

REHEARSAL/AUDITION room booking instructions:

You must have current academic department validation letter on file with Kimmel Operations for your account to be activated

To create an account

1. Go to www.kimmelonestop.nyu.edu
2. Go to **'My Account'**, then **'Create An Account'**.
3. Fill in all required text fields. Your **full NYU email address** will be your **user ID** when logging on. Make sure you enter your **first and last name**. Please include your **phone number**. Create a **password** (and don't forget it). Select **'Student Rehearsals/Auditions'** account type and lastly, make sure to enter **your school and department**. For instance: Steinhardt/Music & Performing Arts or Tish/Drama.
4. Note that your full email address will be your user ID. Click on **'Save'**.
5. Bring us (KC Operations, Room 605) a letter from your academic department confirming the program you are enrolled in, which semester, and stating the purpose of Kimmel space usage. Your account will be activated upon receiving the letter.

To log on to reserve space

1. Go to www.kimmelonestop.nyu.edu
2. Go to **'My Account'**, log in then **'Reservations'** and **'Rehearsal/Audition Booking'**.
3. You are then cued to fill in appropriate information: **'Date'** you want to book the space for, **time** frame (max. 4 hours) and **'Attendance'**. Note: only 1 booking per log-in a day. You may only book space up to 7 days in advance and not within the next 24 hours.
4. Click on **'Find Space'**.
5. A grid of all the rehearsal/audition rooms will appear. 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 and time of your booking, will appear as a line on the top of the page.
7. Before submitting reservation click on **'Details'** tab. **'Event Name'** must be entered in the form **'Your First Name Last Name REHEARSAL'**. Leave default 'Even Type' and default 'Customer'. **Choose your name** from the drop down for **'1st contact'**. Your phone and email will appear automatically.
8. Click on **'Submit Reservation'**. You will receive the confirmation email shortly.
9. You must check in upon arrival for your rehearsal/audition by visiting the Kimmel Operations office (Room 605) or calling at 212-998-4900. You will be asked to present your NYU ID and your name must match the one on the reservation.

NOTE: to keep your account active, you must resubmit the department letter for every semester you need space.