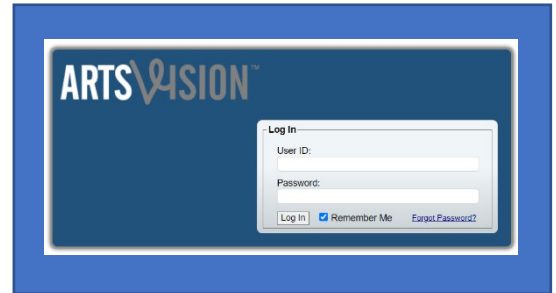


BOOKING YOUR PRACTICE ROOM

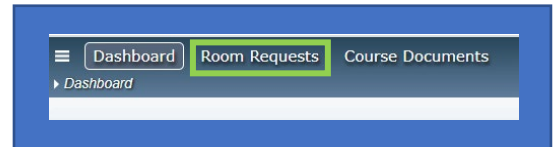
1. Login to ArtsVision

FIRST TIME USERS: Your username and password will be your JHED ID (e.g. jdoe35)

TO CHANGE PASSWORD: After logging in, click on your username in the upper right hand corner of the screen. Complete the prompt.

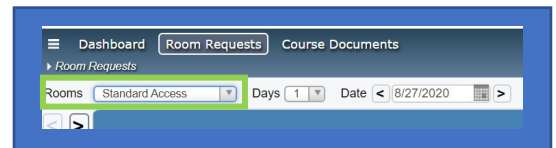


2. Click 'Room Requests' in the upper left-hand corner of the home screen.



3. Select the group of rooms you would like to view from the dropdown menu in the upper left.

Access to rooms/lists is based on your instrument major. Students will only see room lists that they have access to – you will not see the full list below!



Standard Access – Winds, Brass, Voice, Strings, Piano
These rooms can be booked by any on these majors up to 7 days in advance.

Piano Priority – Winds, Brass, Voice, Strings, Piano
Piano majors can book these rooms up to 7 days in advance.

Winds, Brass, Voice and Strings can book these rooms up to 2 days in advance.

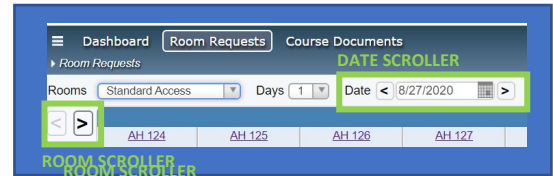
Percussion – Only classical percussion majors have access.

Dance – Only dance majors have access.

Jazz – Only jazz percussion majors have access.

Harp – Only harp majors have access.

4. Navigate to your desired room using the tabs in the upper left, or scroll through dates using the date scroller.

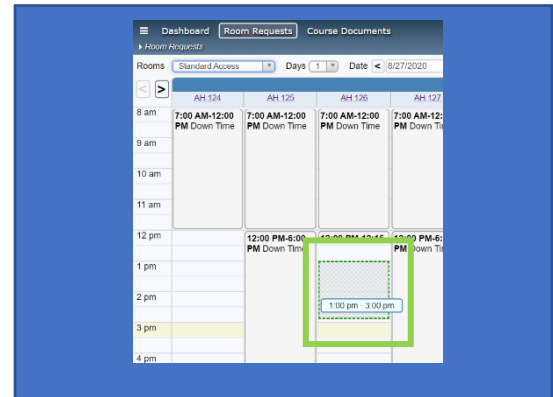


5. Reserve your practice time by clicking and dragging in an open time slot.

Minimum booking time: 1 hour

Maximum booking time: 2 hours

You may receive an error message if your selected time does not allow for the proper air exchange following the reservation (30 min for masked users, 1 hour for unmasked users).



6. Click 'I Agree – Confirm Reservation' to complete your booking and acknowledge the health and safety guidelines.

You will receive a confirmation email after your booking is complete.

