

Welcome to the new MyRooms (EMS) accessible via <https://myrooms.law.harvard.edu>

MyRooms has undergone a significant update to the interface, so some processes may look a little different than they had previously.

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Accessibility

If you use screen reading software, please complete an [Accessible Room Request Form](#). This form will be sent to the Office of Event Scheduling and Support for review, and you will receive a confirmation email when your request has been reviewed.

Please contact [Accessibility Services](#) at accessibility@law.harvard.edu if you have any questions about accessibility at HLS.

Sign in

When you navigate to the EMS web app (Myooms), the log in screen will appear as depicted below. Use your Harvard Key email and password to sign in.

HARVARD LAW SCHOOL Login ? Welcome, Guest.

Home

Links

- City Of Cambridge Licenses
- Event Scheduling And Support
- Harvard University Dining Services
- HUPD Event Detail
- Information Technology Services
- Public Events Calendar
- Youth & Minors Registration

Harvard Key Login

If you have any questions, please do not hesitate to contact us in the Office of Event Scheduling and Support at 617-495-3129 or events@law.harvard.edu.

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Home Screen

Your home screen will look similar to the screenshot below. The most important sections to be aware of first include:

1. My Bookings and Reservation Forms – listed here are the templates you are approved to use for booking space, and any existing bookings (reservations).
2. Browse Locations – this link, in the left-hand navigation panel, will take you to a grid view of all event locations.
3. Links – we have included links here to help you quickly navigate to the Events, ITS, and Catering websites as well as the event calendar. Other licensing details and HUPD links are available here too.

HARVARD LAW SCHOOL Home ? Smith, Rebecca

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Site Home **My Bookings And Reservation Forms** ?

Welcome to the Harvard Law School Space Scheduling System

This system may be used to view or request space for events on the Harvard Law School Campus. Please note the below campus-wide events and holidays that will affect room availabilities and response times. Due to the nature of these events, requests made for these dates may not be able to be accommodated due to event complexity, room availability, or staffing needs.

August 13 – 30, 2024	HLS Orientation	January 1, 2025	New Year's Day
September 2, 2024	Labor Day	January 20, 2025	Martin Luther King Day
October 14, 2024	Columbus/Indigenous Peoples' Day	January 24, 2025	Winter Term Exams
November 11, 2024	Veteran's Day	February 17, 2025	Presidents Day
November 27 – 29, 2024	Thanksgiving Recess	Apr 30 – May 16, 2025	Spring Term Exam Period
December 11 – 20, 2024	Fall Term Exam Period	May 26, 2025	Memorial Day
Dec 21, 2024 – Jan 5, 2025	Winter Break	May 29, 2025	Commencement

Service Providers

Office Hours Scroll

My Bookings

In the My Bookings section, click the name of a booking to view more information or to edit.

If you have a lot of bookings to navigate, use the search feature to look for bookings by name or location. There is a drop-down calendar available to assist with navigating to bookings on a certain date.

[Site Home](#)

[My Bookings And Reservation Forms](#)



Reservation Forms

Express Reservations

[book now](#) [about](#)

Full Service Reservation

[book now](#) [about](#)

Maintenance Template

[book now](#) [about](#)

Media Rooms

[book now](#) [about](#)

Media Services Duplication

[book now](#) [about](#)

Pub Reservation (Hours from 5-10pm)

[book now](#) [about](#)

Service Only Reservation

[book now](#) [about](#)

My Bookings

Click on "Search" to narrow down results if you have a lot of bookings

June 14, 2024

[Search](#)

Eastern Time [ET]

Click a booking name to edit the booking or view more information

Day

Month

[Date](#)

To view bookings on a particular date, click here for a drop-down calendar

[Previous](#)

[Today](#)

[Next](#)

11:00 AM - 12:00 PM

[Fun booking name](#)

WCC - 5046
Room

Auto Confir...

[Cancel](#)

[Scroll](#)



Create a Reservation

To create a new reservation, select reservation template that you would like to use and click "book now".

If you are unfamiliar with a template, clicking on "about" will display booking rules and additional information about the template.

The screenshot displays the Harvard Law School reservation system interface. The top navigation bar includes the Harvard Law School logo, the text "Create A Reservation", and a user profile for "Smith, Rebecca". A left sidebar contains navigation options: Home, Create A Reservation, My Events, Browse (Locations, People), Configuration (User Security), and Links (City Of Cambridge Licenses). The main content area, titled "Reservation Forms", shows a grid of reservation templates. Each template card includes a title and two buttons: "book now" and "about".

Annotations on the grid:

- A red circle highlights the "book now" button for "Express Reservations" with the text: "Click 'book now' to start a new reservation".
- A red circle highlights the "about" button for "Full Service Reservation" with the text: "Click about for information and booking rules for this template".

Two pop-up windows are shown below the grid, both titled "About The 'Full Service Reservation' Template".

The left pop-up window has the "Information" tab selected and contains the following text:

Full Service Reservations can be made up to 5:00 PM four (4) business days prior to event date. Use this template for events that require services (catering, media services, and/or room setup) or that are recurring.

The right pop-up window has the "Booking Rules" tab selected and displays the following table:

Rule	Value
Maximum number of bookings allowed per reservation	1100
Cancellation cutoff hours	72
Cancel booking in progress	No
End booking in progress	No
Only allow new bookings within this number of days	0
New booking cutoff time	5:00 PM
New booking cutoff number of days	4

Both pop-up windows include a "Book Now With This Template" button and a "Close" button.

Create a Reservation (continued)

Enter your desired date and time to begin creating a reservation. Recurring meetings will be covered on the next page.

Enter the Number of People you anticipate will attend your event, to produce search results. **This is a required step.** You may also entered preferred setup types

To request a space, click the Plus icon beside the room name. Clicking on the room name will display information about the room.

You may add several rooms to your request before moving to the next step. Click Next Step when you are ready to proceed.

Full Service Reservation ⓘ

To start a reservation, enter your desired date and time

New Booking for Fri Jun 28, 2024 Recurrence will be covered on a subsequent page

Date & Time

Date *
Fri 06/28/2024 Recurrence

Start Time *
8:00 AM

End Time *
9:00 AM

Create booking in this time zone
Eastern Time

Locations
(all) Add/Remove

Search

Let Me Search For A Room

Setup Types
(no preference) Add/Remove

Number of People
1 Enter the number of people you expect to attend (to provide the best results for your event)

Search Click search to see updated results

I Know What Room I Want

24 Click Next Step when you're ready to proceed Next Step

Selected Rooms
Your selected Rooms will appear here.

Room Search Results

List Schedule

Favorite Rooms only. Find A Room Search

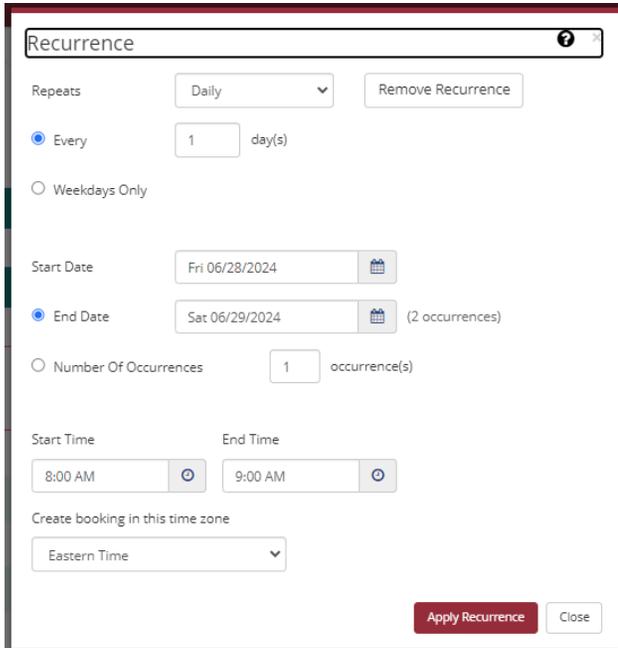
Room	Location	Floor	TZ	Cap	Filter Match
Rooms You Can Request					
+ 1010 Classroom	WCC	1st Floor	ET	86	<input type="checkbox"/>
+ 1023 Classroom	WCC	1st Floor	ET	86	<input type="checkbox"/>
+ 2019 Milstein West A	WCC	2nd Floor	ET	200	<input type="checkbox"/>
+ 2019 Milstein West AB	WCC	2nd Floor	ET	400	<input type="checkbox"/>
+ 2019 Milstein West B	WCC	2nd Floor	ET	200	<input type="checkbox"/>
+ Click + to add any rooms you want to your reservation			ET	28	<input type="checkbox"/>
+ 214 Room	Reginald F. Lewis Hall	2nd Floor	ET	28	<input type="checkbox"/>
+ 3007 Room	WCC	3rd Floor	ET	36	<input type="checkbox"/>
+ 3019 Classroom	WCC	3rd Floor	ET	50	<input type="checkbox"/>
+ 4059 Room	WCC	4th Floor	FT	28	<input type="checkbox"/>

Recurrences

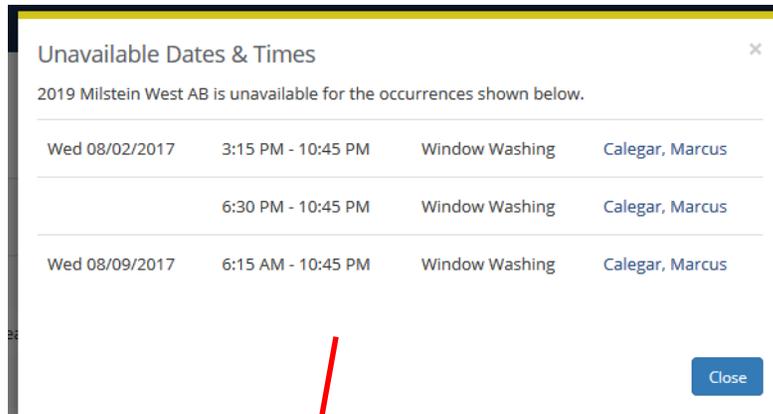
Clicking recurrence for a new booking will open a pop up window allowing you to enter details of the recurrence.

After clicking Apply Recurrence, available rooms will be noted including a fraction with the denominator being the number of dates you have requested. The numerator will indicate how many of the requested dates that room is available for. Clicking on the fraction will provide details of which dates are unavailable.

As you select dates, the denominator will change to show how many dates you still need to book and room availability will update automatically for just the remaining dates that are needed. Continue to add rooms until all rooms are accounted for or you decide to skip remaining dates.

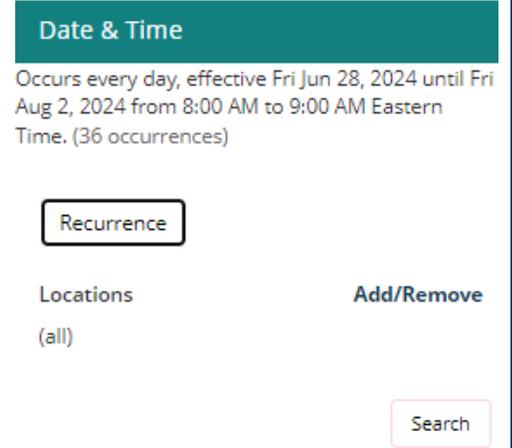


Recurrence configuration window showing options for Repeats (Daily), Every 1 day(s), Start Date (Fri 06/28/2024), End Date (Sat 06/29/2024), and Start/End Time (8:00 AM to 9:00 AM). Includes an 'Apply Recurrence' button.



Unavailable Dates & Times window showing a table of unavailable dates and times for 2019 Milstein West AB.

Date	Time	Activity	Person
Wed 08/02/2017	3:15 PM - 10:45 PM	Window Washing	Calegar, Marcus
	6:30 PM - 10:45 PM	Window Washing	Calegar, Marcus
Wed 08/09/2017	6:15 AM - 10:45 PM	Window Washing	Calegar, Marcus



Date & Time: Occurs every day, effective Fri Jun 28, 2024 until Fri Aug 2, 2024 from 8:00 AM to 9:00 AM Eastern Time. (36 occurrences)

Recurrence

Locations: (all) Add/Remove

Search



Rooms You Can Request table with columns for room name, availability fraction, location, floor, time zone, and duration. A red circle highlights the '3/3' fraction for the 120 Meeting Room.

Room	Availability	Location	Floor	Time Zone	Duration
120 Meeting Room	3/3	Areeda Hall	1st Floor	ET	12
2019 Milstein West AB	1/3	WCC	2nd Floor	ET	400

These numbers show how many recurrences the room is available for. Clicking the number will provide detail of which dates are not available

Setup Services

After choosing your room, you may have the opportunity to add setup services (depending on the reservation type). This is optional at this time, you will have the opportunity to add setup services again later.

Click on the equipment you would like to order. In the pop up window, select the quantity and enter any pertinent notes, then click OK.

Requested services will appear in the right-hand column. Click the blue circle at left to remove a requested service. Click the blue pencil at right to edit a requested service.

Click Next Step when you are done entering setup services.

× Service Only Reservation ⓘ

1 Service Availability ▶ 2 Services ▶ 3 Reservation Details

Create Reservation

Services For Your Reservation

Requested items will appear under this column

Next Step

Setup Services

Table ▼

Food Table Click on an item you want to request, this will open a pop-up window with details

Cleaning ▼

Extra compost bags

Extra recycling bags

Extra trash bags

Setup Instructions

Please provide additional setup instructions here:

Services Summary

Setup Services

1 Food Table Click here to edit an item

Click here to remove an item

Food Table

30" x 72" 30" x 96" If ordering Harvard University Dining Services catering, first consult with HUDS office to confirm size and number of tables needed then order here.

− 1 +

Special Instructions

OK Cancel

Reservation Details

Fields for the reservation details should look a little different in MyRooms now. One big change is the Event Sponsor field, where you will search for and populate an individual or group. You will also populate the Primary Event Contact field. Any field on this form with a red border is required before the reservation can be created.

Once all fields are completed, click Create Reservation.

 Create A Reservation ? Smith, Rebecca

✕ Full Service Reservation ⓘ 🛒 My Cart (0) [Create Reservation](#)

1 Rooms ▶ 2 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Event Sponsor Details

Event Sponsor *

Primary Event Contact

Additional Information

Provide a brief summary of your event *

Will your event include controversial subject matter, speaker(s) and/or invitees? *

Will food and/or beverage be present at your event? *

Reservation Created

Congratulations! You have completed a room reservation.

Click on "Edit this reservation" to check the spaces you have reserved or to request AV and Catering services.

The screenshot displays the Harvard Law School online scheduling system interface. The top navigation bar includes the Harvard Law School logo and the text "Create A Reservation". The left sidebar contains a menu with the following items: Home, Create A Reservation, My Events, Browse, Locations, People, Configuration, User Security, and Links. The main content area shows a "Reservation Created" confirmation message with the heading "Reservation Created" and the question "What would you like to do now?". Below this question are two options: "Add to my calendar." and "Edit this reservation.", with the latter option circled in red. A red callout box points to the "Edit this reservation." option with the text: "After clearing the modal window, you can add Catering and Audiovisual services by clicking 'Edit this reservation.'". A "Help" modal window is open in the foreground, containing the text: "You have successfully completed your reservation. Thank you for using the Harvard Law School online scheduling system. After closing this window, click 'edit this reservation' to review your event and/or to add catering and media services." and an "OK" button.

Home

Create A Reservation

My Events

Browse

Locations

People

Configuration

User Security

Links

City Of Cambridge Licenses

Event Scheduling And Support

Harvard University Dining Se...

Reservation Created

What would you like to do now?

- > Add to my calendar.
- > Edit this reservation.

After clearing the modal window, you can add Catering and Audiovisual services by clicking "Edit this reservation."

Help

You have successfully completed your reservation. Thank you for using the Harvard Law School online scheduling system.

After closing this window, click "edit this reservation" to review your event and/or to add catering and media services.

OK

Edit this reservation

Highlights of the edit reservation page include:

- You can Edit Reservation Details (e.g. the event name) or view Additional Information (e.g. billing code) in the upper left corner
- Click "Add Services" to your reservation, including catering and AV, in the upper right corner
- Add new room bookings to this reservation with "New Booking" the lower right corner
- At the bottom of the screen, you can see all current and past bookings
 - o Click the pencil icon to edit an existing booking
 - o Click the red circle icon to cancel a single existing booking
 - o Click "Manage Services" to edit or cancel any previously requested services on that booking

The screenshot shows the Harvard Law School My Events interface for a reservation titled "no thank you beginning Aug 1, 2024 (245065)". The page is annotated with red circles and arrows pointing to various features:

- Reservation Details:** "Additional Information" and "Edit Reservation Details" are circled. A note says "You can view more of the details you entered when creating the reservation here" and "You can edit details about the reservation here".
- Reservation Tasks:** "Add Services" is circled. A note says "Click Add Services to add AV or Catering".
- Bookings:** "Current" and "Past" tabs are visible. "Cancel Bookings" and "Booking Tools" are also present. A note says "Click here to edit your booking(s)".
- Booking Table:** A table with columns: Edit (pencil icon circled), Remove (red circle icon circled), Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, Status. A note says "Click here to cancel a booking".
- Bottom Bar:** "View Services" and "Manage Services" are circled. A note says "If you have already added setup services, you can edit them by clicking Manage Services".
- Right Side:** "New Booking" button is circled. A note says "You can add a New Booking here".
- Other:** "Include cancelled bookings" checkbox is present.

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
		Thu Aug 1, 2024	8:00 AM	9:00 AM	ET	WCC - 4063 Room	2	Hollow Rectangle	Request Submitted

Add Services

(Manage Services looks and functions similarly)

****Note that only one service request may be entered at a time. For example, enter requests for breakfast and submit. Then make a new request for lunch and submit. Then make a new request for AV and submit.****

Enter the estimated head count for catering and click on the check box agreeing to terms. Then click on the item you wish to order, a pop up will open.

Requested services will appear in the right-hand column. Click the blue circle to remove a requested service or the blue pencil to edit.

Click next step to submit your service request.

The screenshot shows the 'Add Services' interface for Harvard Law School. At the top, there is a navigation bar with the Harvard Law School logo, 'My Events', and the user name 'Smith, Rebecca'. Below the navigation bar, there is a breadcrumb trail: '< no thank you (245065)'. The main content area is divided into two columns: 'Catering' on the left and 'Services Summary' on the right.

Catering Section:

- Time Zone:** Eastern Time
- Start Time:** 8:00 AM
- End Time:** 9:00 AM
- Service Type:** New Service Request
- Estimated Count:** 2

Below the form, there is a checkbox for 'I have read and agree to the Terms and Conditions', which is checked. A note says 'Be sure to agree to the Terms and Conditions before continuing'.

Services Summary Section:

- Summary: Catering, 8:00 AM - 9:00 AM (Eastern Time), New Service Request, Estimated Count: 2
- Item: 2 GF Veggie Breakfast Burrito \$65.00

Item Selection:

- Categories: ~Student Org Menu~, ~Seasonal~, ~Breakfast Pastries~, ~Breakfast On-The-Go~
- Items: Bacon Egg and Cheese Breakfast Sandwich, Turkey Sausage Breakfast Sandwich, Egg and Cheese Breakfast Sandwich, Classic Breakfast Burrito, Veggie Breakfast Burrito, Vegan Breakfast Burrito, Greek Yogurt Parfaits, Whole Fruit, GF Bagel Bacon Egg and Cheese Breakfast Sandwich, GF Bagel Turkey Sausage Breakfast Sandwich, GF Bagel Egg and Cheese Breakfast Sandwich, GF Classic Breakfast Burrito, GF Veggie Breakfast Burrito, GF Vegan Breakfast Burrito, Chobani Greek Yogurt, Kosher Breakfast On-The-Go

Pop-up Window:

- Title: GF Bagel Egg and Cheese Breakfast Sandwich - \$62.00
- Description: Sold Per Dozen {12} // Scrambled Eggs, American Cheese, Gluten Free Bagel (VEG) (GF) // *Produced in a facility that may process nuts
- Quantity: 2
- Special Instructions: (empty text area)
- Buttons: OK, Cancel

Annotations:

- A red circle highlights the 'Next Step' button in the top right corner. A note says 'Clicking Next Step will submit your service order'.
- A red circle highlights the 'Estimated Count' field. A note says 'This is the estimated attendance; new catering items will default to the number appropriate for your group'.
- A red circle highlights the minus sign icon next to the 'GF Veggie Breakfast Burrito' item. A note says 'Click here to remove a requested item'.
- A red circle highlights the pencil icon next to the 'GF Veggie Breakfast Burrito' item. A note says 'Click here to edit requested items'.
- A red circle highlights the 'GF Bagel Egg and Cheese Breakfast Sandwich' item in the list. A note says 'You can click on an item under Catering or Media Services to view more information in a pop-up window'.

We hope that this brief tutorial will help you navigate the new look of MyRooms.
If you have questions, please contact the Office of Event Scheduling and support:

Office of Event Scheduling and Support

events@law.harvard.edu

617-495-3129