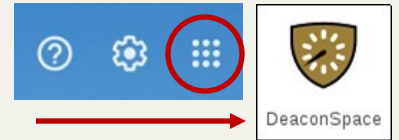# How to Reserve Study Space using DeaconSpace

Start by clicking on the Dot Menu icon in the upper right corner of Gmail
Scroll until you locate the **DeaconSpace** logo then click

OR

Go to **rooms.wfu.edu** and click on the Wake Forest University tab

*You will need to use your @wfu.edu address

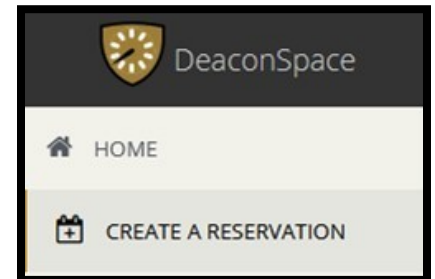No success logging in with Chrome?

Try a different browser:
Firefox
Safari
Edge

Once you're logged into **DeaconSpace** click "Create A Reservation"

Choose the Wake Study Space [Social Distancing] Template

Wake Study Spaces [Social Distancing]   book now   about

Date
Mon 10/12/2020

Click on the calendar icon to choose your date
*Please allow at least 48 hours lead time
for your reservation to be confirmed.

*You may make reservations up to 21 days in advance.

Start Time   **End Time**
4:00 PM   6:00 PM

Click on the clock icon to choose your start/end time.
Please limit reservation to two hours or less. If you need more time for an exam, please make a note at the end of the reservation process AND start your reservation 15 minutes prior to testing time.

Create booking in this time zone
Eastern Time

Locations   Add/Remove
(all)

If you'd like to look for a room in a particular building, click Add/Remove — another window will pop up allowing you to choose specific buildings.

Search

○ Let Me Search For A Room

Setup Types   Add/Remove
Social Distancing (All Events)

Select the number of people

Regardless of room size, no more than 2 PEOPLE may be in a study space room.

*You must wear a MASK AT ALL TIMES if there is MORE THAN ONE PERSON IN THE SPACE.

Number of People
1

Click SEARCH

and allow available rooms to populate to the right

Search

Your search will bring up a list of rooms.
(This list is an example from Carswell Hall.)

If you click on the actual room number,
another box will pop up giving details about the room.
This is handy if you have a specific need such as a whiteboard.

When you're ready to request a room
simply click on the green plus icon!

Carswell Hall (ET)	Cap
⊕ 014	4
⊕ 016	4
⊕ 018	7
⊕ 019	9

Attendance & Setup Type ✕
To continue, please enter the number of attendees and desired setup type for this Room.
No. of Attendees *
1

Setup Type *
Social Distancing (All Events)

Add Room   Cancel

This window will pop up allowing you
to confirm the number of people
in your reservation.

Click Add Room
then
click the top-of-the-page button ⌃

Create Reservation

WAIT!
It's tempting to click Create Reservation . . .

Click **Next Step** instead!

Next Step

Room Request

Event Details

Event Name *
EX: Study Space-Your Name or Exam-Your Name

Event Type *
Study Session

Setup Type *
Classroom

Group Details ❓

Group *   Use the magnifying glass to search for:
Student Personal   OR   Student Exam   🔍

1st Contact
(temporary contact)   Skip: do not change

1st Contact Name *
(temporary contact)   Type in: First Name Last Name

1st Contact Phone *
Type in: your mobile phone number

1st Contact Fax
Skip this step

1st Contact Email Address *
Type in: your @WFU.EDU email address

Additional Information ❓

In the event that your first choice for space cannot be accommodated,
please indicate your second choice for this event.

EXAMPLES:
"Any room with a whiteboard."
OR "Any room in Kirby."

Please enter your WFU ID number. *
ID Required!

Will persons 17 years old and younger (that are not Wake Forest students) attend this event? *
No
Choose one
Yes
No
Maybe

Please provide a detailed description of your event.
EXAMPLE:
"I have an extended time exam so I'll need
the space for 3.5 hours starting at 10:45 am."

[X] I have read and agree to the terms and conditions

Create Reservation

Your reservation will be evaluated by the
Social Distance Space Allocation Team.

You will receive a confirmation within 2 business days.