Roomview Online Scheduling System Instructions

Requests are processed Monday through Friday – 8 AM – 4 PM

You must submit a request 24 hours in advance in the system.

Weekend Requests – submit by 4 PM on Fridays. Requests are not processed on weekends.

Go to http://web3.unt.edu/music-calendar/roomview.php

- Select ROOMVIEW tab at the top of the calendar.
- Select venue and date to research availability.
  Use control key to select more than one room to view.
- Once you find an available date/time/venue, click "REQUEST" on the left side of the Full Calendar page.
  For Recitals, be sure to approve the date selection with your major professor before making a reservation request. Do not make multiple date requests for recitals, they will all be removed.
- Enter your University EUID and password.
- "Welcome to Roomview" page - Select the pdf(s) you need with instructions on how to book recitals, rehearsals/meeting/exams and check for major ensemble concert conflicts.
- Scroll to the bottom of the "Welcome to Roomview" page and agree to terms to continue into the reservation system.
- First time users, complete the data sheet with your information to become a client. Existing clients, SAVE & CONTINUE
- Follow directions on the "Welcome Page" pdf's to submit a Recital or other event request.
- You will receive an in-process email when you submit your request and then a confirmation email when processed.
- Separate recital approval instruction emails will be sent to you from the Scheduling Office.