Looking & Booking Rooms

To login to RES, please visit:
http://res.northwestern.edu/

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

Creating Room Reservation Requests in RES:

1. Click “Sign In” (upper right of page next to date) to begin the process of requesting space in RES. You will need a valid NU NetID and password.

2. Click “Create an Event” button. For optimal results, please use the “Event Wizard/Create an Event” rather than the “Find Available Locations” widget.

3. On the first page enter the “Event Name”, “Event Type” and “Sponsoring Organization”, then click “Next” Listing an Event Title is optional.

At any time you can save an item as a favorite. You can do this by clicking on the star next to the “Event Type,” “Sponsoring Organization,” and “Location” fields.
4. Enter an “Expected Head Count,” then click “Next” – Event Description is an optional field

5. Choose whether the event has more than one occurrence, “Yes” or “No,” then click “Next.”

6. Enter when the event will take place –

**PLEASE NOTE:** the “Event Start” and “Event End” dates **MUST BE THE SAME.** If the event dates do not match, the request WILL NOT route correctly. (Ex: A request with a start date of Nov 13th and an end date of Nov 14th will be misrouted.) If your event is reoccurring, i.e. spans multiple days or repeats, you must create a new card for each separate meeting.
7. (A) For recurring events, indicate how the event repeats, then click “Next” –

![Image](image1.png)

7. (B) Once you select a repeating option and the event dates, a detailed occurrence list will appear.

![Image](image2.png)

8. Find and select an event location. Once you select a space, make sure that it shows up on the right side of the page. This means you have chosen the space, under “Selected Locations.” Once a location is selected click “Next” –

![Image](image3.png)
8. **(Optional)** Add additional comments and notes for the event (DO NOT use this comments box to request changes to the event. If you need to edit the event, do so through the event wizard.

9. Check box next to “I Agree” for the terms of use for space utilization and then click “Save”.

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**Tips When Searching for Locations**

You can search by location name, you can access “Saved Searches” (such as GP Classrooms – Evanston Campus) or, you can use an “Advanced Search” where you can choose the features you need (such as A&RT: Projector) and other criteria.

Starred locations will appear first. You can create a starred location by performing a location search, clicking on the space, then clicking on the star next to the location.

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**PLEASE NOTE:** When searching, there are two check boxes you can select. You can choose to “Show only my authorized locations that have no time conflicts” which will only show spaces that are available. You can also choose to “Enforce head count”. If you check this box, your search will only yield results for rooms that meet or exceed your expected head count.