How to submit a Reservation Request on RooGroups:

In order to submit an event for consideration on RooGroups please follow the following guidelines:

1. Log in to https://roogroups.umkc.edu (You may need to log in in the upper right corner if you are not yet logged in)
2. Scroll down to “My Memberships” and click on the organization that would like to request the event
3. Click on “Manage Organization” in the upper right corner of the organization’s page (if this step doesn’t show up, it means you are not listed as an officer on your RooGroups page and you will need a current officer or advisor to add you to the roster as an officer)
4. Click on the three horizontal lines in the upper left-hand corner to reveal a menu.

5. Click on “Events” in that menu.

6. Click on “Create Event” in the upper right-hand corner.

7. Enter the Event Title, Description, Start Time, and End Time. These fields are required. (This does not confirm the room reservation and is only a request)

   a. This information will be viewable to the public, if selected below.

8. You will also be able to select additional Student Organizations who are co-hosting this event right below the description, if applicable.
9. You can choose to show to “Anyone in the World,” “Students/Staff @ RooGroups,” “Organization Members,” or “Invitation Only”
   a. This will control who is able to view your event publicly in RooGroups, if this is an event **only** for your organization and you don’t want to promote it publicly you should select either “Organization Members” or “Invitation Only”

10. The next step is a cover photo for your event, please upload a flyer and make sure it is viewable in the crop area that appears.

11. The next steps are to confirm that your event meets the minimum time guidelines and then fill out general information about your event which asks you to confirm what building/space you would like to reserve, provide a detailed description of your event, as well as to confirm any other needs for your event. (These details are for the room reservation and will not be viewable to anyone outside of facility/reservation staff members)

12. Follow any additional forms that appear based on your individual event needs and proceed to submit your event

**Notification Settings for Event Review**

Please make sure that your notifications are on in RooGroups. To do this, go to your account settings at [https://roogroups.umkc.edu/account](https://roogroups.umkc.edu/account), click on notifications, and then click on “Show Advanced Preferences” at the bottom of the page. Under event submissions make sure that both “System” and “Email” are checked to make sure that you get e-mails regarding your event submissions under each category of notifications. This way you will receive email alerts whenever something new is added to your event via RooGroups.