

OpenSpace

Hello new user! Welcome to OpenSpace, where you can reserve rooms for you events on Carnegie Mellon's campus!

☐ Remember me

[log in](#)

[sign up](#)

If you do not have an account, click *sign up*.

If you already have an account with OpenSpace already, enter your email and password here.

Then hit *log in*.

If you clicked sign up, you will be directed to a page to fill in the rest of your information so we can create your account.

First Name...

Last Name...

Email...

New Password...

To sign up, fill out all the fields in this form.

Register

Then click *Register*.

Once you have logged in, you will be taken to the My Reservations page. This page will display any reservations you've made through OpenSpace.

Create New Reservation

To reserve a room, click *Create New Reservation*.

If you clicked Create New Reservation, you will be directed to a page to choose the building you would like to reserve a room in.

Choose a Building

- Gates-Hillman Center
- Doherty
- Wean
- Gates-Hillman Center
- Doherty
- Wean

Click the name of the building you would like to reserve a room in.

OpenSpace

My Reservations

Sign Out

Once you have selected a building, you will be able to choose the room in that particular building.

Choose a Room in Gates-Hillman Center

| Rashid Auditorium |
|-------------------|
| 4406 |
| 7502 |
| 7716 |

Click the name of the room you would like to reserve.

Create Reservation for Gates-Hillman Center in Rashid Auditorium

< > today September 2014 month week day

This page will allow you to fill out the information for your event.

Click the start field to specify the start time of your event.

| | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|
| | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 |

Create Reservation

Start:



End:



Date:



Event Name:

Description:

Submit

Create Reservation for Gates-Hillman Center in Rashid Auditorium

< > today **September 2014** month week day

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | | | | | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Use the buttons to select your time.

Create Reservation

Start: 5:00 PM ⌚

End: ⌚

Date:

Event Name:

Description:

Submit

05 : 00 PM

Create Reservation for Gates-Hillman Center in Rashid Auditorium

< > today **September 2014** month week day

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | | | | |
| 14 | 15 | 16 | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Type in or select the date of your reservation.

Create Reservation

Start: 5:00 PM End: 5:30 PM

Date: 09/16/2014

Event Name:

Description:

September 2014

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Create Reservation for Gates-Hillman Center in Rashid Auditorium

< > today **September 2014** month week day

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Type in the event name
and description of your event.

Then click *Submit*.

Create Reservation

Start:

5:00 PM

End:

5:30 PM

Date:

09/18/2014

Event Name:

15-313 Group Meeting

Description:

To discuss about the project and next steps.

Submit

OpenSpace

My Reservations

Sign Out

Now you should be able to see your reservation on the My Reservations page.

Create New Reservation

15-313 Group Meeting

Wed September 17, 2014 from 18:00 to 19:00 in Rashid Auditorium

To discuss about the project and next steps.

Click the name of your event to edit the details.



Click the x to delete your reservation.