Training for GSD SERT Website
Schedule Events, Rooms, and Technology
8/5/2014

Sert.gsd.harvard.edu
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Keep In Mind…

- All Requests are reviewed.
- Do not consider the request approved until receive a confirmation email.
- Resources are First Come/First Served.
- Notification will be sent if the event is moved.
- All requests that include equipment must be made a day in advance.
- All requests for public events must be made 7 days in advance.
- Depending on if you are a staff, faculty, student, student TA, or representative of a student group, your permissions to reserve space are limited.
Have a question?

Have a Question? Check the (?) symbols throughout the website for help-text.

Any questions about rooms, furniture, or custodial policies, email rooms@gsd.harvard.edu or call 617-495-2514.
Any questions about having a public event, email events@gsd.harvard.edu.
Any questions about technology at GSD, email helpdesk@gsd.harvard.edu or mediaservices@gsd.harvard.edu.
Any general questions or feedback about SERT or the Master Calendar can be sent to sert@gsd.harvard.edu.
Step 1
Browse Room Details

Here you can find:
• Building and Room Floor plans
• Building and Room Pictures
• Room Features
• Room Capacities
• Room Setups

To Start, select this button on the Home Page

<< Have a Question? Check the (?) symbols throughout the website for help-text.
Step 1
Browse Room Details

See a full list of all GSD rooms:

Note: setup type and capacity; a full list of setup types are detailed by clicking the (?)

Once you select a room:

Note: building and room details such as pictures, floor plans, setup types, features, and a peek at the availability
Step 2
Browse Availability

Here you can find:

- Room usage in a 12-hour window
- See available and booked rooms and who booked them

To Start, select this button on the Home Page

<< Have a Question? Check the (?) symbols throughout the website for help-text.
Step 2
Browse Availability

See a Full List of All GSD Rooms:

- **Hours across the top**
- **Look at different days in the week by pressing the arrow**
- **Free times are in white**
- **Booked times are in blue**
- **Hover over blue bars for what is scheduled in the space**
- **Click the rooms for the room profiles (information on slide 5)**
Step 3
Request Space

Here you can find:

- Rooms
- Furniture - 24 hours notice - form will not appear if event is within 24 hours of request
- A/V Equipment - 24 hours notice - form will not appear if event is within 24 hours of request
- Event Support - 7 days notice - form will not appear within 7 days of request

To Start, select this button on the Home Page

<< Have a Question? Check the (?) symbols throughout the website for help-text.
Step 3
Request Space

a) Date, Time, Location

Select a **Date** by clicking the boxes to show a calendar.

If it is occurring on more than 1 date, select **Recurrence**.

Select **Start time/End time** from the dropdown.

Narrow the building with the **Facilities** dropdown.

Narrow the room size with the **Attendance** field.

Narrow the room setup with the **Setup Type** field (see page 8 for setup types).

When done you **MUST** click **Find Space**.
All Setup Types are listed under the Info Tab

### Lecture
- Chairs facing the front – ideal for lectures, presentations, etc.
- Available in 109, 124, 42-1-G, Piper, Porticos, and Stubbins

### Seminar
- Chairs around a center solid table.
- Available in 318, 505, 510, 20-1-D, 40-1-C, 40-1-D, 42-1-A, Piper, Porticos, and Stubbins

### Review
- Chairs facing rolling pin-up panels – ideal for reviews and smaller pin ups.
- Available in the Pitt, Lounges on each floor, Piper, Porticos, and Stubbins

### Banquet
- Chairs around round tables – ideal for sit down dinners, presentations, etc.
- Available in Piper, Porticos, and Stubbins

### O-Shaped
- Chairs around a center table with a center hole.
- Available in Piper, Porticos, and Stubbins

### Reception
- Tables around the perimeter of the room – ideal for social events and receptions.
- Available in Piper, Porticos, and Stubbins

### U-Shaped
- Chairs around a center table with an open side.
- Available in Piper, Porticos, and Stubbins

### Empty
- Room without furniture – ideal for yoga, workshops, etc.
- Available in Piper, Porticos, and Stubbins

### Case Study
- Tables in rows – ideal for tutorials, programs, etc.
- Available in the War Room, 518, Piper, Porticos, and Stubbins

### See Notes
- For custom setups – ideal for specific programs that are not included above.
- Available in Piper, Porticos, and Stubbins
Step 3
Request Space

c) Select Location

Grid View: Shows all rooms and their availability

List View: Shows only available rooms

Select the [+ ] sign to add the room to your cart. You may select multiple rooms with this tool. Each new location is its own "booking."

To learn about the room, click the room name for a room profile (see slide 3 for more info).

To move to the next page, select Details.
**Step 3**
**Request Space**

d) **Event Name / Type**

Enter the **Event Name** and **Event Type** onto the form.

**Names** should succinctly explain what the event is. Simple guidelines:

- Course Related Studios/Sections should include the course number.
  - Ex. GSD1243 Pin Up or GSD9382 Section Meeting
- Department Meetings should include department and type of meeting.
  - Ex. Publications Meeting or Executive Committee Meeting
- Larger events can either be titled with the group name or event name.
  - Ex. “ChinaGSD Lecture” or “Colonialism in 1850s China”

**Event Types** should match as closely as possible. They will be used for informational and reporting purposes.

- Academic Section
- Conference/Symposium/Colloquium
- Information Table
- Lecture
- Meal/Social Event/Reception
- Meeting
- Midterm/Final Review
- Program
- Studio Pinup
- Studio Review
- Wellness Activity
Step 3
Request Space

e) Group Details

Your name or department will automatically be populated.

Select **yourself or (temporary contact)** if you are making the reservation on behalf of someone else.
**Step 3**

**Request Space**

**f) Other Information**

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### Information for GSD Calendars

<table>
<thead>
<tr>
<th>Description</th>
<th>Answering</th>
<th>Post to the internal Master Calendar website?</th>
<th>Will there be food served?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post online on the GSD Public Calendar? If so, fill out Event Proposal Form below, 7 days notice required.</td>
<td>Will there be food served?</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>C</strong></td>
<td>D</td>
</tr>
</tbody>
</table>

**A** Description will appear on the GSD Internal Master Calendar

**B** Answering Yes will send this to the Events Office to be posted on the GSD Public Calendar at gsd.harvard.edu/events

**C** Selecting a calendar here will post the event to the GSD Internal Master Calendar

**D** Selecting that food will be served allows Building Services to provide compost bins and a side table for food
Step 3
Request Space

g) Furniture

If you reserved Stubbins 112, Porticos 121-123, or Piper… Options for furniture requests become available.

Select Packages for Typical Setups – it will reserve all the furniture listed below.

Any modifications to that setup can be put in the special instructions box.

Any additional furniture or individual pieces, can be reserved under packages by checking off the item.

To specify the quantity, type the quantity in the box next to the item.

< Clicking on the Item gives pictures and descriptions of the equipment.

^ Unique setups and any other special instructions for Building Services, can be typed in the General Notes box at the bottom of the reservation.
Step 3
Request Space

h) Hire Custodial

Custodial is required for any event starting after 3pm, on weekends, or when the event is too large to be supported by our regular staff.

Start Time and End Time should be an hour before to an hour after your event (4 hour minimum).

Billing Code is required to hire custodial staff.

1 week notice is required.
Any questions about media services go to mediaservices@gsd.harvard.edu (**NOT** rooms@gsd.harvard.edu!!!)

Any reservation made for media services will be confirmed or denied via an email from Media Services. A room confirmation only guarantees the room and not the media services.

Check off the items for request and indicate quantity in the box.

Click on each item for information about the item.

**Have a Question?** Check the (?) symbols throughout the website for help-text.
Any requests more than 7 days away, will feature the Event Proposal Form. Any questions about this go to events@gsd.harvard.edu, NOT rooms@gsd.harvard.edu.

This form is sent to the Events Office for approval to host a public event. 7 days notice is required.

All events that will invite those outside of the department or group that you are in require these additional questions before approval.
Step 3
Request Space

k) Finish Off the Request

Once all questions with the red * have been answered, read the terms and select SUBMIT.

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

Have a Question? Check the (?) symbols throughout the website for help-text.
Once a request is submitted:

- You will receive an e-mail summary of the request.

- Do not consider the room reserved and do not use the room until you receive a SECOND e-mail confirming the reservation.

- Go back and add services up to 1 day prior to the event.

- Confirmation of media services will be sent via e-mail from mediaservice@gsd.harvard.edu.

- Confirmation of that you may hold a public event will be sent via e-mail from events@gsd.harvard.edu.
Step 4
View Past Requests

Here you can:

- Find Previous Requests
- Check Status
- Change date, time, location, event name, etc.
- Add or Delete Requests for Services and Equipment

To Start, Select This Button on the Home Page

<< Have a Question? Check the (?) symbols throughout the website for help-text.
### Step 4
View Past Requests

#### a) Look at Past Reservations

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>GROUP</th>
<th>FIRST BOOKING</th>
<th>LAST BOOKING</th>
<th>STATUS</th>
<th>LOCATION</th>
<th>HAS SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>360</td>
<td>Public Lecture Series</td>
<td>Knight, Sarah</td>
<td>10/6/2014 Mon</td>
<td>10/6/2014 Mon</td>
<td>Pending Confirmation</td>
<td>GSD, Gund Hall - Gund Piper Auditorium</td>
<td>Yes</td>
</tr>
<tr>
<td>357</td>
<td>Dean Dinner</td>
<td>Knight, Sarah</td>
<td>10/7/2014 Tue</td>
<td>10/7/2014 Tue</td>
<td>Pending Confirmation</td>
<td>GSD, Gund Hall - Gund 112 Stubbins</td>
<td>Yes</td>
</tr>
<tr>
<td>365</td>
<td>Career Fair</td>
<td>Knight, Sarah</td>
<td>10/9/2014 Thu</td>
<td>10/9/2014 Thu</td>
<td>Pending Confirmation</td>
<td>Multiple</td>
<td>No</td>
</tr>
</tbody>
</table>

**Reservation Name**
Title of the overarching reservation made. Click on it to see individual dates.

**First Booking and Last Booking**
Shows the first and last dates of the bookings under that reservation.

**Status**
When requests are made its status is “Pending,” once Building Services confirms it, its status will be “Confirmed.”

**Services**
Services refer to furniture, custodial, media, event, and other additional requests made.
Click on the reservation for the bookings. 

Bookings are individual dates and times under an overarching (reoccurring) reservation. For example: Public Lecture Series might occur 10 dates over the semester. They could all be made under the same reservation but have different dates/times.
Services
Services refer to furniture, custodial, media, event, and other additional requests made.

From the Booking Page:
Add Services Page:

Add or Delete a Service or General Note:

Step 4
View Past Requests

- Add or Delete a Service or General Note
SERT allows you to download the event information into your Outlook or Google calendar making it easy for scheduling and inviting other guests.

At the booking level, select a booking. And a pop-up will give you the information to export to a calendar or social networking site.