How to Request a Room in the BSB
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Use following Event name format:
Name of organization or graduate or faculty + name of event
Ex. BMSA General Meetings or N. Howard Defense or Dr. Becker Research Meeting
How to Request a Room in the BSB – Single Meetings

Click to request a specific room
How to Request a Room in the BSB – Multiple Meetings

1. Choose time of the multiple dates
2. Choose the dates for the time selected
3. Enter a name for this group of dates
How to Request a Room in the BSB – Multiple Meetings – Repeat steps for another group of dates

1. Choose time of the multiple dates
2. Choose the dates for the time selected
3. Enter a name for this group of dates
4. Enter a name for this group of dates
5. Repeat steps for another group of dates
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Choose from available rooms generated for requested date(s) and time(s)

Click the "Assign a Room" tab after adding the date and time to request a specific room. If the room requested is not available, an alternate room, based on availability, will be assigned or other recommendations made.

If more than one date and time are needed, click "Add a Meeting" tab and enter the information, followed by adding a requested room for each addition.
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• Allow 3 business days for requests to be processed
• If changes to requests or approved requests are needed, email bsb@baylor.edu. Do NOT submit a second request.