

Reserving a Sennott Square Team Room

Team rooms 1, 2, 3, 4, and 6 on the second floor of Sennott Square are available for reservation by current CBA Students. Your reservation will not appear on the calendar until approved by the CBA Dean's Office. Once your reservation is approved, you will receive an e-mail message, and your reservation will appear on your calendar.

Team room reservations are for CBA students only.

Rooms can be reserved for a maximum of two hours.

Note: The Student Org Room 2501 (Team Room 5) is available for reservation by student organizations only.

1. To begin, go to cba.pitt.edu/teamrooms
2. Enter your **Pitt ID** and **password**
3. Click on any of the team rooms to check availability
4. **Double-click** on the reservation day
5. Enter a **descriptive title** (e.g. ACC study group)
6. Enter the **start and end time** for your group
7. Enter an optional **description**
8. Click **Save**

A CBA Dean's Office administrator will evaluate and approve all requests. You will receive an email when the request is approved or denied.

The screenshot shows a web form titled "Team Room 1 - New Item". At the top, there is an "Edit" tab and a toolbar with icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. Below the toolbar is a yellow information box stating: "Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval." The form fields are as follows:

- Title ***: BUSACC 1204 Team 3 Group
- Location**: (empty)
- Start Time ***: 9/22/2016, 11 AM, 00
- End Time ***: 9/22/2016, 12 PM, 00
- Description**: (empty text area)

At the bottom of the form, there are two buttons: "Save" and "Cancel". A red arrow points from the "Description" field to the "Save" button.