



Room Scheduling & ScheduleFM INSTRUCTIONS

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>

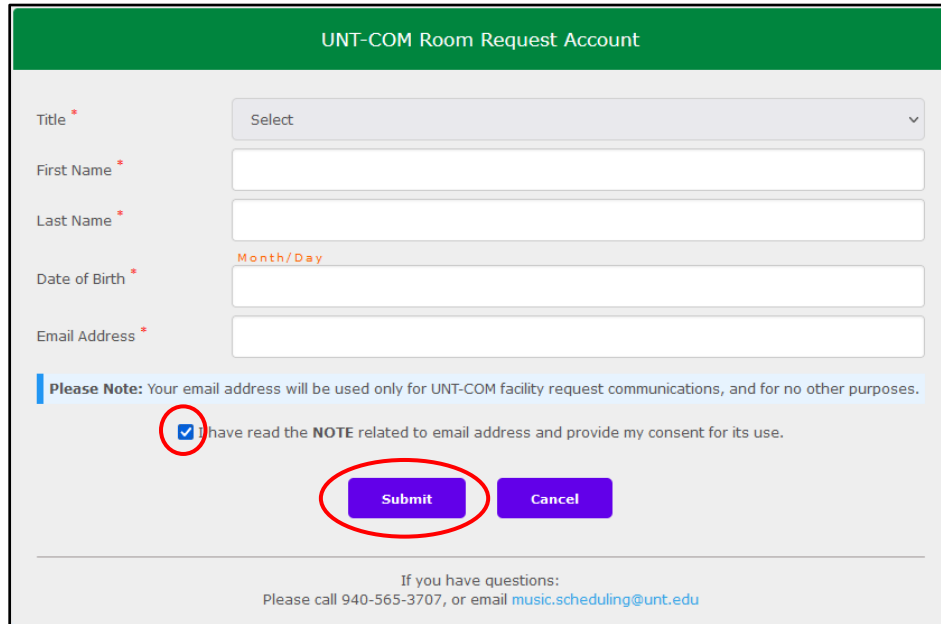
The ScheduleFM address will take you to the login page at which point first time users will need to register for an account or log in, using your last name and date of birth (month/day), the year is not required. Note that you will be emailed a onetime use password each time you log into an existing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

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.

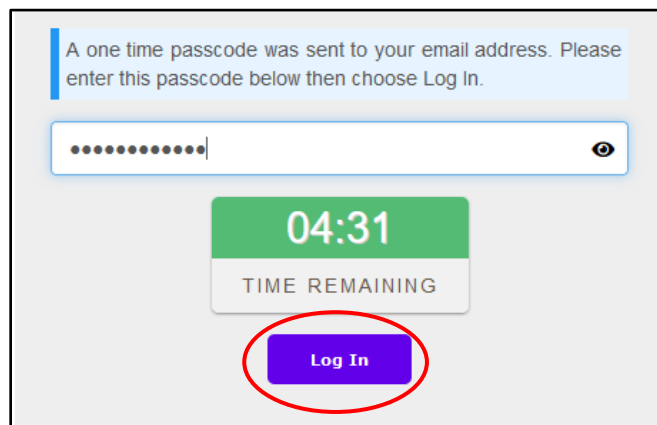
Register (continued)

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**.



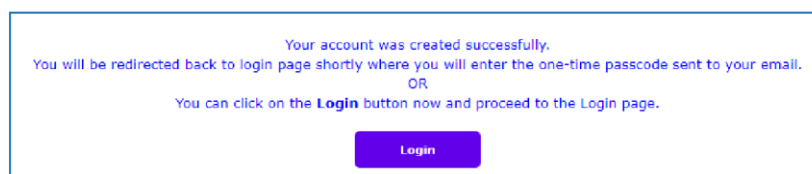
The screenshot shows the 'UNT-COM Room Request Account' registration form. It includes fields for Title (a dropdown menu), First Name, Last Name, Date of Birth (with a 'Month/Day' label), and Email Address. Below the fields is a 'Please Note' section with a blue background, stating that the email address will be used for facility request communications. A checkbox with a red circle around it is checked, indicating consent. Below the checkbox 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 message: 'A one time passcode was sent to your email address. Please enter this passcode below then choose Log In.' Below the message is a text input field with a redacted passcode (represented by dots) and a toggle icon. A green timer displays '04:31' with 'TIME REMAINING' below it. A 'Log In' button is circled in red at the bottom.

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.

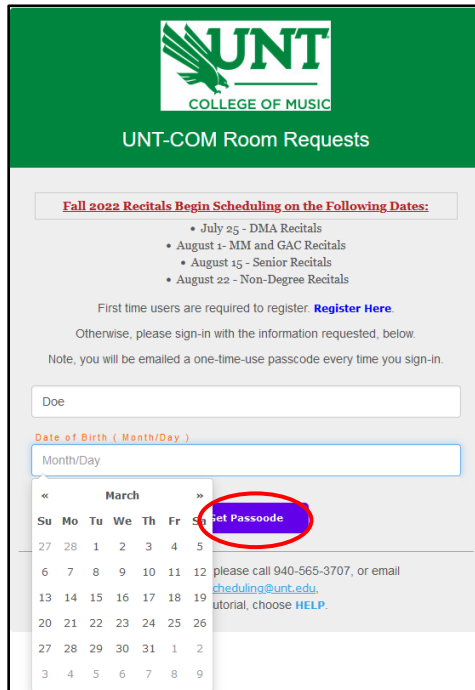


The screenshot shows a confirmation message: 'Your account was created successfully. You will be redirected back to login page shortly where you will enter the one-time passcode sent to your email. OR You can click on the **Login** button now and proceed to the Login page.' A 'Login' button is centered at the bottom.

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

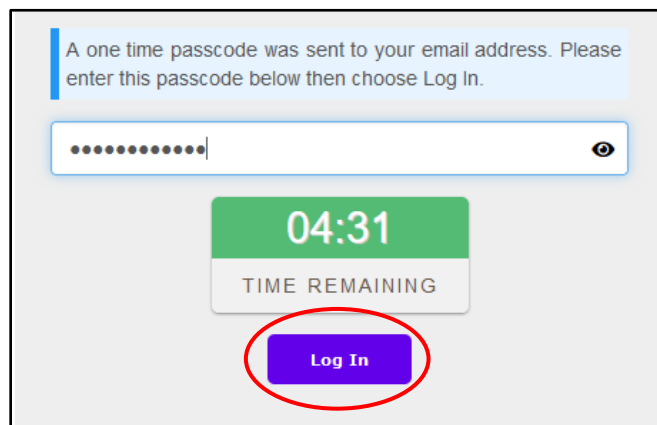
« March »

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

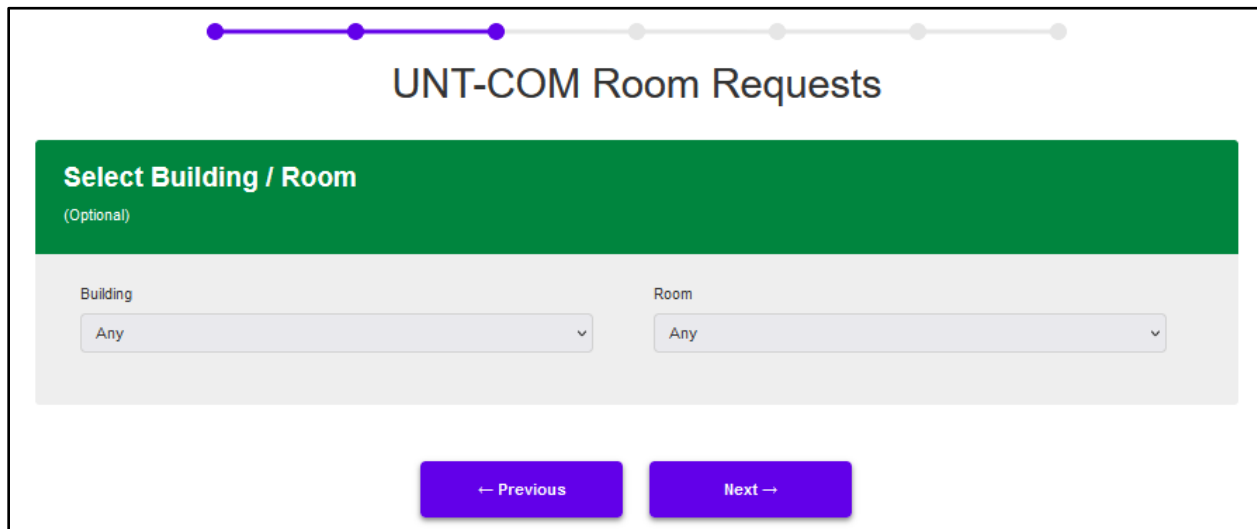
Start Time: 09:00 AM

End Time: 11:00 AM

Next >>

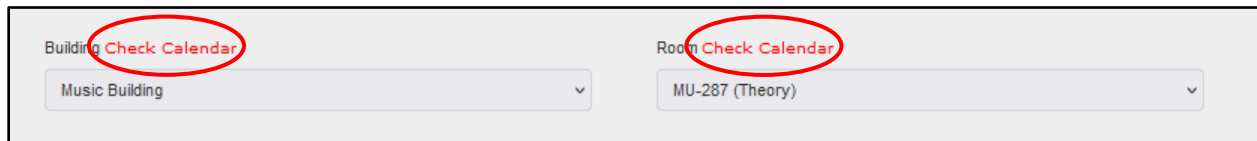
Building & Room Selection

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.



The screenshot shows the 'UNT-COM Room Requests' interface. At the top, there is a progress indicator with six dots, the first three of which are filled. Below this is the title 'UNT-COM Room Requests'. A green header bar contains the text 'Select Building / Room' and '(Optional)'. Below the header are two dropdown menus: 'Building' with 'Any' selected and 'Room' with 'Any' selected. At the bottom of the form are two purple buttons: '← Previous' and '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.



The screenshot shows the 'UNT-COM Room Requests' interface with the 'Building' dropdown set to 'Music Building' and the 'Room' dropdown set to 'MU-287 (Theory)'. Both dropdown menus have a red circle around the text 'Check Calendar' in red, indicating that this option is available for the selected building and 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.



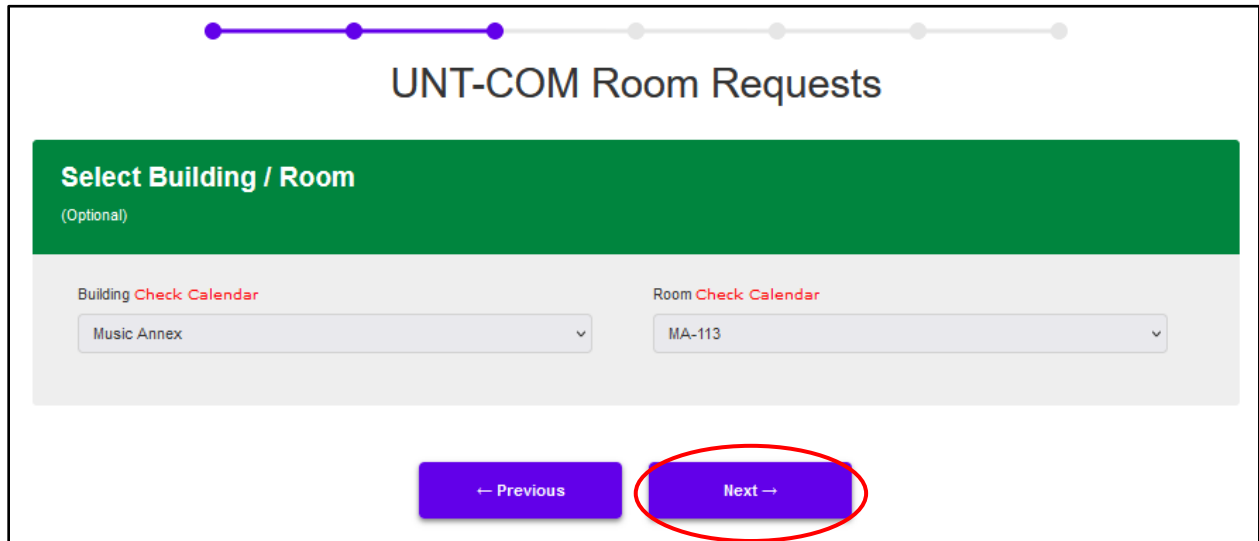
The screenshot shows the 'UNT-COM Room Requests' calendar view for Monday, July 25, 2022. The calendar displays a grid of time slots from 5:00am to 10:00pm. The 'Calendar Options' dropdown and 'Date Range Search' field are highlighted with red boxes. The calendar shows several booked times, including MU-137 (Restricted) UNT-COM, Chair Room (MU-238) UNT-COM, Recital Hall at the Music Building UNT-COM, Voetman Hall at the Music Building UNT-COM, and MU-116 UNT-COM. The calendar is coordinated by Felix Orschofia.

Time Slot	Room	Coordinator
5:00am to 10:00pm	MU-137 (Restricted) UNT-COM	ISM: Coordinated by Felix Orschofia
8:00am to 10:00pm	Chair Room (MU-238) UNT-COM	ISM: Coordinated by Felix Orschofia
8:00am to 10:00pm	Recital Hall at the Music Building UNT-COM	ISM: Coordinated by Felix Orschofia
8:00am to 10:00pm	Voetman Hall at the Music Building UNT-COM	ISM: Coordinated by Felix Orschofia
8:00am to 10:00pm	MU-116 UNT-COM	ISM: Coordinated by Felix Orschofia

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. Underneath, there is a grey section containing instructions: "Event Type: Your Name, Your Instrument" and "Example: DMA Recital: John Smith, Oboe". Below this, it lists event types: "Event types include Recital (DMA,MM,GAC,Senior,Junior,Non-Degree, Faculty, Guest Artist) and Rehearsal (Dress?)". To the right of these instructions 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 of the form 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 your major professor and/or ALL committee members. Requests without this will be returned.** 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.** (See the Recording Services page for more information.)

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 Liedebroch, 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 Liedebroch, 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	

Recording Services

Recording Services is excited to share that the new Recording Services website is up and running. As of now, it is currently only hosting livestreams, viewable at recording.music.unt.edu. The archive will become accessible at a later date as we begin transitioning all the media over from previous semesters. The final step is the SSO Login for the archive, which is awaiting its setup. As a reminder, requests for services from Recording Services is part of the event booking via ScheduleFM.

For clarification, our “standard recording” provides an audio-video recording with the use of the center camera in our performance halls in the music building. The following price structure applies:

- **Senior, MM, GAC, DMA Recitals:**
 - Standard recording, free of charge
 - \$75 for livestream **or** \$75 for multi-camera (only available in Lab West and Voertman Hall)
 - \$150 for livestream **and** multi-camera

- **Junior, Non-Degree, and Guest Artist Recitals:**
 - \$50 for standard recording
 - \$75 for livestream **or** \$75 for multi-camera
 - \$200 for livestream **and** multi-camera

- **Faculty recitals:**
 - Standard recording and livestream, free of charge
 - \$75 for multi-camera (only available in Lab West and Voertman Hall).

For a full comprehensive list of services, please visit <https://recording.music.unt.edu/services>.

ALL concert events are recorded and archived, and will become available on the website. To find and access recordings from prior years up to Fall 2021, please visit the UNT Music Digital Library at https://digital.library.unt.edu/explore/partners/UNTML/browse/?fq=untl_collection:COMR

Technical Support:

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

