



INSTRUCTIONS

ScheduleFM & Room Scheduling

Scheduling Office

COLLEGE OF MUSIC 415 Avenue C, Denton, TX 76201

Contents

- ScheduleFM 2
- Register 2
- Register (continued) 3
- Log In..... 4
- Reserve Rooms..... 5
- Building & Room Selection 6
- Building and Room Selection (continued)..... 7
- Event Title & Information..... 8
- Special Notes & Instructions 9
- Special Notes & Instructions (continued) 10

ScheduleFM

Register

UNT College of Music (UNT-COM) room reservations are available at the following address:

schedulefm.com/UNTCOM/Request

If you are using ScheduleFM outside of the United States you will need to use a VPN to access. UNT's VPN information can be found here:

<https://itservices.cas.unt.edu/services/accounts-servers/articles/cisco-anyconnect-mobility-client-vpn>

The ScheduleFM address will take you to the login page at which point first time users will need to register for an account or log in, using your last name and date of birth (month/day), the year is not required. Note that you will be emailed a onetime use password each time you log into an existing account.

If you have not yet set up an account for room reservations, select the '**Register Here**' link. At the completion of your registration, you will be emailed a one-time password to log into your new account. If you have questions, please email music.scheduling@unt.edu.

You only need to register once. If you attempt a duplicate registration you will be notified that your account already exists in the system. In that case, just enter your last name and day of birth, and your temporary password will be emailed to you.

Register (continued)

Register Here (see above) will open the new account window, shown below. Enter your title, first name, last name, month and day of birth and your email address, all are required to move forward. Read and acknowledge the message related to the use of your email address by clicking the box beneath it, then choose **Submit**.

The screenshot shows a registration form titled "UNT-COM Room Request Account". It includes fields for Title (a dropdown menu), First Name, Last Name, Date of Birth (with a "Month/Day" label), and Email Address. Below the fields is a "Please Note" section with a blue background, stating that the email address will be used for facility request communications. A checkbox with a red circle around it is checked, indicating consent. Below the note are "Submit" and "Cancel" buttons, with the "Submit" button circled in red. At the bottom, there is contact information: "If you have questions: Please call 940-565-3707, or email music.scheduling@unt.edu".

A one-time passcode will be sent to the email address you provided. Note that this passcode is only valid for 5 minutes. Once you have entered the password, select **Log In**.

The screenshot shows a screen for entering a one-time passcode. It features a text box with a red circle around it containing a series of dots. Below the text box is a green timer showing "04:31" and the text "TIME REMAINING". At the bottom, there is a "Log In" button circled in red.

A message will be presented that acknowledges your entry. If you are not automatically redirected to the login page after a few seconds, please choose the **Login** button.

The screenshot shows a message box with a blue border. The text inside reads: "Your account was created successfully. You will be redirected back to login page shortly where you will enter the one-time passcode sent to your email. OR You can click on the **Login** button now and proceed to the Login page." Below the text is a "Login" button.

Log In

If you have previously created an account, enter your *Last Name* and *Day of Birth*. When entering your date of birth, a calendar will populate and allow you to choose the month and day of your birth. A year is not required.

Next, select **Get Passcode**.

UNT
COLLEGE OF MUSIC

UNT-COM Room Requests

Fall 2022 Recitals Begin Scheduling on the Following Dates:

- July 25 - DMA Recitals
- August 1 - MM and GAC Recitals
- August 15 - Senior Recitals
- August 22 - Non-Degree Recitals

First time users are required to register. [Register Here](#)

Otherwise, please sign-in with the information requested, below.

Note, you will be emailed a one-time-use passcode every time you sign-in.

Doe

Date of Birth (Month/Day)

Month/Day

« March »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Get Passcode

please call 940-565-3707, or email scheduling@unt.edu.
tutorial, choose [HELP](#).

To ensure security, a one-time passcode will be sent to the email address you provided. Note that this passcode is only valid for 5 minutes. Once you have entered the passcode, select **Log In**.

A one time passcode was sent to your email address. Please enter this passcode below then choose Log In.

.....|

04:31
TIME REMAINING

Log In

Reserve Rooms

Once logged in, you will first be presented with the Date and Time window. Options include **Single**, **Recurring** or **Random** date selections.

For a single day request, select the date and start and end times of your reservation.

Note that recitals will need to add 30 minutes to the beginning of the reservation time, for setup. Recitals are one hour and start times are listed below:

Rehearsals (dress or otherwise) will need to be booked within two weeks of the needed date.

Hall	Monday through Friday	Saturday & Sunday
Voertman Hall:	5:00pm, 6:30pm, 8:00pm	12:30pm, 2:00pm, 3:30pm, 5:00pm, 6:30pm, 8:00pm
Recital Hall:	5:00pm, 6:30pm, 8:00pm	12:30pm, 2:00pm, 3:30pm, 5:00pm, 6:30pm, 8:00pm

Hall	Tuesday Through Thursday
Lab West:	8:00pm (Jazz studies, only. One hour is allowed for setup)

Hall	Fridays Only
Choir Room:	6:30pm and 8:00pm

Choose **Next** to move on.

UNT-COM Room Requests

Enter Date and Time

Single Recurring Random

Event Date
08/26/2022

Start Time
09:00 AM

End Time
11:00 AM

Next -->

Building & Room Selection

The next window allows you the option to choose a building and room for your event. Select the building first, and the room list will display rooms from that building.

UNT-COM Room Requests

Select Building / Room
(Optional)

Building: Any

Room: Any

← Previous Next →

The room list displays all rooms in the selected building, not just rooms that are available. In order to view the **available** room options, choose the building you wish to see. This will populate the '**Check Calendar**' option, shown below. Choosing a room will populate the same option for the selected room.

Building: Check Calendar
Music Building

Room: Check Calendar
MU-287 (Theory)

Selecting the **Check Calendar** options will open a new tab where you can view the list of booked times. You can toggle to new days with the white arrow button or change your calendar views with the **Calendar Options** dropdown, at the top of the page.

UNT-COM Calendar Options Date Range Search Keyword Search Go Clear Subscribe to Emailing List

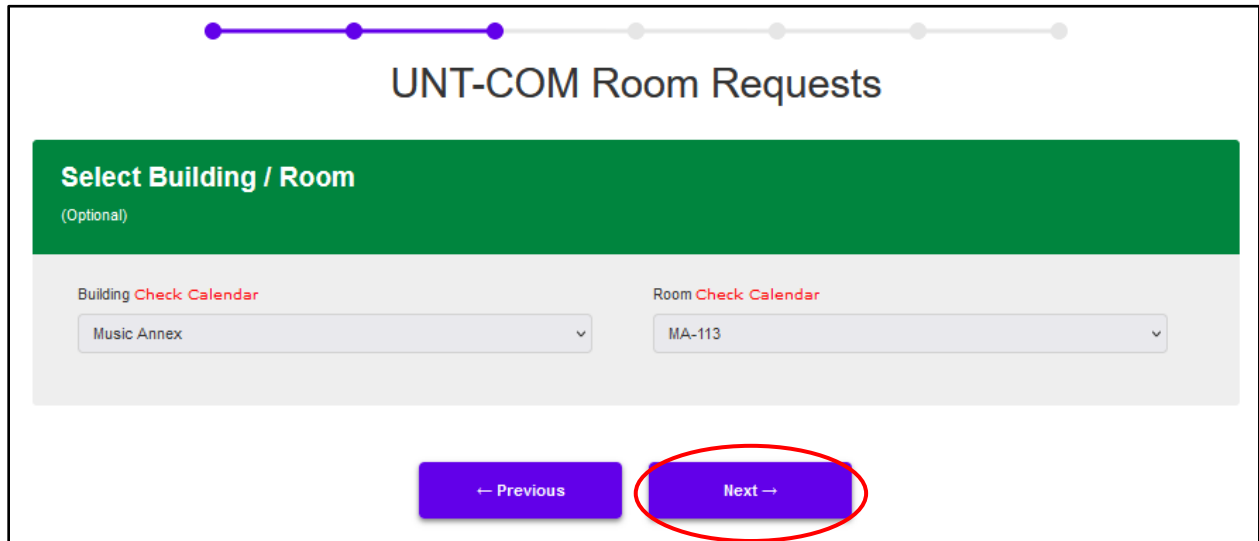
Buildings: Music Building Event Types: All Event Types Clear Submit Faculty Request

Monday - July 25, 2022			
5:00am to 10:00pm	MU-137 (Restricted) UNT-COM		ISM: Coordinated by Felix Orschoffa
8:00am to 10:00pm	Choir Room (MU-238) UNT-COM		ISM: Coordinated by Felix Orschoffa
8:00am to 10:00pm	Recital Hall at the Music Building UNT-COM		ISM: Coordinated by Felix Orschoffa
8:00am to 10:00pm	Voetman Hall at the Music Building UNT-COM		ISM: Coordinated by Felix Orschoffa
8:00am to 10:00pm	MU-116 UNT-COM		ISM: Coordinated by Felix Orschoffa

Selecting a building or room is optional. If you do not have a preferred room, one will be selected for you that best matches your needs. The same follows if you select a room that has unforeseen conflicts.

Building and Room Selection (continued)

Once you have determined a room for your request enter it into the previous window and choose **Next** to move onto the Event Title window



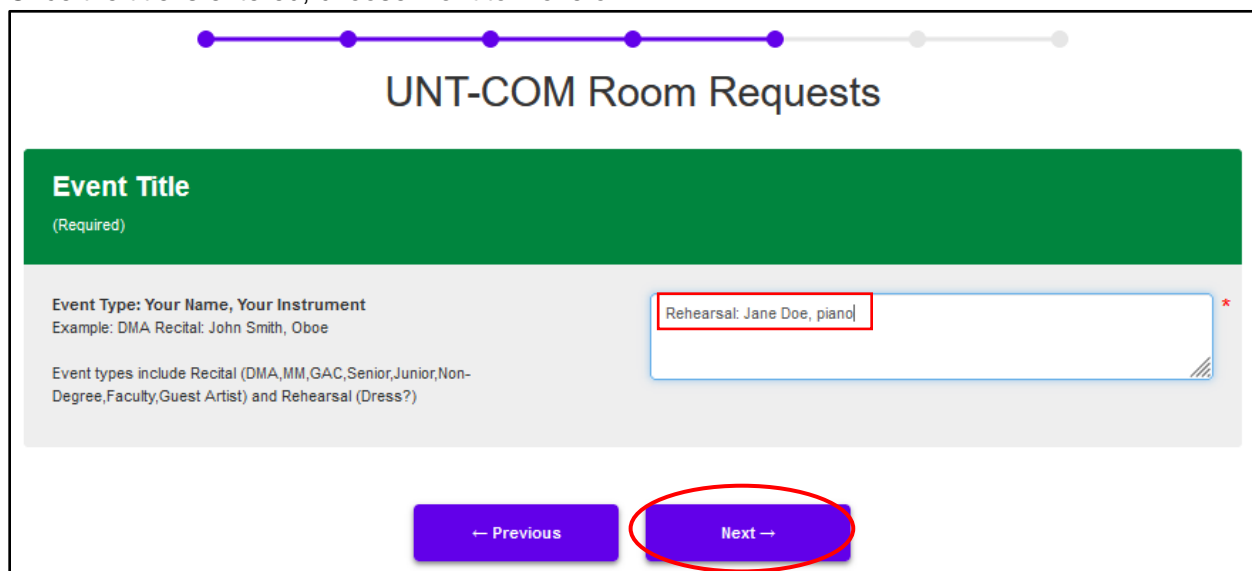
The screenshot displays the 'UNT-COM Room Requests' interface. At the top, a progress bar shows the current step is selected. Below the title, a green header reads 'Select Building / Room (Optional)'. Two dropdown menus are present: 'Building Check Calendar' with 'Music Annex' selected, and 'Room Check Calendar' with 'MA-113' selected. At the bottom, there are two blue buttons: '← Previous' and 'Next →'. The 'Next →' button is circled in red.

Event Title & Information

In the Event Title window, you will enter your room use reason, your first and last name and your instrument, exactly as shown. **This will become the title of your event, and in some cases, public.** See examples below:

Examples: DMA Recital: John Doe, clarinet
 Dress Rehearsal: Jane Doe, piano
 Music Reading: John Doe, Jane Doe, Jack Smith, piano
 Masterclass: Joe Smith, oboe

Once the title is entered, choose **Next** to move on.



The screenshot shows a web form titled "UNT-COM Room Requests". At the top, there is a progress indicator with five dots; the first four are filled with purple, and the fifth is grey. Below the title is a green header bar with the text "Event Title" and "(Required)" in white. The main form area has a light grey background. On the left, it says "Event Type: Your Name, Your Instrument" and "Example: DMA Recital: John Smith, Oboe". Below that, it lists "Event types include Recital (DMA,MM,GAC,Senior,Junior,Non-Degree, Faculty, Guest Artist) and Rehearsal (Dress?)". On the right, there is a text input field with a red border containing the text "Rehearsal: Jane Doe, piano" and a red asterisk to its right. At the bottom, there are two blue buttons: "← Previous" and "Next →". The "Next →" button is circled in red.

Special Notes & Instructions

In the Special Notes and Instructions window, you must enter all needs for your event. If requesting a recital, include ALL committee members. In addition, make sure to include the requested piano type for the corresponding room if applicable, as well as tuning, audio reinforcement and recording needs. **Note that there are additional charges for anything other than standard recording.** You also have the option to upload supporting documents, such as your recital program.

Select **Review Request** to go to the review window.

UNT-COM Room Requests

Enter Notes and Special Instructions

You must enter your event needs in the following box:

- All Committee Members
- Piano Type:
 - VH: Hamburg, NY Steinway, Bosendorfer
 - Choir: NY
 - Lab West: Steinway Concert Grand
 - MEIT: Bosendorfer
- Needs: Piano Tuning, Audio Reinforcement, Stage Crew
- Recording Services: Standard, Video Recording or Multi-Media Recording

Click [HERE](#) to upload supplemental files.

-Committee Chairs (Or Major professor if undergrad): Professor Robert Landon, Professor Krempe, Professor Otto Liedenbrock, Professor Pierre Aronnax

-Piano Type: Hamburg

-Needs: Piano Tuning

-Recording Services: Standard

[← Previous](#) [Review Request →](#)

In this window, if you need to add or modify anything in the request, please choose **Edit This Request**, otherwise, choose **Submit** to complete the process.

Please verify the data, then choose Submit to confirm the request:	
Date / Time	9:00am to 11:00am On 8/26/2022.
Building / Room	Music Annex / MA-113
Purpose of Use	Rehearsal: Jane Doe, piano
Notes	-Committee Chairs (Or Major professor if undergrad): Professor Robert Landon, Professor Krempe, Professor Otto Liedenbrock, Professor Pierre Aronnax -Piano Type: Hamburg -Needs: Piano Tuning -Recording Services: Standard


[Edit This Request](#) [Submit](#)

Special Notes & Instructions (continued)

In the confirmation page, you have the option of returning to the form to submit another request, to email yourself a receipt, or to print the current window.

Please note that there is a Request number provided. You can reference this number if you need to ask about that request in the future.

Thank you - Request number 577 was submitted on 07/22/2022 at 02:54 PM	
Date / Time	9:00am to 11:00am On 7/25/2022.
Building / Room	Music Annex / MA-113
Purpose of Use	Rehearsal: Jane Doe, piano
Notes	- Committee Chairs (Or Major professor if undergrad): Professor Robert Landon, Professor Krempe, Professor Otto Liedenbrock, Professor Pierre Aronnax - Piano Type: Hamburg - Needs: Piano Tuning - Recording Services: Standard

 [Back To Request Form](#) [Email Receipt to Yourself](#)

Summary:

The UNT-COM public request form provides you with the ability to sign up for an account and to submit a request for room use. The Building / Room window includes links to the public calendars so that you can assess availability of a specific date and time.

Technical Support:

If you have any questions about submitting a request, or about the facility request form, please email music.scheduling@unt.edu.