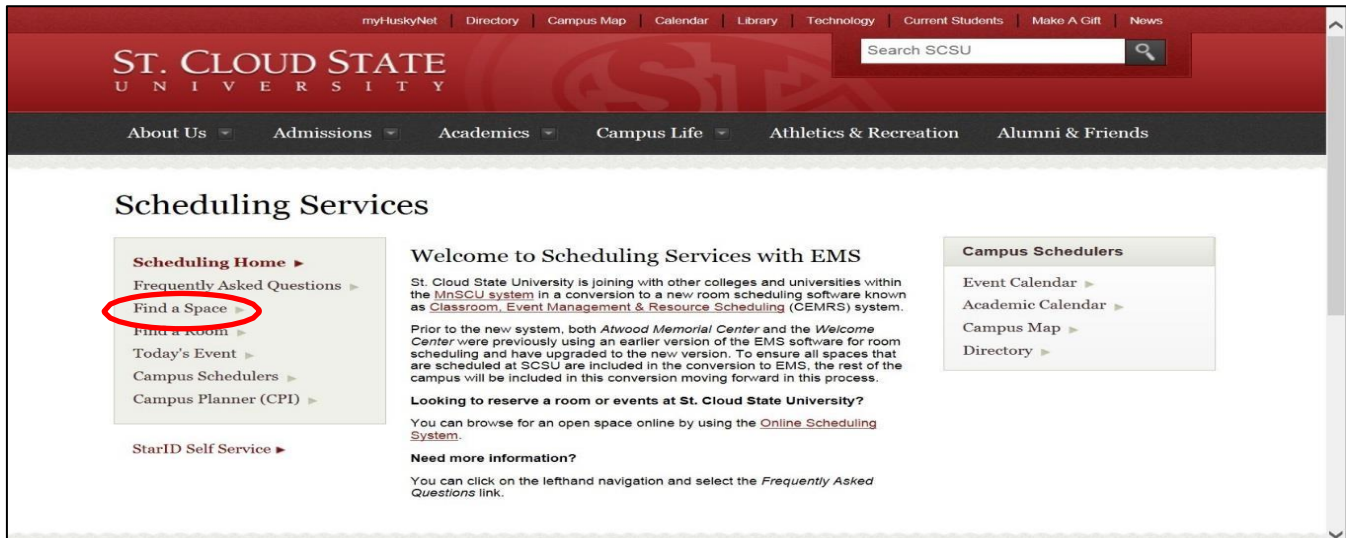


Find a Space


Meeting & Event Reservation Instructions

This application is used to schedule a room for a meeting or event only. If you need to schedule a room for a course, please follow the instructions for Term Course Maintenance (TCM)



1. Go to www.stcloudstate.edu/scheduling
2. Select "Find a Space" link from the column on the left





3. Select “Welcome Guest” from the menu bar and Login in with your Star ID and Password

 MINNESOTA STATE


Campus Room Scheduling - St. Cloud State University


 Welcome, Guest. 

 HOME

 CREATE A REQUEST

BROWSE

 EVENTS

 LOCATIONS

LINKS

Campus Map

Parking

Conference & Events Site

Catering

Atwood Building Hours

Need a Star ID?

SITE HOME

MY HOME

WELCOME!

Campus Room Scheduling allows users to view events on campus, as well as request/reserve rooms.

To make a request/reservation, log in through the **My Home** link above, using your StarID username and password. If you need assistance with your StarID, please visit <http://starid.minnstate.edu> or the Service Desk at <https://servicedesk.minnstate.edu>.

If you do not have a StarID, or need to contact Scheduling directly, please use the **Campus Contact** link on the left.

4. Scroll to “University Classrooms” and select “book now”

HOME	Atwood/Centennial Walkway Banner Space	book now	about
CREATE A RESERVATION	Bake Sale/Promotional Spaces Outside of Atwood	book now	about
MY EVENTS	Centennial Hall 455	book now	about
BROWSE	Community Garden Gazebo	book now	about
EVENTS	Eastman 250 Rooms	book now	about
LOCATIONS	Eastman Classrooms, Lounge, and Patio	book now	about
PEOPLE	Eastman Conference Rooms	book now	about
LINKS	Eastman Relaxation Rooms	book now	about
Campus Map	Final Exam Rooms	book now	about
Parking	Garvey Den and Garvey Conference Room	book now	about
Conference & Events Site	ISELF Conference Rooms	book now	about
Catering	Miller Center Classrooms	book now	about
Atwood Building Hours	Miller Center Conference Rooms	book now	about
Need a Star ID?	Rehearsal Rooms	book now	about
Underground Reservations	University Classrooms	book now	about
	Welcome Center	book now	at

5. Enter the “Date”, “Time” and “Number of Attendees” for the reservation choose “Search”

University Classrooms

My Cart (0)

Create Reservation

1 Rooms

2 Reservation Details

New Booking for Fri Jun 12, 2020

Next Step

Date & Time

Date

Fri 06/12/2020

Recurrence

Start Time

8:00 AM

End Time

9:00 AM

Create booking in this time zone

Central Time

Locations

SCSU_University Classrooms

Add/Remove

Search

Let Me Search For A Room

Features

(none)

Add/Remove

Number of People

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

6. Select the green + in front of the room and then select “Next Step”

x University Classrooms

[1 Rooms](#)
[2 Reservation Details](#)

[My Cart \(1\)](#)
[Create Reservation](#)

New Booking for Wed Sep 16, 2020 Next Step

Date & Time

Date
Wed 09/16/2020 Recurrence

Start Time
8:00 AM

End Time
9:00 AM

Create booking in this time zone
Central Time

Locations Add/Remove
SCSU_University Classrooms Search

Features Add/Remove
(none)

Number of People
 Search

Selected Rooms Attendance & Setup Type

- 108 Classroom

Room Search Results

[LIST](#) [SCHEDULE](#)

☐ Favorite R... Search

	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4
Rooms You Can Reserve											
SCSU_BH_Brown Hall (CT)	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4
108 Classroom	200					CHEM-2	STAT-19	CHEM-2			MM
+ 201 Classroom	48					ABA-635-01 Behavioral Ap					
+ 212 Classroom	35			PHYS-35	PHYS-13	PHYS-35	PHYS-35				GERO-525
SCSU_CH_Centennial H...											
Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	
+ 100 Lecture Room	116					PHIL-194-01	CPSY-361-01				
+ 106 Classroom ITV	24					ANTH-630-01	ANTH-631-01	GEOG-369-01	ANTH-531		
+ 107 Classroom	22							HONS-211-01 Genocide			
+ 108 Classroom	22			COLL-15	HONS-1	PHIL-303-01					COLL-197

7. Enter all related event details. All fields boxed in red must be filled in and then select “Create Reservation”

✕ University Classrooms ⓘ

My Cart (1)

Create Reservation

1 Rooms

2 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Meeting

Group Details

Group *

Q

1st Contact

Additional Information

Any Additional Information or Comments

Is this a fundraiser or is an admission/registration fee involved? *

Choose one

Will your event include off-campus participants? *

Choose one