INSTRUCTIONS

ScheduleFM & Room Scheduling

Scheduling Office

COLLEGE OF MUSIC 415 Avenue C, Denton, TX 76201

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ScheduleFM

Register

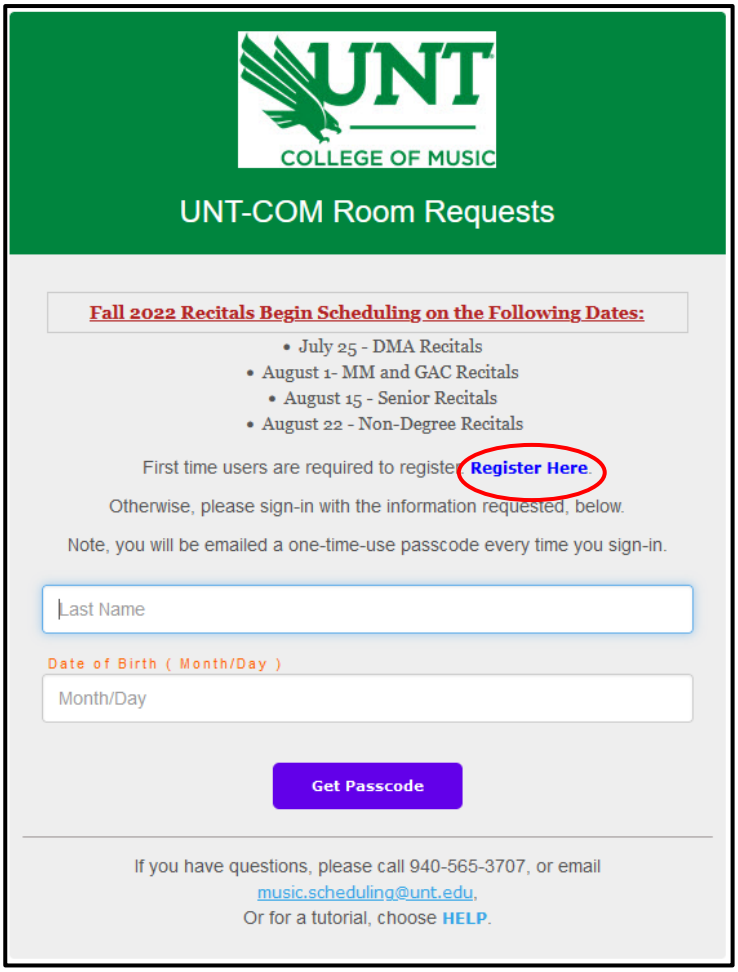
UNT College of Music (UNT-COM) room reservations are available at the following address:

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.

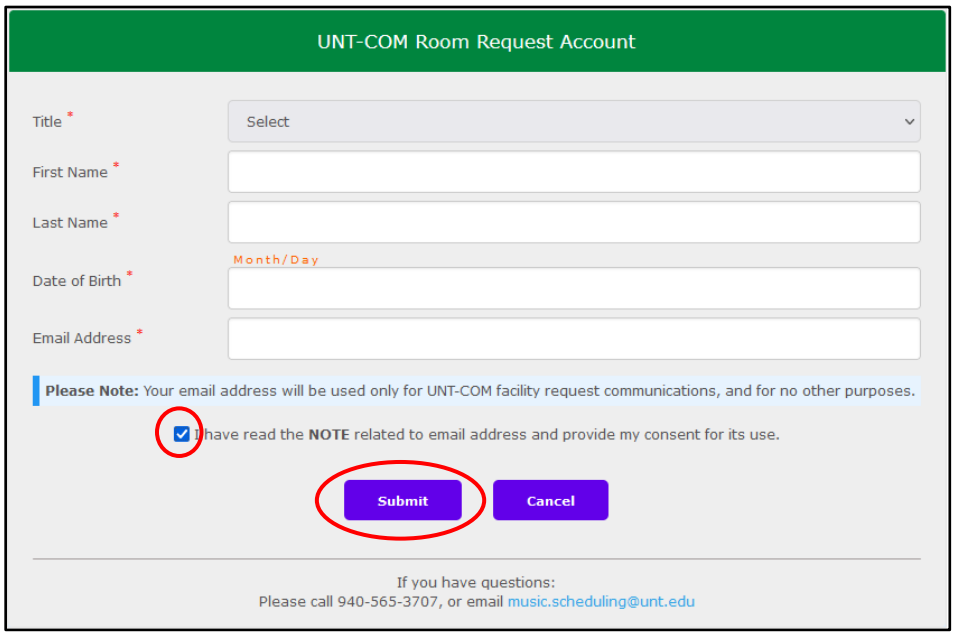
If you have not yet set up an account for room reservations, select the '***Register Here'*** link. At the completion of your registration, you will be emailed a one-time password to log into your new account. If you have questions, please email music.scheduling@unt.edu.



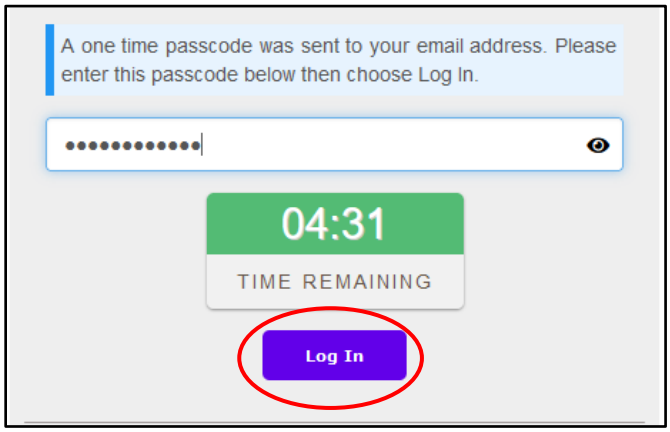
You only need to register once. If you attempt a duplicate registration you will be notified that your account already exists in the system. In that case, just enter your last name and day of birth, and your temporary password will be emailed to you.

Register (continued)

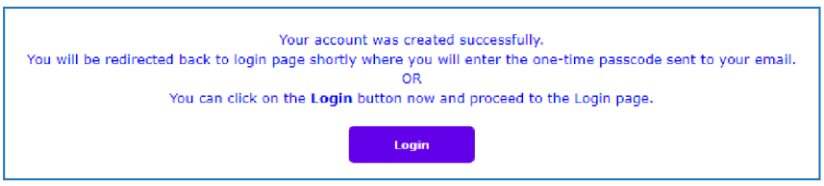
Register Here (see above) will open the new account window, shown below. Enter your title, first name, last name, month and day of birth and your email address, all are required to move forward. Read and acknowledge the message related to the use of your email address by clicking the box beneath it,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



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.***



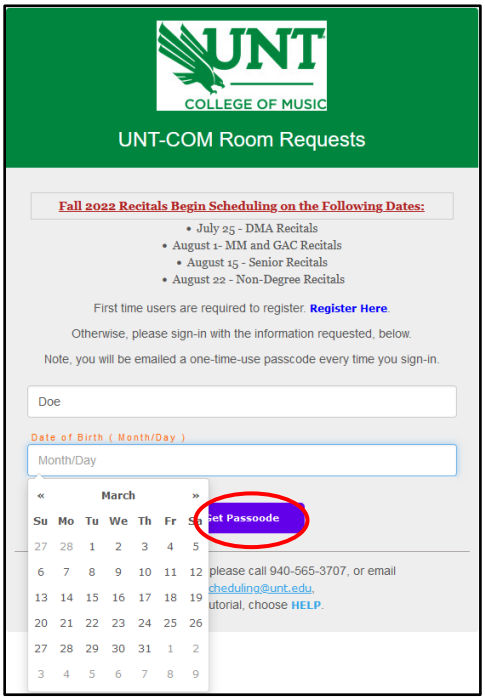
A message will be presented that acknowledges your entry. If you are not automatically redirected to the login page after a few seconds, please choose the ***Login*** button.



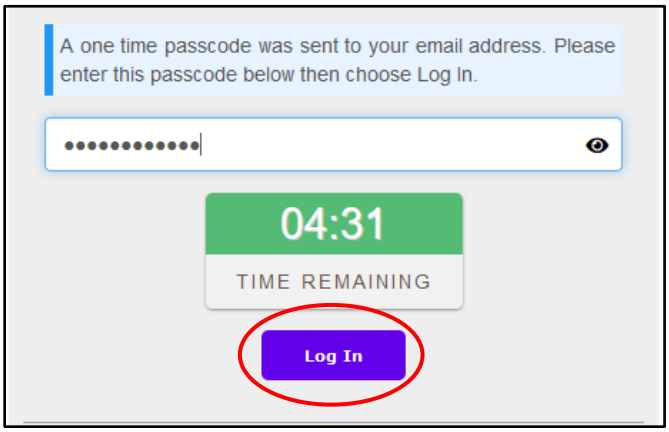
Log In

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.***



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.***



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.

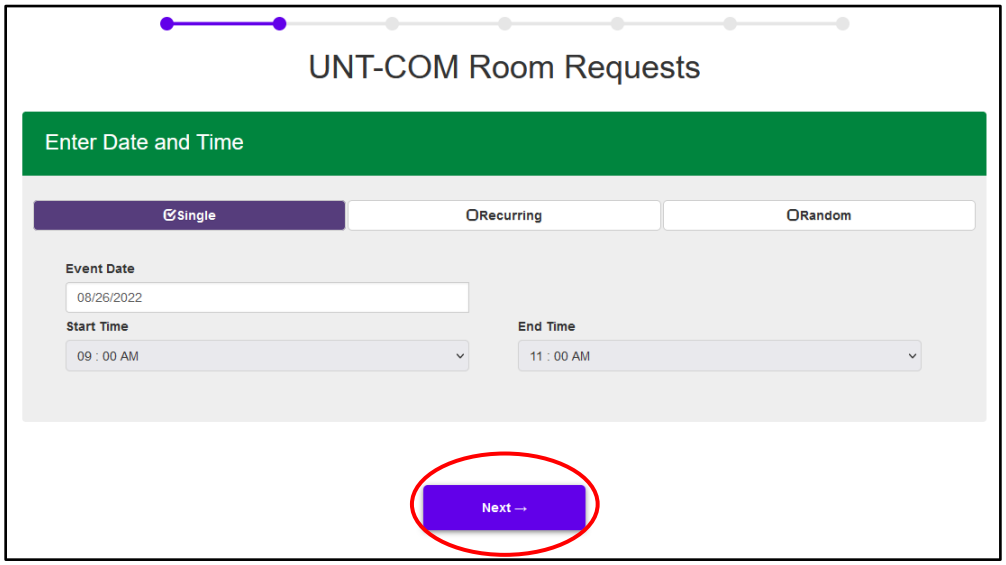
Hall	Monday through Friday	Saturday & Sunday
Voertman Hall:	5:00pm, 6:30pm, 8:00pm	12:30pm, 2:00pm, 3:30pm, 5:00pm, 6:30pm, 8:00pm
Recital Hall:	5:00pm, 6:30pm, 8:00pm	12:30pm, 2:00pm, 3:30pm, 5:00pm, 6:30pm, 8:00pm

Hall	Tuesday Through Thursday
Lab West:	8:00pm

(Jazz studies, only. One hour is allowed for setup)

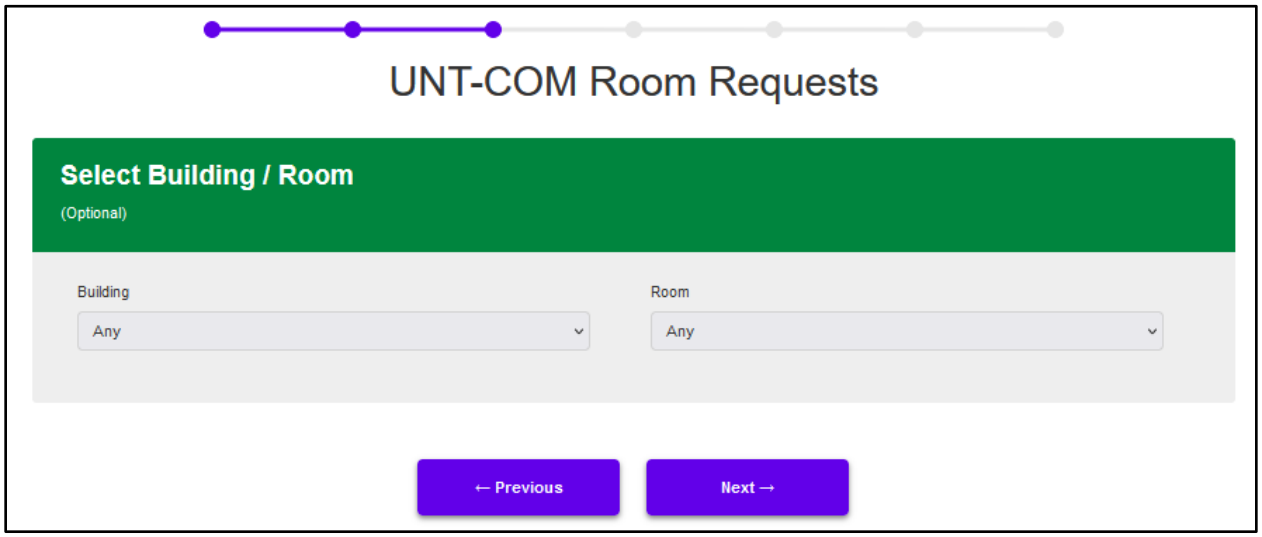
Hall	Fridays Only
Choir Room:	6:30pm and 8:00pm

Choose ***Next*** to move on.

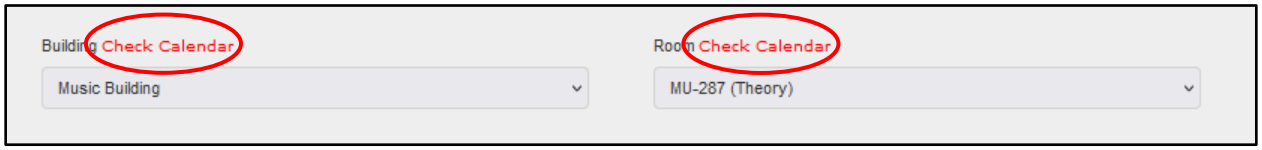


Building & Room Selection

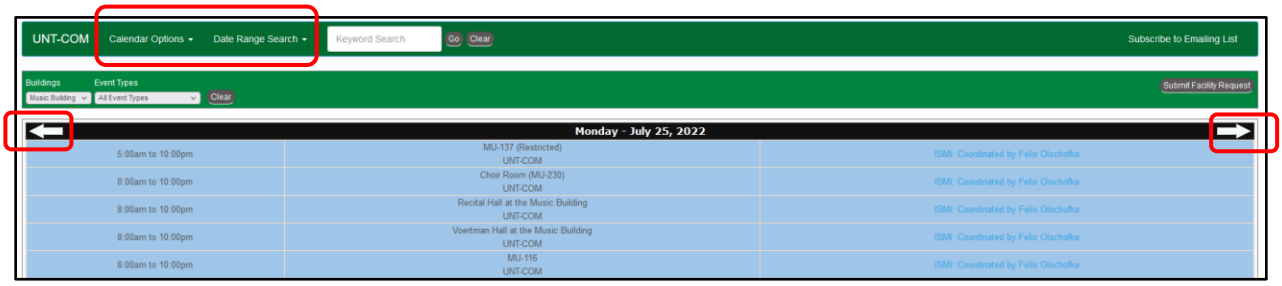
The next window allows you the option to choose a building and room for your event. Select the building first, and the room list will display rooms from that building.



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.



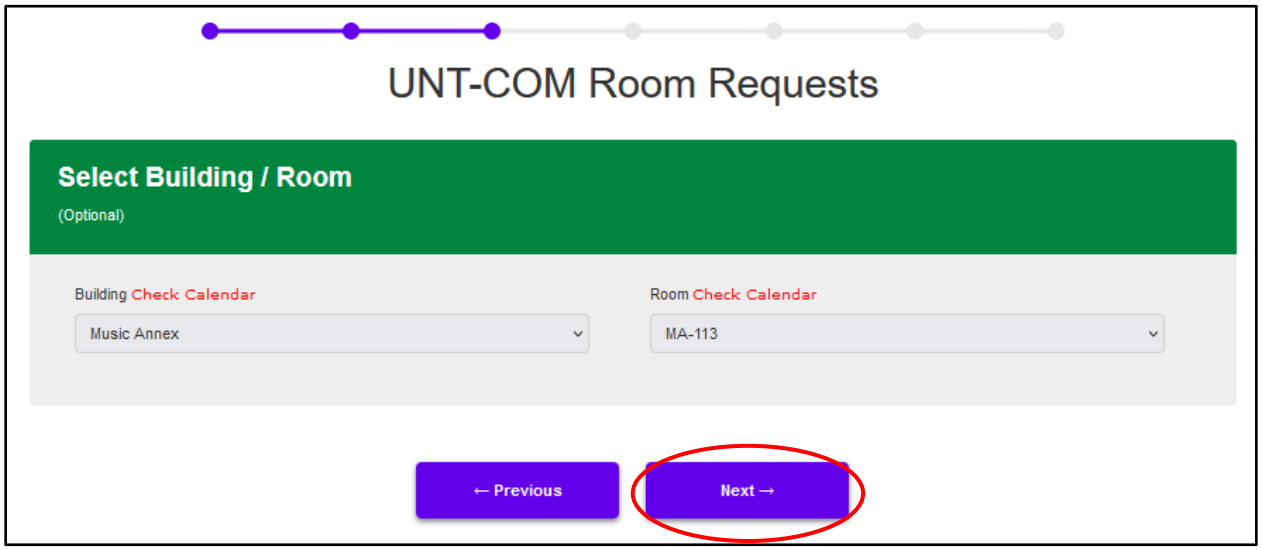
Selecting the ***Check Calendar*** options will open a new tab where you can view the list of booked times. You can toggle to new days with the white arrow button or change your calendar views with the ***Calendar Options*** dropdown, at the top of the page.



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

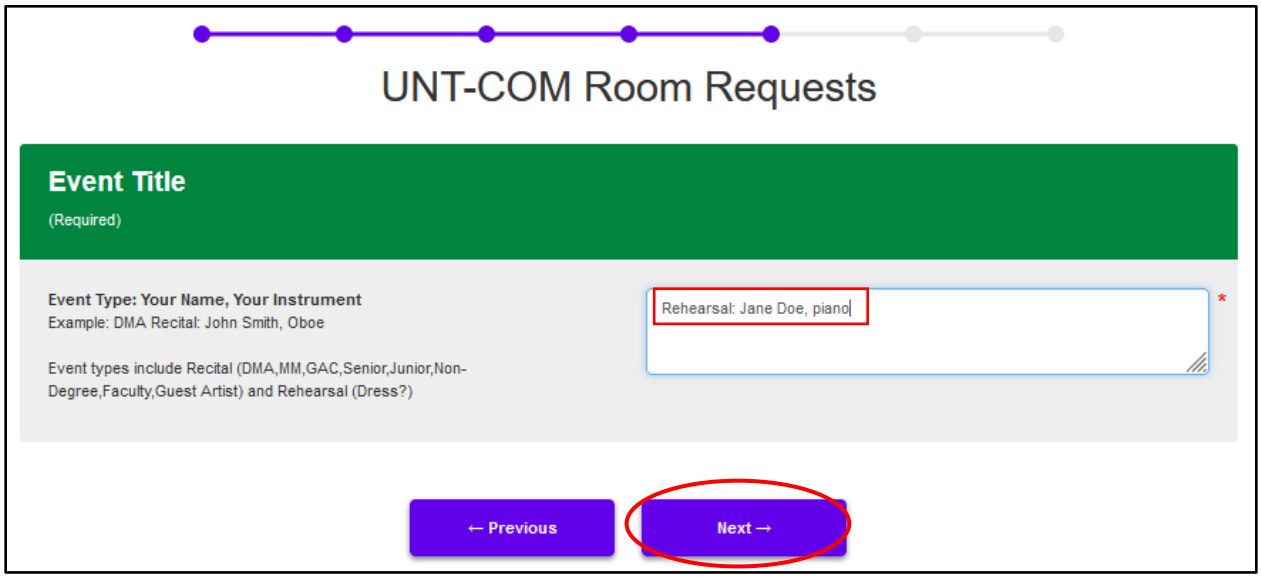


Event Title & Information

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

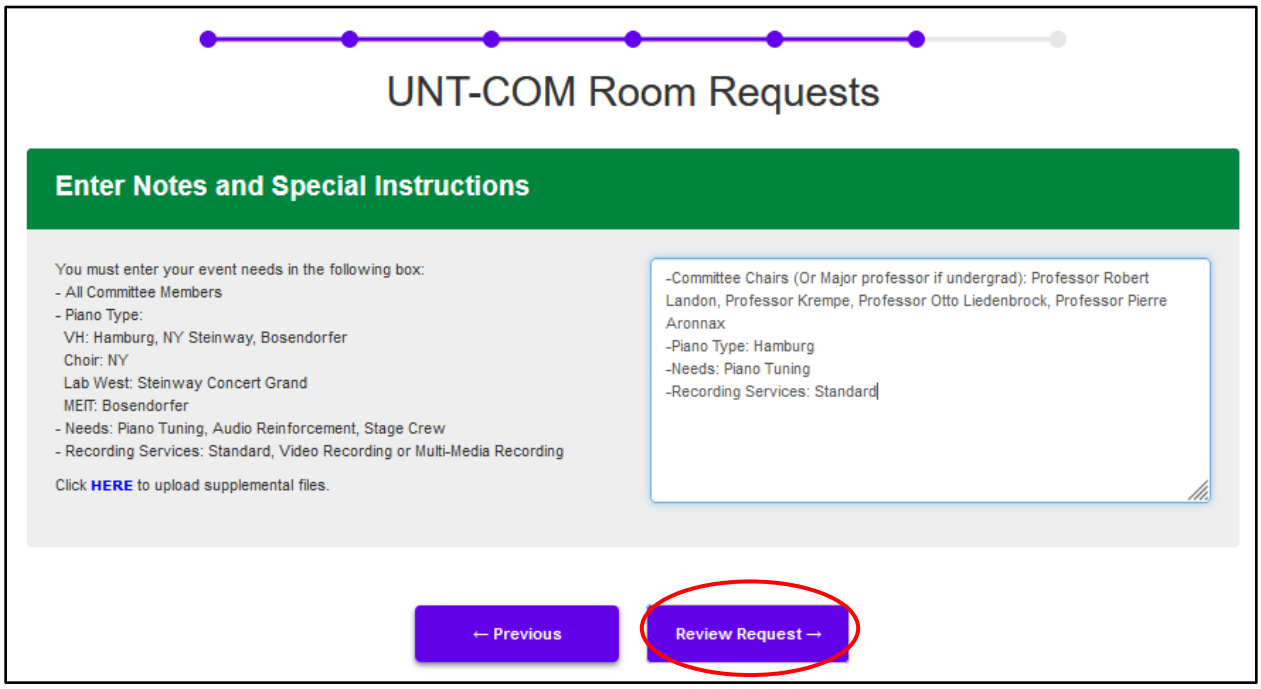
Once the title is entered, choose ***Next*** to move on.



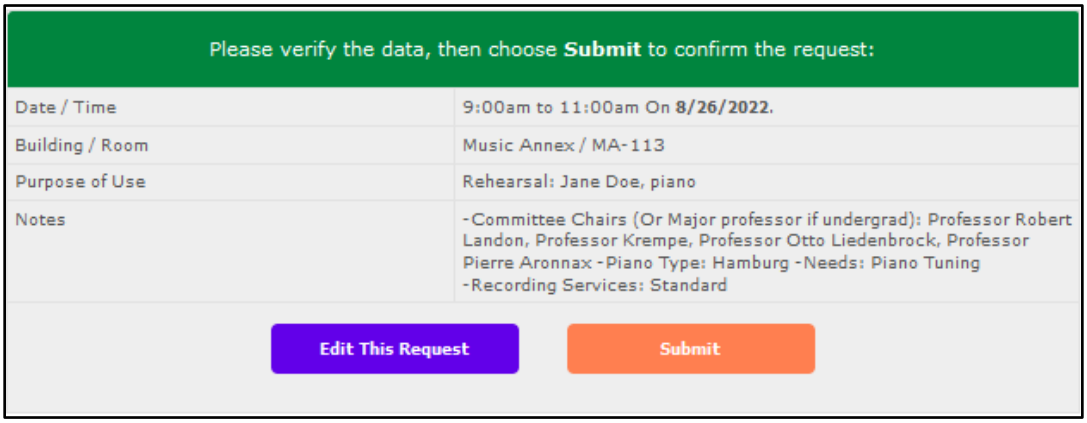
Special Notes & Instructions

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.



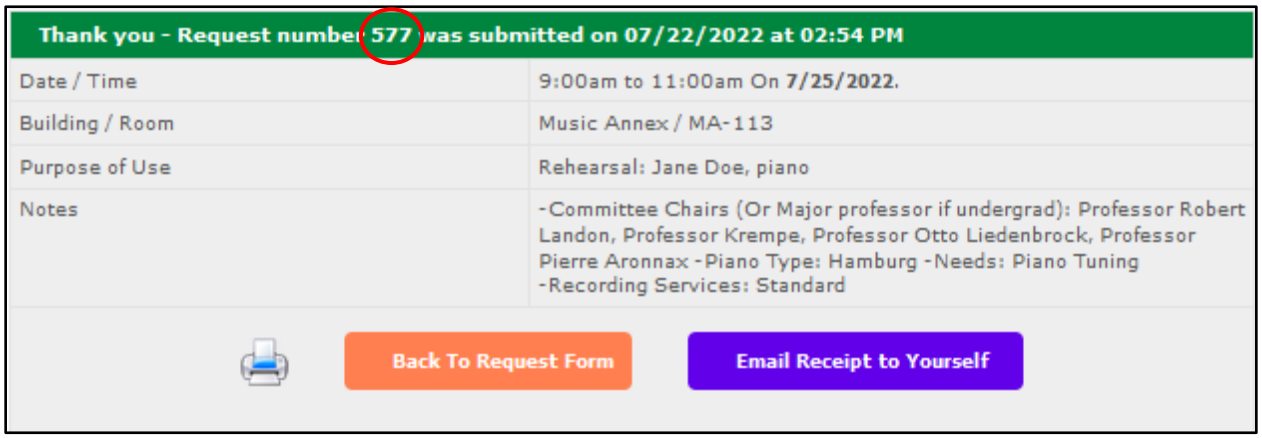
In this window, if you need to add or modify anything in the request, please choose ***Edit This Request***, otherwise, choose ***Submit*** to complete the process.



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.



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.