5 Easy Steps for Submitting a Room Request Through the R25 Web Calendar

R25 Request Form Procedures (WebCalendar)

- **Step 1:** "Select a Room" using the drop-down menu.
- **Step 2:** "Select Date" using the drop-down menu.
- **Step 3:** Click the “Submit” button. The scheduled events for that room/date will appear in the calendar.
- **Step 4:** Next, you will see hyperlinked text on left that states "Click Here to Request a Room." Click on that text and an Outlook e-mail will open with a form in the body of the e-mail.
- **Step 5:** Complete the form fully and send.

What happens next?

- If you have no needs beyond space, your request will be entered into R25 (our room scheduling system) and our schedulers will verify space availability or find the appropriate space for your needs.
- You will receive a response via e-mail confirming the space is booked.
- If the request requires catering, media, or other set-up needs, you will need to place the necessary work order requests with those departments.