1. When it is the Group Leader’s time to select, they should return to the homepage of resweb.brown.edu and select either “Junior Senior Housing Lottery Selection” or “Sophomore Housing Lottery Selection”
   - Junior Senior Lottery Selection (ends at 4/6/2018 5:00 PM)

2. Once in the system, you will be shown available rooms that match the exact number of people you are trying to assign. For example, if you are assigning two people, the system will only show doubles. Keep in mind that as rooms get chosen, they will automatically be removed from view, so when it is your turn you will only see what has NOT been picked yet AND fit the exact number of people you are trying to assign.

3. The Group Leader should always select for themselves first, in this example the group leader will be searching for a single room for them self, then a single for their other group member.

4. By not including the group member, the system will only display rooms that have single occupancy available. If there is a check mark next to your requested roommates name the system will only display spaces that have double occupancy.

5. By clicking on the room name you will be brought to the following screen asking you to confirm and click “Select This Room”.

<table>
<thead>
<tr>
<th>Name</th>
<th>Room Rate</th>
<th>Open Occupancy</th>
<th>Special Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>315 THAYER 414</td>
<td>Regular Room Rate</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>315 THAYER 415</td>
<td>Regular Room Rate</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>315 THAYER 417</td>
<td>Regular Room Rate</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>315 THAYER 419</td>
<td>Regular Room Rate</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
6. You will receive a confirmation email from Housing_Lottery@Brown.edu confirming your selection for the next year.

7. Next, you will need to select for your group member. Return to the Home Screen and select the link that begins with “You are a designated proxy for…”

   **Fall 2018**

   - You are a designated proxy for Richard Hilton. Please click on this link to perform actions as a proxy

8. Next, select the link that says either “Junior Senior Housing Lottery Selection” or “Sophomore Housing Lottery Selection” depending on which lottery you are participating in.

   **Fall 2018**

   - Junior Senior Lottery Selection (ends at 4/8/2018 5:00 PM)

9. Because this was a group of two, and one member has all ready been assigned, this roommate will not be able to request roommates and will only be able to select rooms with single occupancy.

   Room Search in progress...
   Below is a list of rooms that meet your selection criteria.
   To select a room click the red link with the Building Name and Room Number that corresponds to your choice. Choices available reflect the amount of people in your group, the building you selected, and the room rate you are willing to pay.
   To perform another search, click the “Return to search criteria” link on the right. This will bring you back to the previous screen where you can select a new building and room rate.

   ![Room Selection Table]

10. Once the Group Leader has selected housing for this Group Member, they will receive an email from Housing_Lottery@Brown.edu with their assignment confirmation.