How to Request Space through the Call for Programs - Students

Center for Student Involvement
Northeastern University
2017-2018
BEFORE YOU BEGIN

- Check to make sure that you can access NUSSO via MyNEU
  - Only the President, Treasurer or Scheduling Coordinator of student groups can make requests
  - Student group leaders will have access if their OrgSync “profile” section is updated with the correct NUIDs, names, and emails for those three positions.

Show me how to Update OrgSync
I know that I already have the access I need
HOW TO UPDATE ORGSYNC

- You must be an administrator of the portal to update. You can check who is an administrator under the “People” tab on your Organization’s home page:
Log in as an administrator, and navigate to your organization’s home page.
Scroll down to the bottom of the page and click on “Manage Profile.”

This is different from the “Positions” tab on the right.

While it’s important to keep the “Positions” tab updated, you must update information within the “Profile” to gain access to scheduling systems.
Update your Organization with the current President, Treasurer and Scheduling Coordinator’s NUIDs under the “Registration Page” tab:

- **President Name**: Chelsea Kryspin
- **President NU ID #**: 000000000
- **President Cell Phone**: 617-373-7076
- **President Email**: c.kryspin@northeastern.edu

Once your OrgSync page is updated, the changes take effect overnight. You will have access to NUSSO and to request Call for Programs Major Event Spaces the day after OrgSync is correctly updated.
INSTRUCTIONS FOR STUDENT GROUPS

- To request Major Event Space, please use NUSSO, detailed in this guide.

- To request general meeting rooms, please submit a form through OrgSync.

https://orgsync.com/22998/forms/245459
HOW TO MAKE A CALL FOR PROGRAMS
MAJOR EVENT REQUEST - Student Groups

- Log in to MyNEU and click on “NU Space Scheduling Online” under the “Study and Course Resources” box.

- Once in NUSSO, navigate to the “Reservations” tab and click on “CSI Call for Programs Request 2017 - 2018.” If this option is not appearing for you, double check that your NUID is correct in OrgSync.
Use the options on the left hand side to select your dates, times and building for your request.

***If you have multiple different dates/times/spaces you need for one event, choose just one to start***

Click on “Find Space.”

Please note: the website automatically logs-out after 40 minutes. If you are in the middle of a form during the time-out, your progress will be lost. If you need to complete multiple event requests, it’s a good idea to log out and log back in between requests.
On the right hand side you will see the rooms that are able to be requested.

Click on the GREEN box to add the space to your cart.

You can click on the name of the venue to learn more about the space, its capacities, etc.

***Please note that unlike booking other events through NUSSO, if a room shows up on this list it does not mean that you will necessarily be assigned that space. The rooms that appear are potentially available, however due to many people requesting the same dates, you may not be assigned the date, time, or space requested in this section.***
In this example, after selecting the GREEN box, your requested space appears on top.
If you need another space for the same event series, you can search for and add more spaces to your cart by changing the information on the left, and clicking “Find Space” again.

For example, you are requesting a presentation in Blackman on Thursday 3/15, and you want a reception (for the same event) later that day. After adding the Blackman times to your cart, you can go in and request space for the afternoon reception.
Once you have selected the first-choice spaces you need for this event, read the “terms and conditions,” click the check box, and hit continue.
You will be directed to a page to fill out your event details.

A few important notes:

Under Customer you must select your organization’s name, and not your SL-student account. This account will end in (STU)
If you will not be the contact for this event come next year (due to graduation, new leadership, etc.) be sure to add a “temporary contact” as the 2nd Contact, with the new leadership’s name.

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<th>Customer:</th>
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<td>Student Activities (FS)</td>
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<th>1st Contact:</th>
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<tr>
<td>Kryspin, Chelsea</td>
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<table>
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<tr>
<th>Phone:</th>
<th>Fax:</th>
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<td>617/3732642</td>
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<tr>
<th>Email:</th>
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<tbody>
<tr>
<td><a href="mailto:c.kryspin@northeastern.edu">c.kryspin@northeastern.edu</a></td>
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<th>2nd Contact/Advisor:</th>
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<td>(temporary contact)</td>
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<th>Name:</th>
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<td>Next Year’s President</td>
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<td><a href="mailto:newpresident@husky.neu.edu">newpresident@husky.neu.edu</a></td>
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Please provide as many alternate dates/spaces as possible. The times you selected on the previous page indicate your first choice. In the case that your first-choice space is not available, we will attempt to assign another space depending on what you indicate in this section.

After filling in the required questions, review your request and click “Submit”.

I have read and agree to the terms and conditions View
Submit

Briefly describe this event’s audio-visual needs and/or set-up needs:

Please provide your 1st alternate date:

Please provide your 2nd alternate date:

Please provide your 3rd alternate date:

Please provide your 4th alternate date:

Describe your flexibility with respect to alternate dates:

Please select your first alternate space in case your first choice is not available: (none)
Please select your second alternate space: (none)
Describe your flexibility with respect to alternate spaces:

I have reviewed Northeastern’s Event Classification Guidelines:
http://www.northeastern.edu/conferences/internevents/
After completing the reservation, you will be sent to the Reservation screen. From this screen, you can review your booking requests for this event, make any changes, cancel the request or add additional major event venues you might have forgotten to add before.

I want to request another event

I’m done requesting events
Once you’ve reached the end screen, you can start the process again to request space for another event by going back up to the “Reservations” tab, and clicking on “Call for Programs Request 2017-2018”.

Please note: the website automatically logs-out after 40 minutes. If you are in the middle of a form during the time-out, your progress will be lost. If you need to complete multiple event requests, it’s a good idea to log out and log back in between requests.
To view all events you’ve requested click on “View my Requests” under the “My Account” tab.
This screen shows all events you’ve requested – these are “Reservations,” or umbrella events. Each “Reservation” can have multiple instances, “bookings,” attached.

In the above example, I have three umbrella events, but the “Speaking Event” has multiple instances.

To see what instances you requested for each event, click into the Reservation.
After clicking on an event name, this screen shows the details of the reservation, and any associated bookings.

In this example, I have two different spaces requested for my “Speaking Event”

To change contact information or event type click on “Edit Reservation”

To change alternate dates/times/spaces or other description information, click on “Edit Additional Information”

To change dates/times/spaces click on the edit button next to the individual booking
Done with Major Events?

- Use this OrgSync form to request weekly meeting spaces:
  - [https://orgsync.com/22998/forms/245459](https://orgsync.com/22998/forms/245459)

- If you want to book a weekly meeting space that is not controlled by CSI, you may need to wait and request through the Registrar form in August.
Thank you for requesting major event space through the Call for Programs process.

Requests are **due by noon on Friday April 28, 2017.** The online form will close for changes and new submissions at that time. Space is limited; all requests will be reviewed and accommodated if possible. If we are unable to provide you with your preferred space or date, we will attempt to provide other venue/date options suitable to your programs.

Questions and concerns can be directed to Chelsea Kryspin, Coordinator of Scheduling Operations, Center for Student Involvement: c.kryspin@northeastern.edu, (617) 373 - 2632.