

NYU CLUB room requesting instructions:

Kimmel Operations will issue only one online account per OSA registered club (club's email address will be used for log in). Only the registered club members are authorized to use the online account.

To create a club account (must be a currently registered club member)

1. Go to www.kimmelonestop.nyu.edu
2. Go to **'Create An Account'** under the NYU Clubs section.
3. Fill in all the required text fields. Make sure you enter your **full email address, first and last name**. Please include **your phone number**. Create a **password** (NOTE: enter a generic password that could later be passed on to other club members). Select **'NYU Club'** account type and make sure to enter **your school and program** and **Club name**.
4. Include **club's email address** in **'Notes/Comments'** field – it will be used as **User Id** for log in.
5. Click on **'Save'**.
6. That's it. Your request for log in capability will be processed by Kimmel Operations.

To log on to request for space

1. Go to www.kimmelonestop.nyu.edu
2. Go to **'My Account'**, log in, then **'Reservations'** and **'Club Room Request'**.
3. You are then cued to fill in appropriate information: **'Date'** you want to book the space for, **time** frame, **'Attendance'** and **'Setup Type'**. You may also use the **'Recurrence'** option for multiple recurring events.
4. Click on **'Find Space'**.
5. A grid of all the rooms will appear (a list will appear if 'Recurrence' used). If the space is a pinkish color this means the room for that time is already booked. You must choose anything that is in the white area. The gray line with red borders represents the time interval that you have defined in your search criteria.
6. When you have chosen your room, click on the **green cross** to the left of the room number. That room, along with the date(s) and time(s) of your booking, will appear as a line(s) on the top of the page in case the room is available for the requested time.
7. Before submitting reservation click on **'Details'** tab. **Choose your name** from the drop down for **'1st contact'** or enter the required information for a temporary contact (must be an OSA registered club member). Select **'Media Services'** and **'Setup Items'** if needed and leave specific comments and instructions. Set **'Service Type'** to **SETUP**.
8. Click on **'Submit Reservation'**.
9. You're done. You will receive an automated email stating that we have received your request. This email is NOT a CONFIRMATION. The confirmation will be emailed once your request is processed.