How to Request a GA Room in ROAR

1. Go to the Events tab in ROAR.
2. Run an event search for the subject area in a specific term:
   Go to Search for Events and select “More Search Options” to the right of the keyword box.
   **Note: if you have already developed a saved search, you can select the search under the Pre-Defined Event Searches tab.

Select your subject code as the organization.

3. Right click on the section for which you want to request a different room

4. Select “Edit Event”

5. The Event Wizard will open for the class section.

6. You will need to go to the fifth page - this means clicking four times. **Note: YOU SHOULD NEVER EDIT ANY OTHER INFORMATION EXCEPT FOR THE LOCATION.**
7. Search for the room you want. The Event Wizard will default to “Associated Locations”, which are based on the room characteristics entered in PAWS for this section and/or previous location assignments. You can select a room from this section, but it is not the best way to find an available room. **NOTE: You may need to refresh your results, or the results will default to the previous time you searched for a location using that method.**

If you have a specific room or building in mind, the fastest way to find a room is to select “Search by Location Name” and enter the room or building and search.

You can also search by “Your Starred Locations” if you have any.

If you do not have a specific room or building in mind (or if they are not available) you can search all available GA rooms by going to “Saved Searches” and selecting “Public Searches”. You can click on “GA All Rooms” to search all available GA rooms for this class section, or narrow your search to a specific region of campus. Any saved searches you have created can be searched in this field also.
Advanced Search allows you to search for rooms based on a specific feature, such “AV-Multimedia”, or a specific layout, such as “Horseshoe” or “Rows-Desks”.

8. Select the new room by clicking on it. Both room assignments will now appear under Selected Locations, with the new room on the top and the original room assignment on the bottom:

![](image)

You must leave the original room assigned- we will remove it when we assign the new GA room requested. This is to ensure that if for some reason your request cannot be accommodated, the class section will not be left without a room.

9. Click “Save” on the bottom of the page.

10. This success page should appear:

![](image)

The Registrar’s Office must approve all requests for GA rooms. You will receive a confirmation e-mail from ROAR when the room has been assigned. You will be notified via e-mail if there is any reason why the requested room could not be assigned. E-mail ROAR@uwm.edu with any questions or concerns regarding room requests.