter Comments (optional). Information entered here will be viewed by the space manager.

A screenshot of a web form titled "Event Comments". It features a large, empty rectangular text input area with a light blue border and a small close icon in the top right corner.

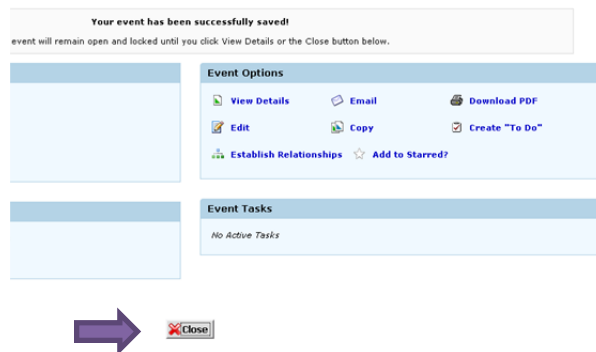
10. Review Terms of Use Policy.

A screenshot of a "Terms of Space Use" form. The form has a light blue header with a red asterisk icon and the text "Terms of Space Use". Below the header is a paragraph of text: "All groups using University space are expected to adhere to the laws of the State of Illinois, all local and federal laws, general policies, regulations, and guidelines of Northwestern University. The requestor is expected to leave the room in the same condition in which it was found. Non-class events are welcomed, but they must not adversely impact the classroom, its contents, or the surrounding area. Organizations and/or Event Sponsors utilizing the space WILL BE HELD RESPONSIBLE for any damage according to the space owner's policy." Below the text is a checkbox labeled "I Agree" with a purple arrow pointing to it. At the bottom of the form are three buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), and "Finish" (with a right arrow icon).

11. Click "Finish" to save request.



12. Click "Close" to submit for confirmation.

A screenshot of a confirmation screen. At the top, a message box says "Your event has been successfully saved!" followed by "event will remain open and locked until you click View Details or the Close button below." Below this are three main sections: "Event Options" with buttons for "View Details", "Email", "Download PDF", "Edit", "Copy", "Create 'To Do'", "Establish Relationships", and "Add to Starred?"; "Event Tasks" with the text "No Active Tasks"; and a "Close" button at the bottom with a purple arrow pointing to it.

Events are considered **tentative** until you receive an email confirmation.

**Space availability is subject to change.**

Questions? Contact [gp-classrooms@northwestern.edu](mailto:gp-classrooms@northwestern.edu)