Example of Group of 4 splitting into two groups of 2

Step 1) Remove 2 roommates

Round 1 - Roommate Groups Reconfigure

If you need to reconfigure the size of your group before selecting a room, you can do that now. Otherwise click Save and Continue to Room Selection below to select your room.

You may change your group configuration at any point while your lottery round is open. Are you a group of 8 and there are no 8-person apt. left? Reconfigure into two groups of 4 and you'll see all available 4-person spaces.

Group Leaders Can:
- Delete group
- Remove members
- Fast-associate to another member

Group Leaders will be the ONLY people to select a room online for themselves AND their entire group.

Group Members Can:
- Add or access other members
- Request to merge groups. Whoever requests the merge becomes the new group leader of the merged groups.

**Group: Hogwarts**

- Harry Potter (Group Leader)
- Hermione Granger
- Ron Weasley
- Luna Lovegood

**Search for Roommate Group**
**Search for Roommates by Details**
**Search for Roommates by Profiles**

**Save & Continue to Room Selection**
Step 2) Now when Harry continues he will see availability for his new group size of 2.

Step 3) As Harry is selecting a space for him and Ron, Hermione gets started on making a new roommate group for herself and Luna.
Step 4) Now that she has a roommate group, Hermione can add Luna.
Roommate Search By Details

* Students must have an application to be searchable.
* If you receive a "no matches found" message, they may have already selected housing or be ineligible for the current Lottery Round.

Name First:  Luna
Name Last:    Lovegood

[Search Button]

Group: Hogwarts 2.0

Hermione Granger (Group Leader)

Outgoing Requests

Luna Lovegood
Request Expiration Date: 12/18/2020 10:14

[Cancel Button]

[Save & Continue to Room Selection Button]
Step 5) Luna needs to log in to accept the request to join Hogwarts 2.0

![Image](image1.png)

Step 6) Now Hermione can continue to select as the group leader

![Image](image2.png)

Step 7) Hermione and Luna talked to Harry and Ron while they were picking their assignment so they could all still live in the same building. Harry and Ron picked Brunswick E2 so Hermione is going to look for availability in Brunswick Apt E.
Yay! There was availability
Finalize Your Housing Selection

Your Housing is NOT Yet Confirmed

Below is the housing information you have selected.

Please check over the information and make sure everything is correct. To confirm your housing selection for next year, sign with your Bowdoin ID number (BID) below and click “Confirm My Housing!” as this will complete your housing selection.

- Brunswick E1 Bedroom D, 1st floor, Brunswick Apts
  - 1. Brunswick Apts E1 Bedroom D: Luna Lovegood

- Brunswick E1 Bedroom E, 1st floor, Brunswick Apts
  - 1. Brunswick Apts E1 Bedroom E: Hermione Granger

All done!

Assignment Information

Booking Summary - Spring 2021
Building: Brunswick Apts
Room: Brunswick Apts E1 Bedroom E
Room Type: 2-Person Apartment
My Future Move In Date: 2/6/2021
My Future Move Out Date: 5/22/2021

My Roommate Info:

1. Luna Lovegood - Brunswick Apt - Brk-E1-1

DONE WITH THIS!
Example of Group of 4 splitting into individual groups

What about if the group decided they all wanted to get singles and live with friends in Osher instead?

Step 1) The group leader needs to remove all roommates
Step 2) Ron, Hermione, and Luna all need to log in and create their own roommate groups. See 1 example below
Step 3) Selecting rooms: While they are making their groups, Harry lets everyone know that he selected Osher 211 since the whole floor is still open. Hermione finishes first and selects Osher 212 (note she can see Harry is her floormate).

After confirming Hermione is all done!
Ron and Luna follow the same process and choose Osher 213 and 214. Yay the plan worked and the group all got singles near each other!
Assign Beds

Preview of Floormates:
Osh-211:1 Harry Potter
Osh-212:1 Hermione Granger
Osh-213:1 Ron Weasley

My Room

Osher 214

Luna Lovegood
Osh-214:1

GO BACK TO ROOM SELECTION  ASSIGN BEDS & CONTINUE