

## UNT-COM Room Requests

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

[schedulefm.com/UNTCOM/Request](https://schedulefm.com/UNTCOM/Request)

This 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). Note that you will be emailed a one-time-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](mailto:music.scheduling@unt.edu).

**UNT**  
COLLEGE OF MUSIC

Fall 2022 Recitals Begin Scheduling on the Following Dates:

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

Non-degree recitals must be completed by 11/31. Degree recitals must be completed by 12/2.

There will **NOT** be an extended week of recitals after finals week.

First time users must **Register Here**.  
Returning users may sign in, below.

All returning users will be emailed a one time use passcode, at every sign in.

Last Name

Date of Birth ( Month/Day )

Month/Day

**Get Passcode**

If you have questions, please call 940-565-3707, or email [music.scheduling@unt.edu](mailto:music.scheduling@unt.edu),  
Or for a tutorial, choose **HELP**.

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 date of birth, and your temporary password will be emailed to you.

**Register Here** will open the new account window, shown below. Enter your prefix, first name, last name, month and day of birth and your email address. 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 contains the following fields:
 

- Title \***: A dropdown menu with "Mr." selected.
- First Name \***: A text input field containing "James".
- Last Name \***: A text input field containing "Taylor".
- Date of Birth \***: A text input field containing "03/18". Above the field is a small red label "Month/Day".
- Email Address \***: A text input field containing "jamestaylor@gmail.com".

 Below the fields is a blue-bordered box containing a "Please Note" message: "Your email address will be used only for UNT-COM facility request communications, and for no other purposes." Below this note is a checked checkbox with the text "I have read the NOTE related to email address and provide my consent for its use." At the bottom of the form are two purple buttons: "Submit" and "Cancel". A mouse cursor is pointing at the "Submit" button. At the very bottom, there is a footer that reads: "If you have questions: Please call 940-565-3707, or email [music.scheduling@unt.edu](mailto:music.scheduling@unt.edu)".

A one-time passcode will be sent to the email address you provided. Note that this password 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. At the top, a light blue message box says: "A one time passcode was sent to your email address. Please enter this passcode below then choose Log In." Below this is a white text input field with a masked password "\*\*\*\*\*" and a toggle icon on the right. In the center, there is a green timer box showing "03:05" and the text "TIME REMAINING" below it. At the bottom is a purple "Log In" button with a mouse cursor pointing at it.

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.


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.

[Login](#)

## Room Reservations

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

For a single day request, select the date and start and end times of your reservation. **Note that events and recitals must have 30 minutes added to the start time for room setup.** Choose Next to move on.



### Enter Date and Time

Single     Recurring     Random

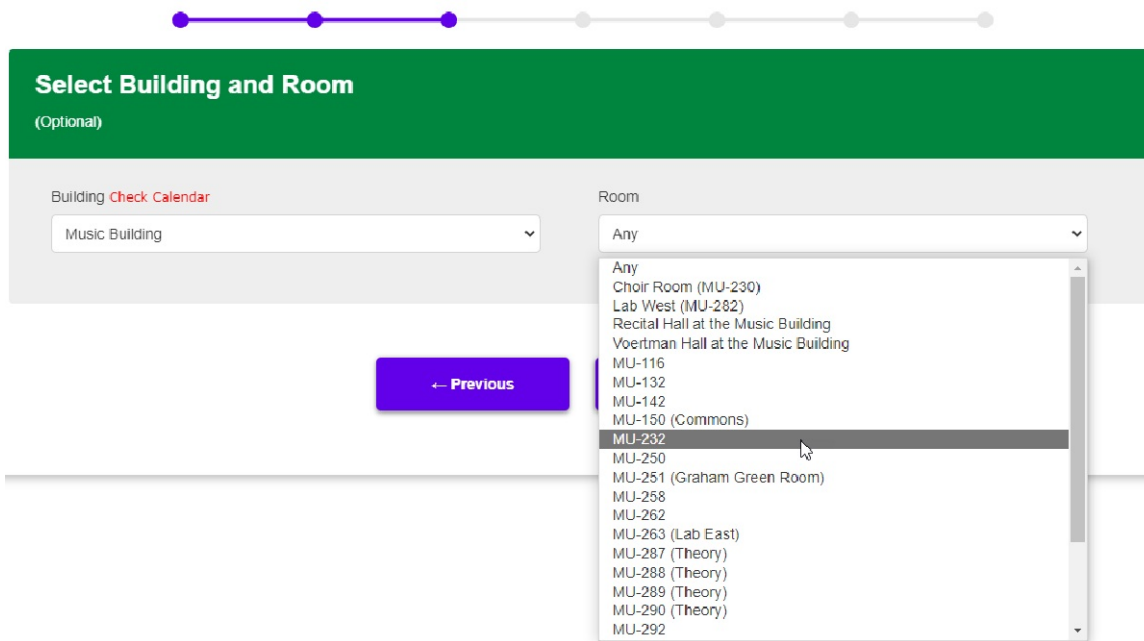
Event Date

Start Time    End Time  
   

[Next →](#)

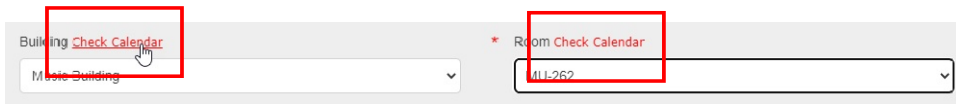
## Building and Room Selection

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.

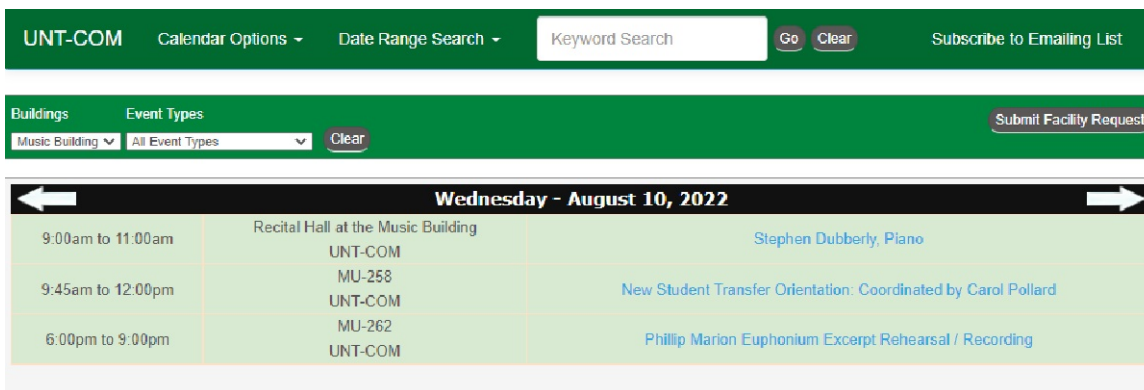


The room list displays all rooms in the selected building, not just rooms that are available. In order to view the **available** room options, choose the building you wish to see. This will populate the 'Check Calendar' option, shown below. Choosing a room will populate the same option for the selected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

Please note that the room list displays all rooms in the selected building, not just ones that are available. There are links for both the building and room calendars for you to check if your desired time slot is open.



Selecting the Check Calendar options will open a new window where you can view the list of booked times. You can toggle to new days with the white arrow button.



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.

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: Dr. Joe Smith, oboe

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

Event Title  
(Required)

Event Type: Your Name, Your Instrument  
Example: DMA Recital: John Smith, Oboe

DMA Recital: James Taylor, Timpani

This title may be publicized, so please ensure accuracy.

← Previous      Next →

## 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.

**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.

Professors Jones, Moore and Needles

Yes, audio reinforcement is needed

Standard recording please

← Previous
Review Request →

Choose **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.

Please verify the data, then choose **Submit** to confirm the request:

Date / Time	4:00pm to 6:00pm On <b>8/17/2022</b> .
Building / Room	Music Building / MU-232
Purpose of Use	DMA Recital: James Taylor, Timpani
Notes	Professors Jones, Moore and Needles Yes, audio reinforcement is needed Standard recording please

Edit This Request
Submit

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 799 was submitted on 08/07/2022 at 10:20 PM**

Date / Time	4:00pm to 6:00pm On <b>8/17/2022</b> .
Building / Room	Music Building / MU-232
Purpose of Use	DMA Recital: James Taylor, Timpani
Notes	Professors Jones, Moore and Needles Yes, audio reinforcement is needed Standard recording please

 [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](mailto:music.scheduling@unt.edu).