

Online Event Registration and Room Booking

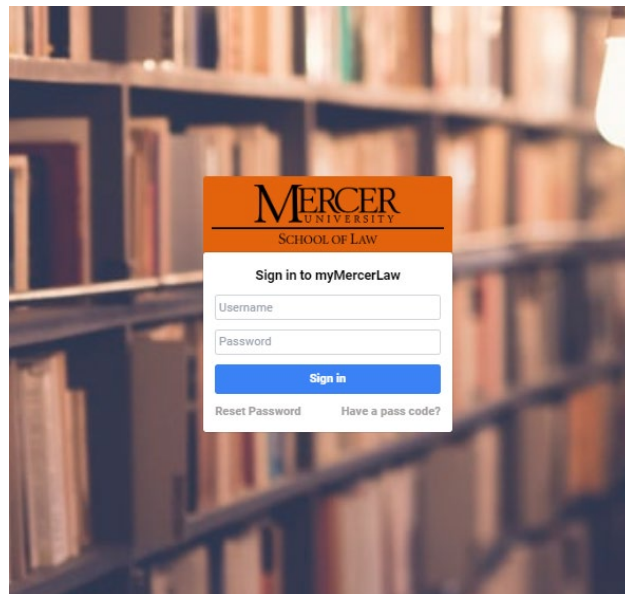
Mercer Law Office of Student Affairs

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.

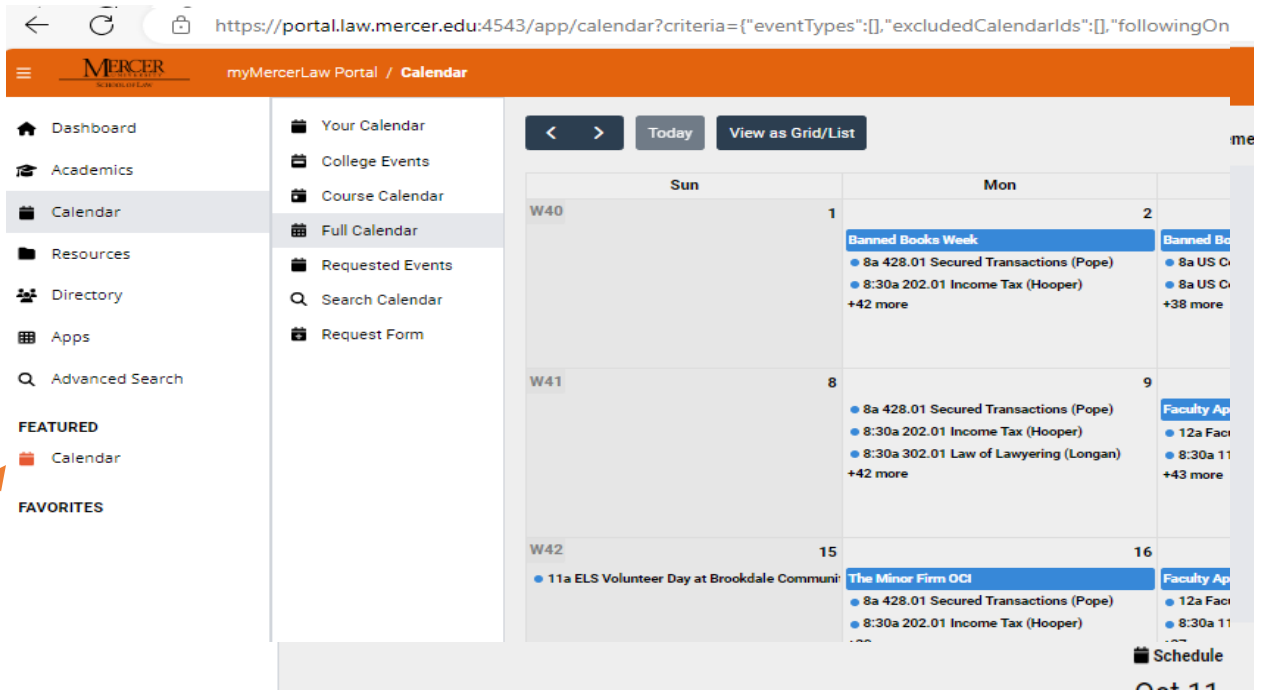
Logging onto the myMercerLaw Portal:



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: doe_jane24.
 - b. Password: what you use for mercer wifi and EBB.



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

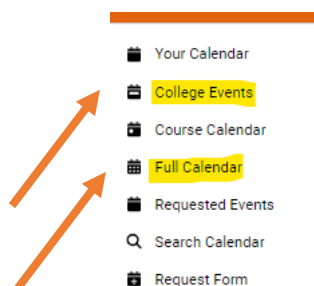
1. Select Calendar.



The screenshot shows the Mercer Law School calendar portal. The URL in the browser is [https://portal.law.mercer.edu:4543/app/calendar?criteria={\"eventTypes\": \[\], \"excludedCalendarIds\": \[\], \"followingOn](https://portal.law.mercer.edu:4543/app/calendar?criteria={\). The page title is "myMercerLaw Portal / Calendar". The navigation menu on the left includes: Dashboard, Academics, Calendar (highlighted with an orange arrow), Resources, Directory, Apps, Advanced Search, FEATURED, Calendar (with a calendar icon), and FAVORITES. The main content area shows a calendar grid for the week of W40 to W42. The grid displays events for Sunday (W40), Monday (W41), and Tuesday (W42). Events include "Banned Books Week" (8a 428.01 Secured Transactions (Pope), 8:30a 202.01 Income Tax (Hooper), +42 more), "The Minor Firm OCI" (8a 428.01 Secured Transactions (Pope), 8:30a 202.01 Income Tax (Hooper)), and "11a ELS Volunteer Day at Brookdale Communi".

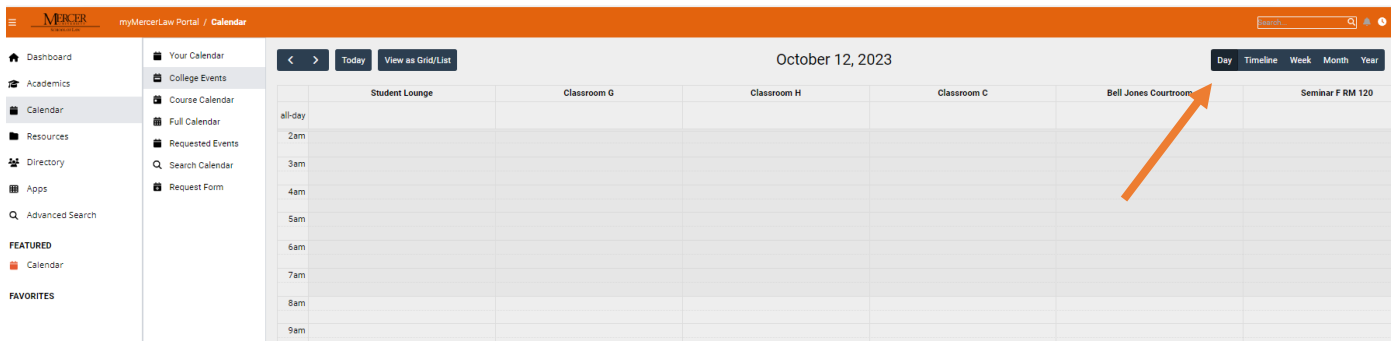
2. Search the calendar by:

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




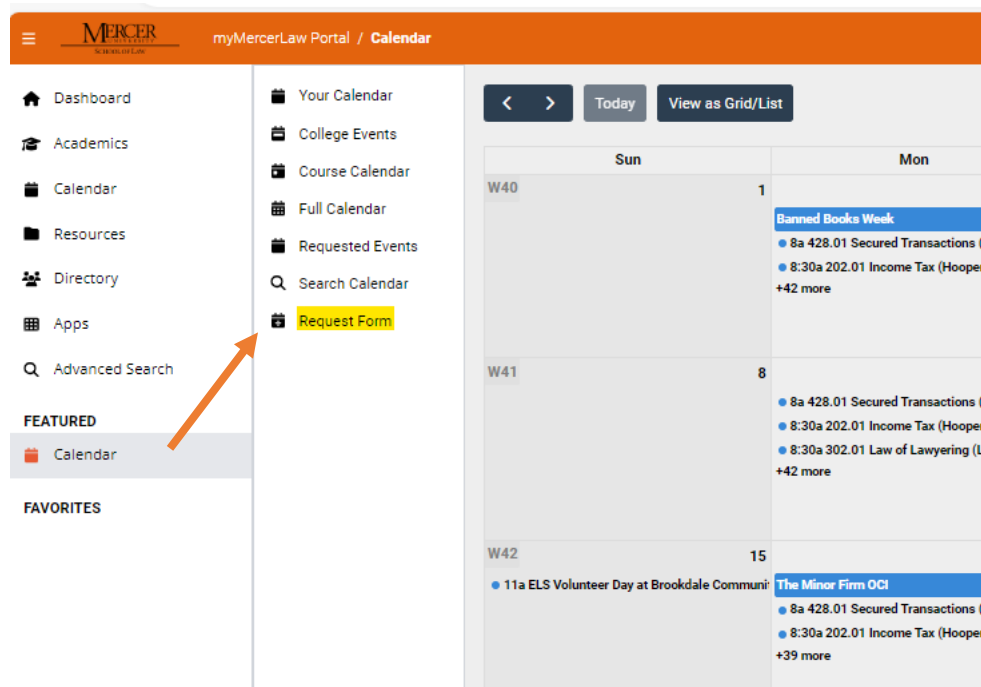
A close-up of the navigation menu from the screenshot above. Two orange arrows point to the "College Events" and "Full Calendar" items, which are highlighted in yellow.

- 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 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.

The screenshot shows the 'EVENT REQUEST FORM' at Step 2 of 7, 'Student Organizations'. A progress bar at the top indicates the current step. Below the title, the question 'Is this a Student Organization event?' is displayed. Two radio button options are present: 'Yes' and 'No'. The 'No' option is selected, highlighted with a yellow bubble, and pointed to by an orange arrow. A blue 'Next' button is circled in yellow in the top right corner.

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”.


The screenshot shows the 'EVENT REQUEST FORM' at Step 3 of 7, 'Event Categorization'. The progress bar is updated. The 'Categorization' section includes three dropdown menus: 'Importance' (set to 'Standard'), 'Access level' (set to 'Public'), and 'Categorization' (with 'Meeting' selected). A red 'X' is drawn over the 'Meeting' option in the dropdown. A blue 'Next' button is circled in yellow in the top right corner.

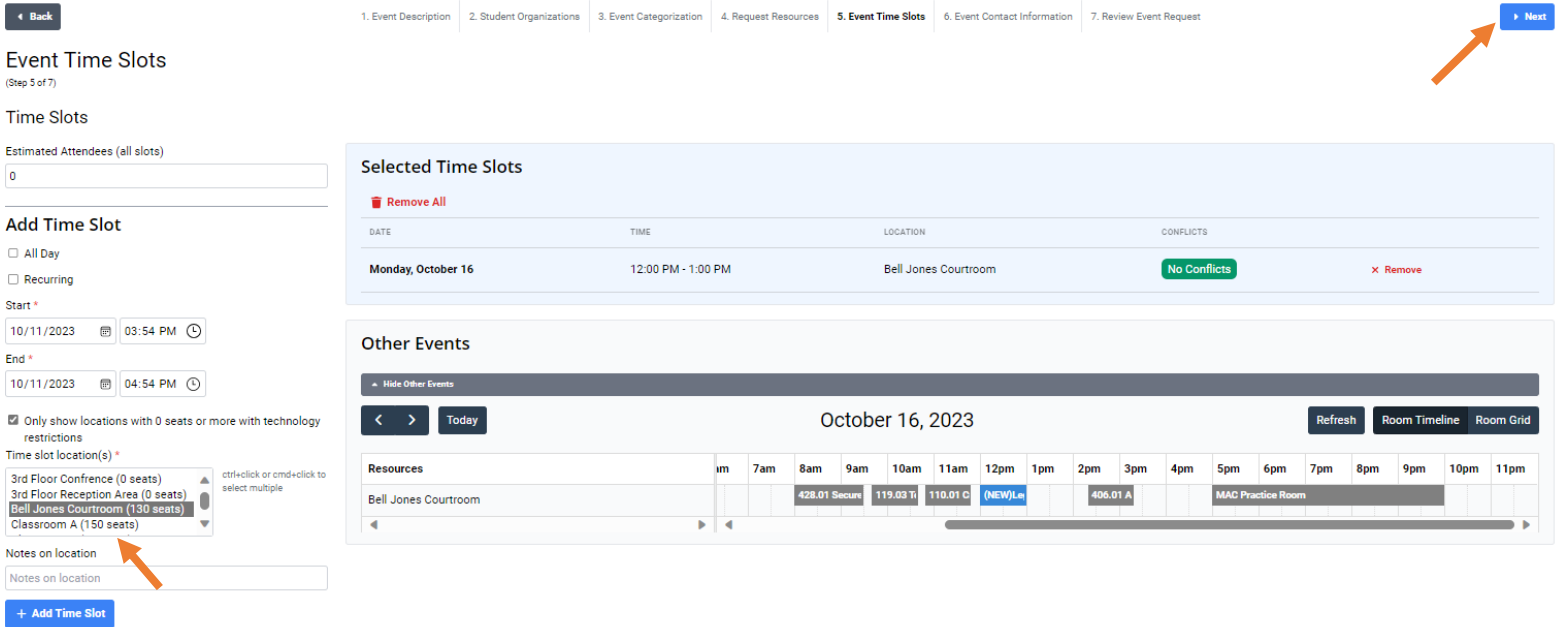
6. Step Four – Request Resources

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

The screenshot shows the 'EVENT REQUEST FORM' at Step 4 of 7, 'Request Resources'. The progress bar is updated. The 'Resources' section contains three unchecked checkboxes: 'Request Technology', 'Request Catering', and 'Request Advertising'. A large red 'X' is drawn over the entire 'Resources' section. A blue 'Next' button is circled in yellow in the top right corner.

7. Step Five – Event Time Slots

Use this section to select the date and timeslot you desire. Then select  to see if there are any conflicts and hit Next. Note the number of available seats is shown for each location. Select a room that fits the size of your anticipated audience. For example, if your event will likely have 20 people, do not select Classroom A, which is intended for up to 150 people.



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) *

3rd Floor Conference (0 seats)

3rd Floor Reception Area (0 seats)

Bell Jones Courtroom (130 seats)

Classroom A (150 seats)

Notes on location

Notes on location

+ Add Time Slot

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

Selected Time Slots

Remove All

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

Other Events

Hide Other Events

Today

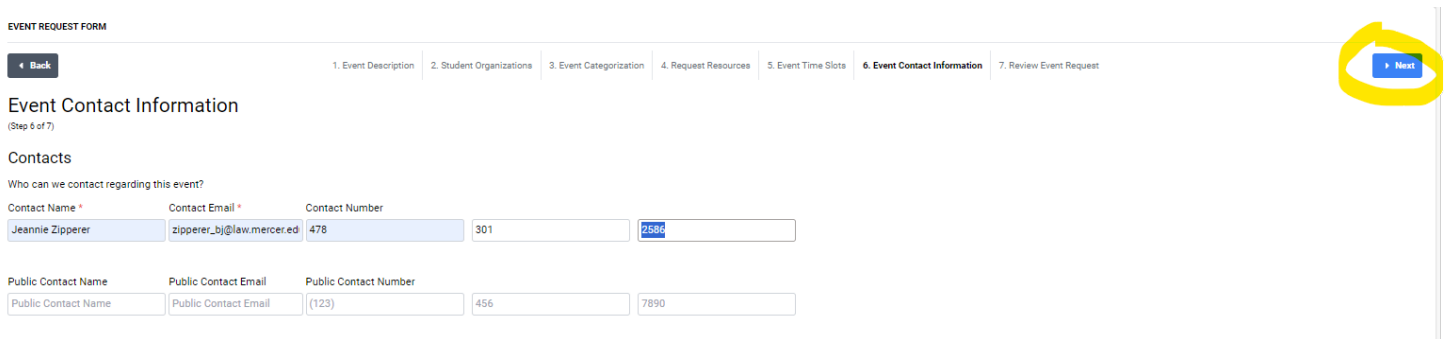
October 16, 2023

Refresh Room Timeline Room Grid

Resources	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm
Bell Jones Courtroom		(NEW)Le		406.01 A			MAC Practice Room						

8. Step six – Event Contact Information

Complete the information and hit 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

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

Next

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 

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