

Roomview Online Scheduling System

Requests processed Monday through Friday – 8AM - 4 PM

You must submit a request 24 hours in advance.

Weekend Requests – submit by 4 PM on Fridays

Go to <https://music.unt.edu/calendar/>

- Select ROOMVIEW tab at the top of the calendar
- Select venue and date to research availability.
You can use the control key to select more than one room to view at a time.
- Once you find an available date/time/venue click “REQUEST” on the left side of the Full Calendar page
- Enter your University EUID and password
- Select the pdf(s) you need with instructions regarding booking recitals, booking rehearsals /meeting /exams /etc. and major ensemble concert information (restriction may apply)
- Scroll to bottom of “Welcome to Roomview” page and agree to terms to continue into Roomview
- First time users, complete the data sheet with your information to become a client. Existing clients, SAVE & CONTINUE
- Follow directions to submit a Recital or Rehearsal Request
- You will receive an in-process email when you submit your request and then a confirmation email when processed.