How to Request Space through the Call for Programs - Students

Center for Student Involvement
Northeastern University
2018-2019
BEFORE YOU BEGIN

- Check to make sure that you can access NUSSO via MyNortheastern
  - 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.
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.

Update your Organization with the current President, Treasurer and Scheduling Coordinator’s NUIDs under the “Registration Page” tab:

<table>
<thead>
<tr>
<th>President Name</th>
<th>Chelsea Kryspin</th>
</tr>
</thead>
<tbody>
<tr>
<td>President NU ID #</td>
<td>0000000000</td>
</tr>
<tr>
<td>President Cell Phone</td>
<td>617-373-7076</td>
</tr>
<tr>
<td>President Email</td>
<td><a href="mailto:c.kryspin@northeastern.edu">c.kryspin@northeastern.edu</a></td>
</tr>
</tbody>
</table>
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/304907
HOW TO MAKE A CALL FOR PROGRAMS
MAJOR EVENT REQUEST - Student Groups

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

NU Space Scheduling Online

- Once in NUSSO, log-in and click on “Create a Reservation” on the left.

- Under “My Reservation Templates” you will see “CSI Call for Programs Request 2018 - 2019,” Click on “Book Now” next to this template. 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 location for your request.

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

Click on “Search”

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 **BLUE PLUS SIGN** 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 currently 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 **BLUE PLUS SIGN**, your requested space (Afterhours) appears on top.
If you need another space for the same event, you can search for and add more spaces to your cart by changing the information on the left, and clicking “Search” again.

For example, you are requesting an event in Afterhours on 11/14, and you want a reception (for the same event) later that day. After adding the Afterhours times to your cart, you can go in and request space for the afternoon reception (Indoor Quad).

Enter new dates/times/spaces & click “Search”

Click the BLUE PLUS SIGN box to continue to add new spaces/dates/times to your event cart above
Once you have selected the first-choice spaces you need for this event, click on “Next Step” in the upper right hand corner.
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. The correct account will end in (STU)

Select your name as “1st Contact.”
If you will not be the contact for this event come next year, or you have an additional contact be sure to add a “temporary contact” as the 2nd Contact, with the new leadership’s name.
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 the terms and conditions, and click “Create Reservation”.

I have read and agree to the terms and conditions

Create Reservation
After completing the reservation, you will be sent to the Reservation screen. To review your booking requests for this event, make any changes, cancel the request or add additional major event venues, click on “Edit this reservation”.

Reservation Created
A confirmation email has been sent to c.kryspin@northeastern.edu
What would you like to do now?
› Add to my calendar.
› Edit this reservation.

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 to the home screen, clicking on “Create a Reservation,” and then “Book now” next to “Call for Programs Request 2018-2019”.

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.
REVIEWING YOUR RESERVATIONS

- To view all events you’ve requested click on “My Events” in the left sidebar.
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 two 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 Details”

- **To change** alternate dates/times/spaces or other description information, click on the “Additional Information” tab, and then “Edit Additional Information”

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

- Use this OrgSync form to request weekly meeting spaces:
  - [https://orgsync.com/22998/forms/304907](https://orgsync.com/22998/forms/304907)

- 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

Thank you for requesting major event space through the Call for Programs process.

Requests are due by noon on Friday April 27, 2018. 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.