

Online Event Registration and Room Booking

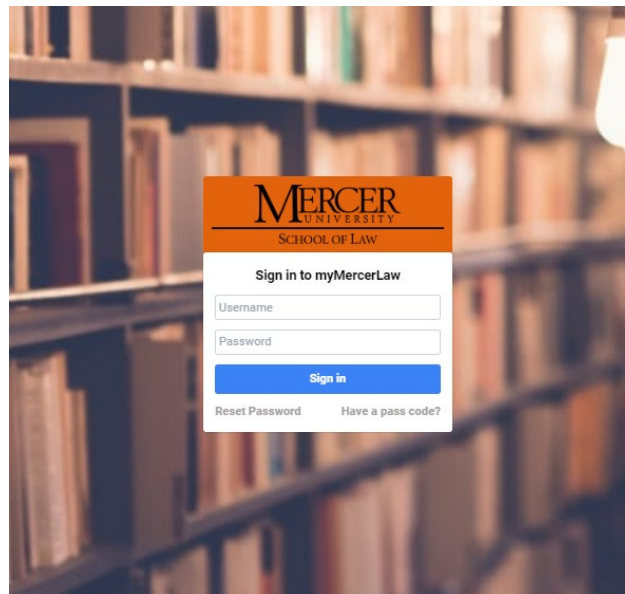
Mercer Law Office of Student Affairs

We are thrilled to begin **online** event registration and room booking at Mercer School of Law. By leveraging the [myMercerLaw](#) portal, students now can register and book events and meetings through the online calendar.

It is important to note that our online system is a work in progress, and we are diligently implementing updates and enhancements to streamline the process. We will notify you of these improvements as they occur. In the meantime, we can readily use the online system, albeit with a few interim adjustments.

For your convenience, provided below is a step-by-step guide for event and meeting registration and room booking. Please be aware that, presently, access to myMercerLaw portal is exclusively on the Mercer Law campus network. However, in the near future, we anticipate extending access beyond campus boundaries.

Logging onto the myMercerLaw Portal:



1. Go to <https://portal.law.mercer.edu:4543/app/login>.
2. Enter your username and password:
 - a. Username: first part of your email address up to the @ symbol. EX: zipperer_bj
 - b. Password: the password you use to login to your law account.

Finding dates, times, and spaces on the Law School Calendar:

1. Select Calendar.

https://portal.law.mercer.edu:4543/app/calendar?criteria={"eventTypes":[""],"excludedCalendarIds":[""],"followingOn...

myMercerLaw Portal / Calendar

Dashboard
Academics
Calendar
Resources
Directory
Apps
Advanced Search

FEATURED
Calendar

FAVORITES

Your Calendar
College Events
Course Calendar
Full Calendar
Requested Events
Search Calendar
Request Form

Today View as Grid/List

Sun Mon



W40 1 2
Banned Books Week
8a 428.01 Secured Transactions (Pope)
8:30a 202.01 Income Tax (Hooper)
+42 more

W41 8 9
8a 428.01 Secured Transactions (Pope)
8:30a 202.01 Income Tax (Hooper)
8:30a 302.01 Law of Lawyering (Longan)
+42 more

W42 15 16
11a ELS Volunteer Day at Brookdale Communi...
The Minor Firm OCI
8a 428.01 Secured Transactions (Pope)
8:30a 202.01 Income Tax (Hooper)

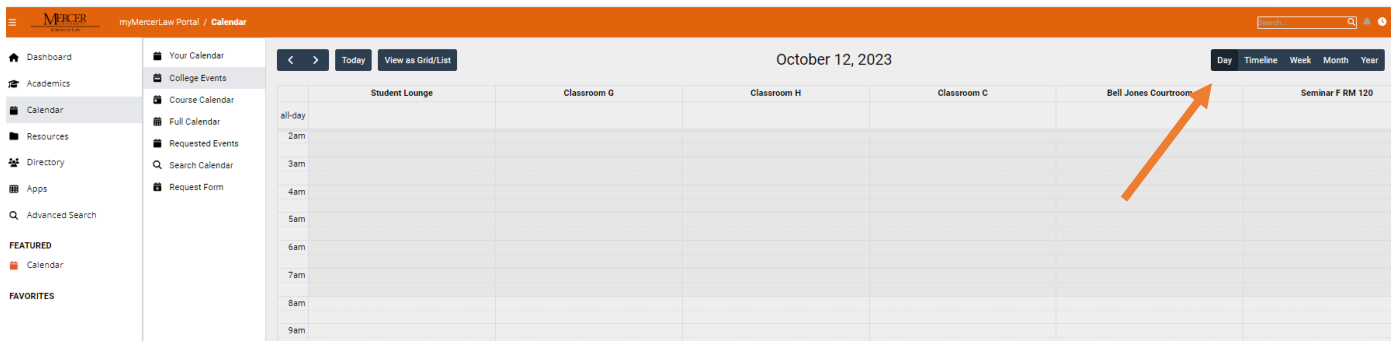
Schedule

2. Search the calendar by:


- Clicking  **Full Calendar** to see ALL events, activities, and courses, or
- Clicking  **College Events** to see everything except courses.

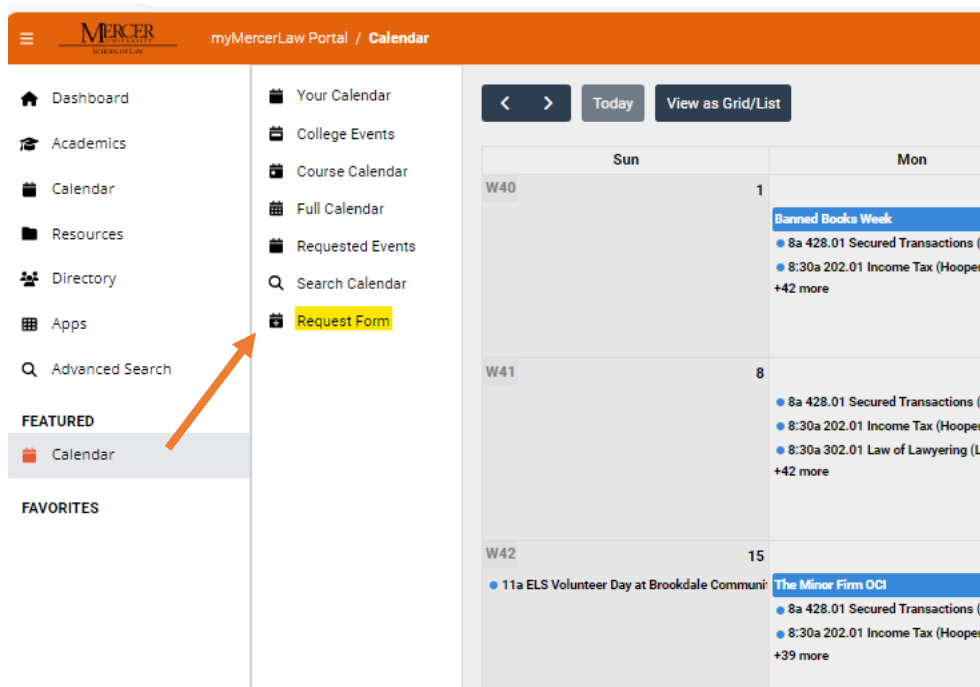
Your Calendar
College Events
Course Calendar
Full Calendar
Requested Events
Search Calendar
Request Form

- Another useful tool to check for conflicts and room availability is the DAY view.



Online Event Registration and Room Booking:

- Once you have identified a date and time with minimal conflicts and, if booking a space, an available venue, then select  **Request Form** to begin your request.



2. There is a series of 7 steps to complete the request:
 - a. Step One - Event Description
 - b. Step Two - Student Organizations (skip for now)
 - c. Step Three - Event Categorization
 - d. Step Four - Request Resources (skip for now)
 - e. Step Five - Event Time Slots
 - f. Step Six - Event Contact Information
 - g. Step Seven - Review Event Request

3. Step One – Event Description

In this section you will include the title of your event or meeting and a description. In the title be sure to include your student organization name.

EX: Title: Legal Deserts Panel, RLSA

Use the description box to advertise your event or meeting – what is it about, who should come, who will be presenting/speaker, will there be food provided.

Short Description section helps for quick searches. So, if you list “Speakers Panel”, someone might open up the event to learn more.

Hit Next.

EVENT REQUEST FORM

← Back 1. Event Description 2. Student Organizations 3. Event Categorization 4. Request Resources 5. Event Time Slots 6. Event Contact Information 7. Review Event Request Next →

Event Description

(Step 1 of 7)

Enter the title and desired description of the event to be displayed.

Title

Legal Deserts Speaker Panel, RLSA

Description

Use this area to share what this event or meeting is about, who the target audience is, and why people should come.

Short Description

Short Description

Links

None

+ Add link

Is this event associated with a course?

Yes

No

4. Step Two – Student Organization

Skip this step for now by selecting the **“NO” bubble** and hitting next. We are in the process of developing the form for student organizations.

EVENT REQUEST FORM

1. Event Description | 2. Student Organizations | 3. Event Categorization | 4. Request Resources | 5. Event Time Slots | 6. Event Contact Information | 7. Review Event Request

Student Organizations
(Step 2 of 7)

Is this a Student Organization event?

Yes

No

Next

5. Step Three – Event Categorization

Complete the sections and hit next. For ACCESS LEVEL – select “Open” if the meeting is not private. If you would like your event to be displayed on external sites, select “Public”.

EVENT REQUEST FORM

1. Event Description | 2. Student Organizations | 3. Event Categorization | 4. Request Resources | 5. Event Time Slots | 6. Event Contact Information | 7. Review Event Request

Event Categorization
(Step 3 of 7)

Categorization

Select the importance, access level, and categorization of the event.

Importance

Standard

Top priority events conflict with all others regardless of location.

Access level *

Public

Public events and their descriptions may be displayed on external sites.

Categorization *

Meeting
Program
Student Org. Meeting
Study Room

ctrl+click or cmd+click to select multiple

Next

6. Step Four – Request Resources

Skip this step for now by **not** checking any boxes and hitting next.

EVENT REQUEST FORM

1. Event Description | 2. Student Organizations | 3. Event Categorization | 4. Request Resources | 5. Event Time Slots | 6. Event Contact Information | 7. Review Event Request

Request Resources
(Step 4 of 7)

Resources

Optionally, select and describe any requested resources for this event.

Request Technology

Request Catering

Request Advertising

Next

7. Step Five – Event Time Slots

Use this section to select the date and timeslot you desire. Then select [+ Add Time Slot](#) to see if there are any conflicts. Hit Next.

← Back

1. Event Description
2. Student Organizations
3. Event Categorization
4. Request Resources
5. Event Time Slots
6. Event Contact Information
7. Review Event Request

→ Next

Event Time Slots

(Step 5 of 7)

Time Slots

Estimated Attendees (all slots)
0

Add Time Slot

All Day
 Recurring

Start *
10/11/2023 03:54 PM

End *
10/11/2023 04:54 PM

Only show locations with 0 seats or more with technology restrictions

Time slot location(s) *

ctrl+click or cmd+click to select multiple

Notes on location

[+ Add Time Slot](#)

Selected Time Slots

[Remove All](#)

DATE	TIME	LOCATION	CONFLICTS
Monday, October 16	12:00 PM - 1:00 PM	Bell Jones Courtroom	No Conflicts x Remove

Other Events

Hide Other Events

October 16, 2023 [Refresh](#) [Room Timeline](#) [Room Grid](#)

Resources	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm
Bell Jones Courtroom			428.01 Secure	119.03 Tr	110.01 C	(NEW)Le			406.01 A				MAD Practice Room					

8. Step six – Event Contact Information

Complete the information and hit next.

← Back

1. Event Description
2. Student Organizations
3. Event Categorization
4. Request Resources
5. Event Time Slots
6. Event Contact Information
7. Review Event Request

→ Next

Event Contact Information

(Step 6 of 7)

Contacts

Who can we contact regarding this event?

Contact Name *	Contact Email *	Contact Number
Jeannie Zipperer	zipperer_bj@law.mercer.edu	478 301 2586

Public Contact Name	Public Contact Email	Public Contact Number
Public Contact Name	Public Contact Email	(123) 456 7890

9. Step seven – Review Event Request

Check to make sure all the information is correct and there are no conflicts, then hit



← Back 1. Event Description 2. Student Organizations 3. Event Categorization 4. Request Resources 5. Event Time Slots 6. Event Contact Information 7. Review Event Request Submit

Review Event Request

(Step 7 of 7)

Review

Description	Legal Deserts Speaker Panel, RLSA Use this area to share what this event or meeting is about, who the target audience is, and why people should come.
Category	Standard,
Resources	Technology? No Catering? No Advertising? No
Time Slots	Attendees: 0 Monday, October 16 12:00 PM - 1:00 PM Bell Jones Courtroom None
Contacts	Jeannie Zipperer, zipperer_bj@law.mercer.edu, 4783012586