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ScheduleFM

Regist

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.

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.

<table>
<thead>
<tr>
<th>Hall</th>
<th>Monday through Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voertman Hall</td>
<td>5:00pm, 6:30pm, 8:00pm</td>
<td>12:30pm, 2:00pm, 3:30pm, 5:00pm, 6:30pm, 8:00pm</td>
</tr>
<tr>
<td>Recital Hall</td>
<td>5:00pm, 6:30pm, 8:00pm</td>
<td>12:30pm, 2:00pm, 3:30pm, 5:00pm, 6:30pm, 8:00pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall</th>
<th>Tuesday Through Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab West</td>
<td>8:00pm</td>
</tr>
<tr>
<td>(Jazz studies, only. One hour is allowed for setup)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall</th>
<th>Fridays Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir Room</td>
<td>6:30pm and 8:00pm</td>
</tr>
</tbody>
</table>

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 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.

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.
**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.