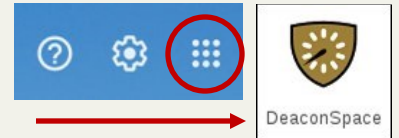


# How to Reserve Study Space using DeaconSpace

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](https://rooms.wfu.edu) and click on the Wake Forest University tab

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

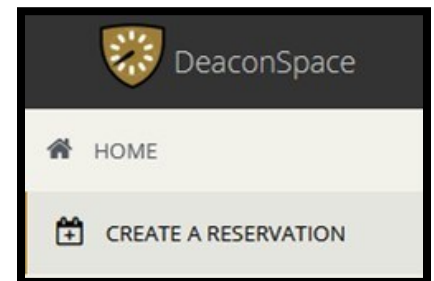


No success logging in with Chrome?

Try a different browser:

Firefox  
Safari  
Edge

Once you're logged  
into [DeaconSpace](#)  
click  
"Create A Reservation"





Choose the  
Wake Study  
SpaceTemplate


Wake Study Spaces

[book now](#) [about](#)

Date & Time

Date \*  
Wed 10/12/2022 

Start Time \*  
4:00 PM 

End Time \*  
6:00 PM 

Create booking in this time zone  
Eastern Time

Locations  
(all) [Add/Remove](#)

[Search](#)

Let Me Search For A Room

Number of People

[Search](#)

Click on the calendar icon to choose your date

*\*Please allow at least 2 business days lead time  
for your reservation to be confirmed.*

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

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.*

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.

Select the number of people

*Regardless of room size, no more than 6 PEOPLE  
may be in a study space room.*

Click SEARCH

and allow available rooms to populate to the right

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              | 19  |
| + 016              | 22  |
| + 018              | 25  |
| + 019              | 37  |

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

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

**WAIT!**  
It's tempting to click Create Reservation . . .  
Click **Next Step** instead!

My Cart (1)

## 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."

I have read and agree to the terms and conditions

Your reservation will be evaluated by the  
individual room's space manager.

You will receive a confirmation within 2 business days.