Please note: people sometimes have trouble getting UU pages to load when they use Google Chrome. If you have trouble with Google Chrome, please try another browser.

Go to http://r25union.binghamton.edu. You will automatically be redirected to another web site (with a very long URL). Using the filters on the right side of the page (the blue calendar circled in red), find the space you would like to reserve. Your screen should look something like this:

The filter box on the right side of the grid (filters numbered 1 – 5) is what you want to use. Find your space via the filters. The area corresponding to your desired room/date/time must be “white.” If it’s any color other than white, the room is not available and you cannot request it. When you find the space you want to reserve, click on the corresponding white portion of the page. If you’re unsure of the room size, click on the room number on the left side of the grid which will open a window that gives room features and room size/layout. We try not to under-utilize rooms so if your group will fit in a smaller room, we will book a smaller room for you and keep the larger rooms available for larger groups. Also, I’m locked out of all buildings other than the University Union at the beginning of each semester until the class schedule is finalized (add/drop deadline). Please don’t request rooms in other buildings (during the week) until after the add/drop deadline as I cannot process them.
You will be taken to a “log in” page that will look like this:

![Image of a login page]

Type your username in the username box, then hit “tab” and type your password in the password box. You have the option to change your password if you’d like. If you ever forget your password, you'll need to send an email to reserve@binghamton.edu to have it reset. In the R25 system, both username and password are case sensitive. Make sure everything is entered in lower case or you will not be able to log in. Also, once you log into your account, your password might be “saved” when you return to this page in the future. The saved password is not correct. Always type in your password and don’t use the saved password function. And, if you have any trouble using the site, retype the address in the address field. Sometimes bookmarks become outdated and then the system won’t let you in.

There are areas in bold which you may access. Clicking on the Union Reservation Guidelines will take you to a page that explains all existing rules. I suggest you look at this at least once before you request space. The two bolded links on the bottom of the page will direct you to videos that walk you through the process of reserving a room, and reserving a “table” in the Tillman Lobby or Food Court. Clicking on the word “link” will take you to videos of each reservation procedure.
Once you log in, you will be taken to a form that looks like this:

If you scroll down, you will see that your space and time has already been filled in since you searched for your space before you logged in. If you log in without searching for your space first, the room information will be blank. I ask that you search for your space first because a request with no space information is difficult to fill.

You will need to fill in all areas in red. If you require any special set-ups (in UU Mandela, Old Union Hall, 206/209 etc) please describe your event and set up needs inside the description box at the end of the page. Once you have filled in the form, click on “next.”
Your page will look like this:

You will then be able to make changes or submit your request (if all information is correct). If you notice that the space preference field is empty, the form that the reservationist receives will also be empty and I will not know what space you are looking for. Please return to the http://r25union.binghamton.edu page and begin again by finding the specific space you want first.
When you submit your request, you will see:

![Event Request Confirmation](image)

**Event Request Confirmation**

- **Event Name:** Monthly meeting
- **Event Title:**
- **Reference Number:** 2011-AAQGF
- **Event Type:** Meeting
- **Sponsoring Organization:** (Unspecified)
- **Expected Head Count:** 5
- **Start:** March 29 2011 02:00 PM
- **End:** March 29 2011 03:00 PM
- **Date Summary:** No Repeating Dates Were Selected.
- **Date List:** Mar 29 2011
- **Space Preference:** UU 123
- **Resources:**
- **Custom Attributes:**
- **Requirements:**
- **Comments:**
- **Description:**

The reservationist will receive your request and process it for you. When your request has been processed you will receive a confirmation. Be sure to read your confirmation thoroughly as special notes and instructions will be noted on your form.

The only way to cancel a reservation is to send an email to reserve@binghamton.edu. You cannot cancel via the webviewer.