

HOW TO SEARCH AND SELECT YOUR
ROOMMATE AND/OR SUITEMATES AT
GRANVILLE TOWERS

2020/2021

A FEW THINGS TO KNOW BEFORE YOU BEGIN:

- Your preferences in RoomSync are due by May 15, 2020
- Room assignments will be distributed to the resident only on June 15 and June 16. If you have not received your room assignment by June 17, please email granvilleroomsync@gmail.com.
- If you have a roommate/suitemate in mind (i.e. you know you want to live with Sally Smith), all parties must join RoomSync to request one another. You will be able to type in this individual's name directly to locate their profile.
- If you do not have a roommate/suitemate in mind, RoomSync will help you find some potential matches by showing you your percentage of compatibility with others based on how they responded to our lifestyle questions. That is why it is important to be honest!
- Residents will gradually register for RoomSync, so the pool of residents to choose from will grow
- Only GT residents should complete this process. Parents, DO NOT complete this for your student.
- There are only two floor types you can select: Coed and All Female. For incoming first year students, we strive to put you all in First Year Experience floors where you will enjoy specialized programming and events, and a lower resident to Resident Advisor ratio. Space on the All-Female hall is EXTREMELY LIMITED and is NOT guaranteed.
- If you have participated in the Room Draft (only applies to residents with upperclass standing in Fall '20), then you do not need to use RoomSync because we recorded your roommate and suitemate(s) requests during the Draft.
- Once you have completed the RoomSync registration process, you will need to select your suitemate(s) and roommate (if applicable). You will need to send each of these individuals a request. All of these individuals must approve one another. If you are in a Traditional Double, you will need to select the bubble designating which of the roommates will be your actual roommate. If you do not, we will automatically assign roommates within the suite.

A FEW THINGS TO KNOW BEFORE YOU BEGIN:

- Once you have completed the RoomSync registration process, you will need to select your suitemate(s) and roommate (if applicable). You will need to send each of these individuals a request. All of these individuals must approve one another.
- If you are in a Traditional Double, you will need to select the bubble designating which of the roommates will be your actual roommate. If you do not, we will automatically assign roommates within the suite.
- If you are in a Traditional Single, Franklin, or Rameses, the person you approve will automatically be designated as your suitemate.
- If you are in a Traditional Double room, and would like to be suitemates with someone who is in a Traditional Single room (or vice versa), please email your request to granvilleroomsync@gmail.com. Each room type has a different passcode. **Therefore, you will not be able to access other students in other room types.** Because RoomSync will not allow a match up between Traditional Double rooms and Traditional Single rooms within a suite, the only way for us to know that you would like to be suitemates is if you email granvilleroomsync@gmail.com.

IF YOU ARE USING A COMPUTER, CLICK THE ROOMSYNC QUICKJOIN LINK IN YOUR “WELCOME TO GT” EMAIL

Welcome to Granville Towers! Inbox x Granville x

Granville Towers Leasing <granvilletowerslease@greystar.com> to me 2:14 PM (0 minutes ago) ☆ ↶ ⋮

Dear Allison Hinson:

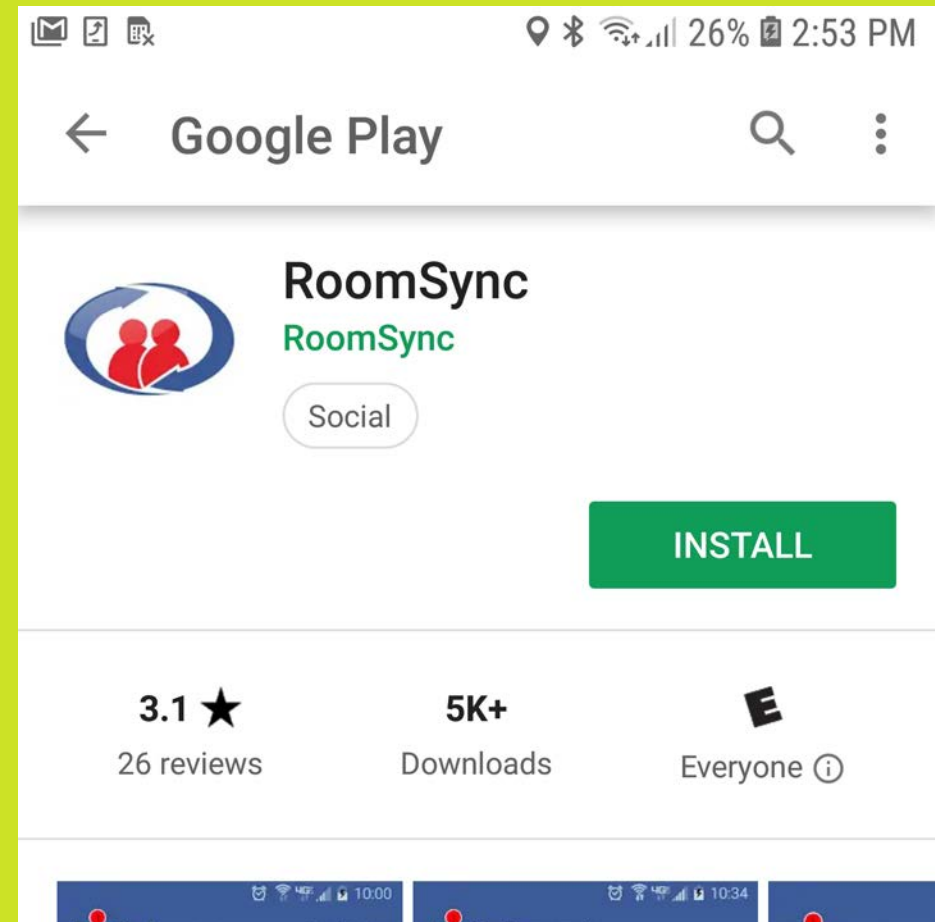
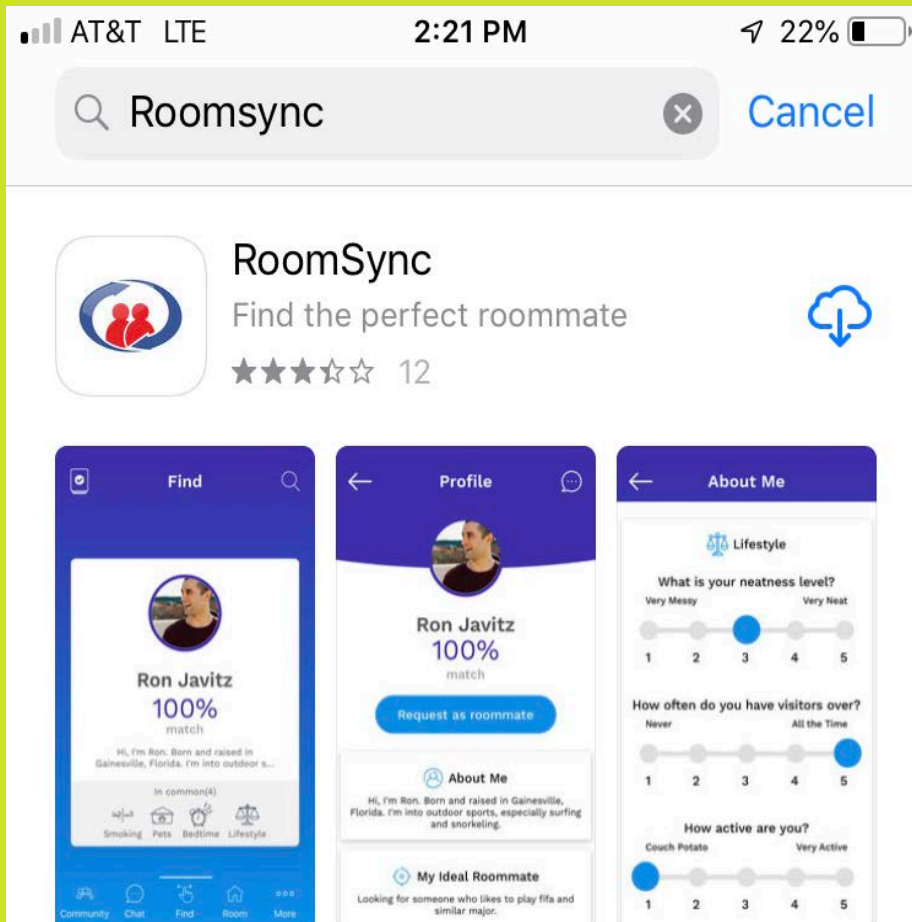
Thank you for choosing Granville Towers for the _____ school year! We're looking forward to having you as a resident!

Below are several documents and resources that you'll want to download and save to your computer immediately or print out as a reference as you prepare for your move.

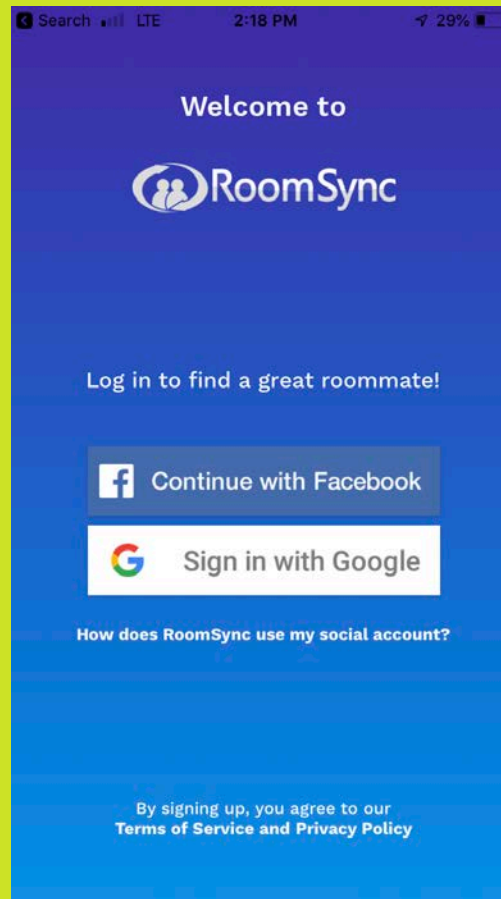
1. COMPLETED LEASE AGREEMENT. Your lease and executed Parental/Sponsor Guaranty are attached. Your payment amounts and due dates along with your room and meal plan type are on the first two pages. **WE DO NOT SEND OUT INVOICES OR REMINDERS.** Your first payment is due **July 1**,
2. PAYMENT OPTIONS: download by clicking <http://bit.ly/2fhutFC>. For specific instructions regarding how to make an online payment, please click here: <https://bit.ly/2yTLsdo>
3. STUDENT AID: Residents who will use student aid (grants, loans, scholarships) to pay for their housing may qualify for a Deferred Payment Agreement. **Returning residents must complete this process each year.** We are in the process of updating our financial aid process handouts. These will be available for download from our Granville website once the updates are complete.
4. PARKING: Students who will be first year class standing in the fall may place their name on our parking waitlist by clicking: [REDACTED] Review the dates for parking permit sales [here](#).
5. Download helpful information about Granville Towers through the [Guidebook app](#) on your device's App Store or Google Play Store.
6. ROOM PREFERENCES/ROOMMATES/SUITEMATES: Granville room preferences are due via RoomSync by _____. All Granville room assignments will be emailed over the course of two days. Your room assignment will be emailed on Thursday _____. If you have not received your room assignment by 8 am _____ please email us at granvilleroomsync@gmail.com.

- You are now able to start selecting who you would like as a roommate and/or suitemate. Please keep in mind that RoomSync is simply a tool to help you find someone who you would like to request as your suitemate. If you have a roommate and/or suitemate in mind, all parties will have to join RoomSync to request each other. Don't have a roommate/suitemate in mind? No worries! RoomSync will help you find your perfect roommate/suitemate. Residents will gradually register for RoomSync, so the pool of residents to choose from will continue to grow. Please check RoomSync regularly to view suggested matches or to see what other residents have been added.
- You can now select your own roommate/suitemate and meet other residents through the RoomSync app: You can start searching here:
 - **Traditional Double:**
Desktop: <https://quickjoin.roomsync.com/?networkid=182&subnetworkid=2&uniftypeid=3&PassID=1901>
Mobile App Passcode: 1901

IF YOU ARE USING A SMARTPHONE OR TABLET,
DOWNLOAD THE ROOMSYNC APP FROM YOUR
DEVICE'S APP STORE.



ONCE YOU REACH THE ROOMSYNC APP PAGE, LOG IN USING YOUR FACEBOOK/GOOGLE CREDENTIALS



LOCATE YOUR NETWORK BY TYPING GRANVILLE TOWERS IN THE SEARCH BOX

The screenshot shows the RoomSync website's search interface. The background is a dark blue gradient with a faint network diagram of people icons connected by lines. In the top left corner is the RoomSync logo. Below it are two menu items: 'Logout' with a right-pointing arrow and 'Contact Us' with an envelope icon. In the top right, the heading 'Find your Network' is displayed above a white search input box containing the text 'Granville Towers'. Below the search box, the text 'Granville Towers' is shown, indicating a search result. At the bottom, there is a paragraph of instructional text and a button for the support email address.

RoomSync

Find your Network

Granville Towers

Granville Towers

Type the name of your university, property, organization or conference. If you don't see your network they may be under a different name. Contact us if you need help, support@roomsync.com.

Contact us if you need help at

support@roomsync.com

SELECT YOUR SUB-NETWORK

RoomSync

← Find your Sub-network

→ Logout

✉ Contact Us

Traditional single room >

Traditional double room >

The Franklin >

The Rameses >

Select a subnetwork from the options below. If you are not sure which subnetwork to select, please contact us at support@roomsync.com.

support@roomsync.com

SELECT YOUR UNIT TYPE

RoomSync

← Select Your Unit Type

→ Logout

✉ Contact Us

Traditional double room >

Select a unit type from the options below. If you are not sure which unit type to select, please contact us at support@roomsync.com.

support@roomsync.com

IF YOU HAVE A SIGNED LEASE, YOU SHOULD
HAVE RECEIVED A ROOMSYNC PASSCODE –
ENTER THIS INTO THE PASSCODE BOX

RoomSync

← Enter your Passcode

→ Logout

✉ Contact Us

Passcode

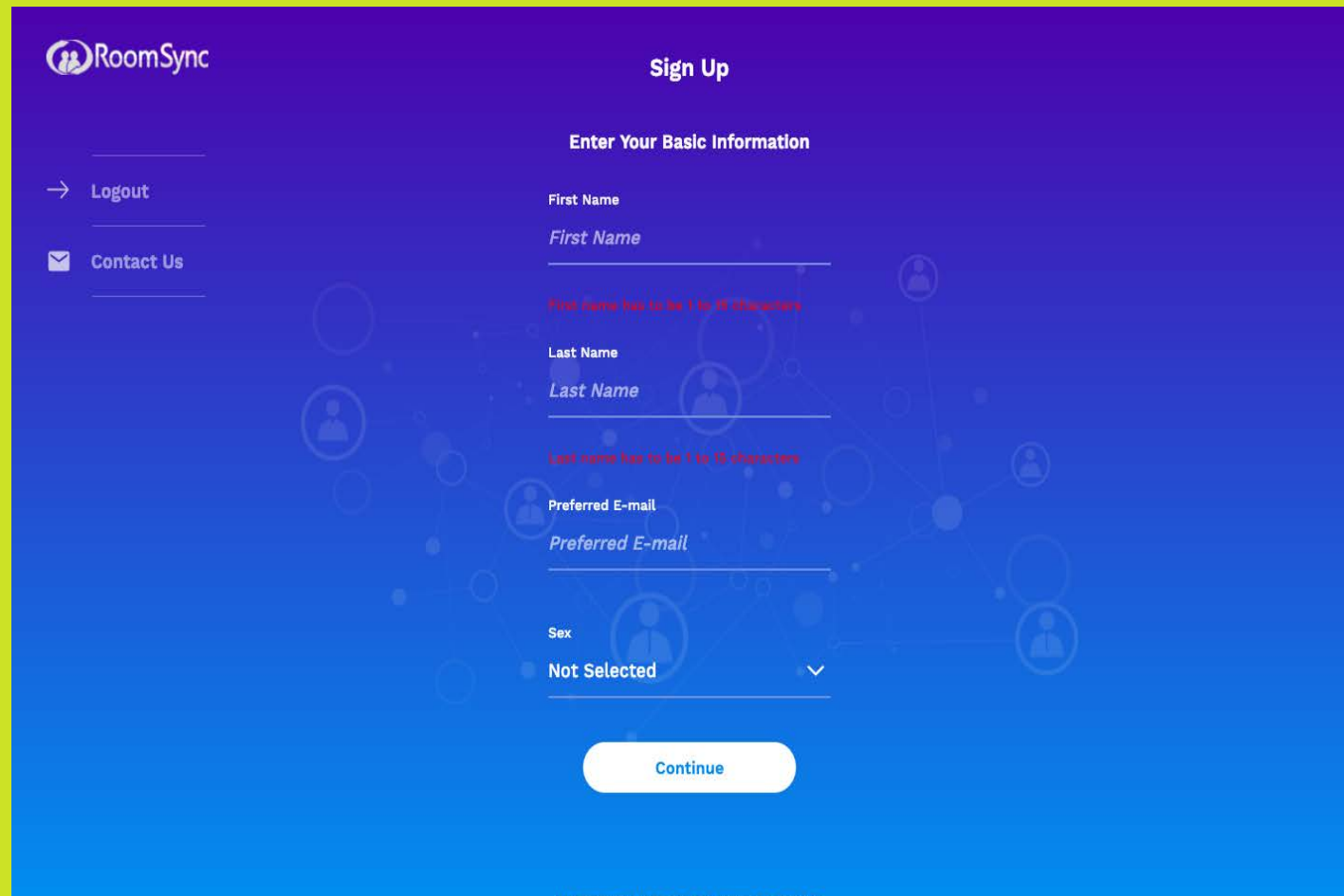
Passcode

Continue

Users do not receive a Passcode automatically after creating a RoomSync account. A Passcode or special web link will be sent by your housing office to the e-mail on your housing record after you commit to housing and after your community begins the roommate matching process for the current year. If you have further questions, please contact support@roomsync.com.

support@roomsync.com

FILL IN YOUR BASIC INFORMATION



The image shows a 'Sign Up' form for RoomSync. The form is titled 'Enter Your Basic Information' and includes fields for First Name, Last Name, Preferred E-mail, and Sex. The First Name and Last Name fields have red error messages indicating they must be 1 to 18 characters long. The Sex field is a dropdown menu currently set to 'Not Selected'. A 'Continue' button is located at the bottom of the form. On the left side of the form, there are links for 'Logout' and 'Contact Us'. The RoomSync logo is in the top left corner.

RoomSync

Sign Up

Enter Your Basic Information

→ [Logout](#)

✉ [Contact Us](#)

First Name
First Name

First name has to be 1 to 18 characters

Last Name
Last Name

Last name has to be 1 to 18 characters

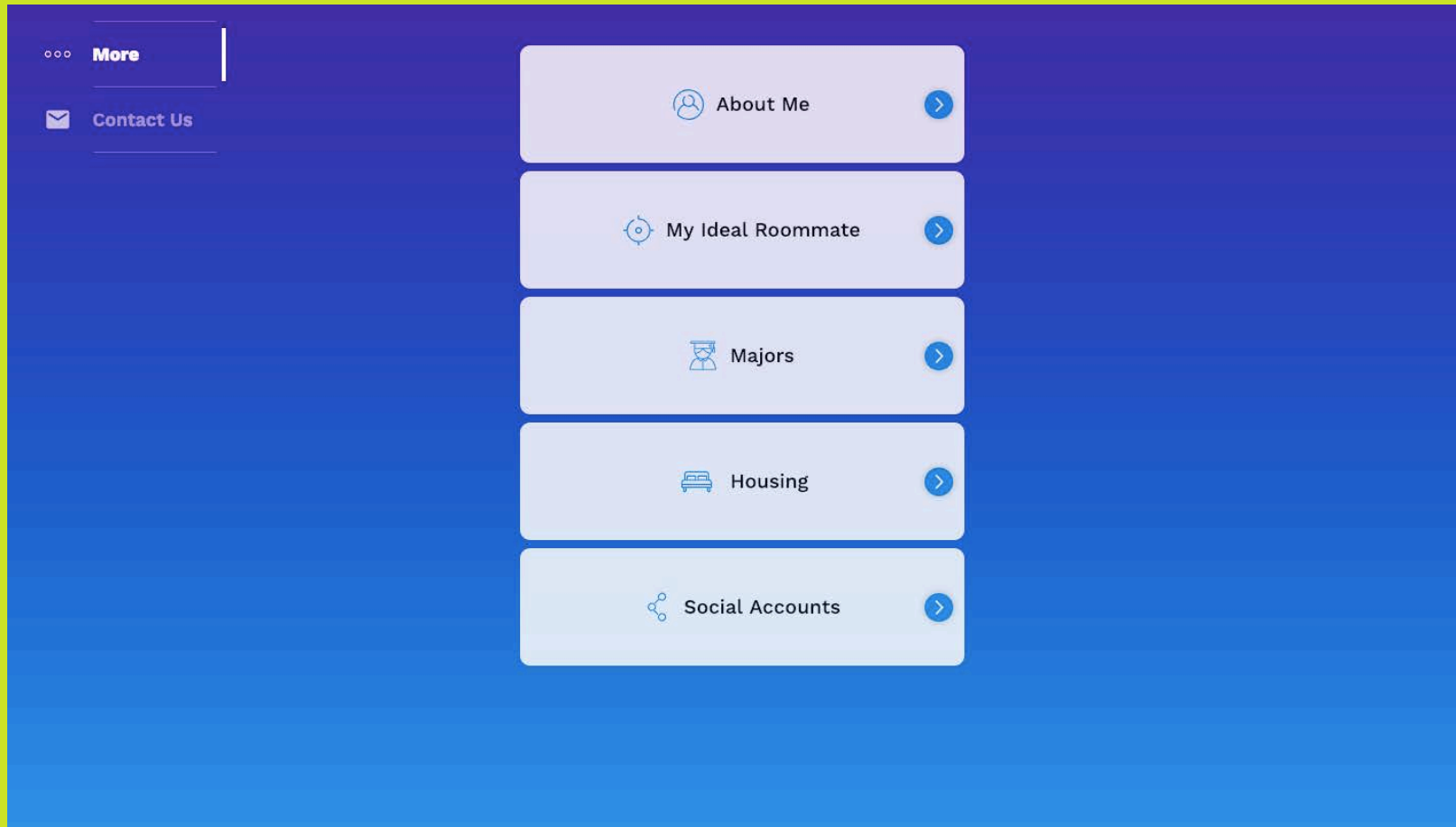
Preferred E-mail
Preferred E-mail

Sex
Not Selected

[Continue](#)

We would love to hear from you

YOU CAN NOW BEGIN ENTERING
INFORMATION THAT WILL HELP YOU FIND
THE PERFECT ROOMMATE/SUITEMATES!



ONCE YOU HAVE FILLED IN YOUR PROFILE,
YOU WILL BE ABLE TO SEARCH FOR PEOPLE
AND BROWSE POSSIBLE MATCHES.

The screenshot displays the RoomSync app interface. At the top left is the RoomSync logo. A navigation menu on the left includes options for Community, Chat, Find (which is highlighted), Room, More, and Contact Us. The main content area shows a profile for Allison Hinson, featuring a circular profile picture of a man and a woman. Below the name, it indicates a 100% match. A note below the match score reads: "Please do not select me as a roommate. I am part of the Granville staff and am...". Underneath, it lists "In common(3)" with icons for Smoking, Bedtime, and Lifestyle. On the left side of the profile card is a "Skip" button with a left arrow, and on the right is a "Like" button with a right arrow.

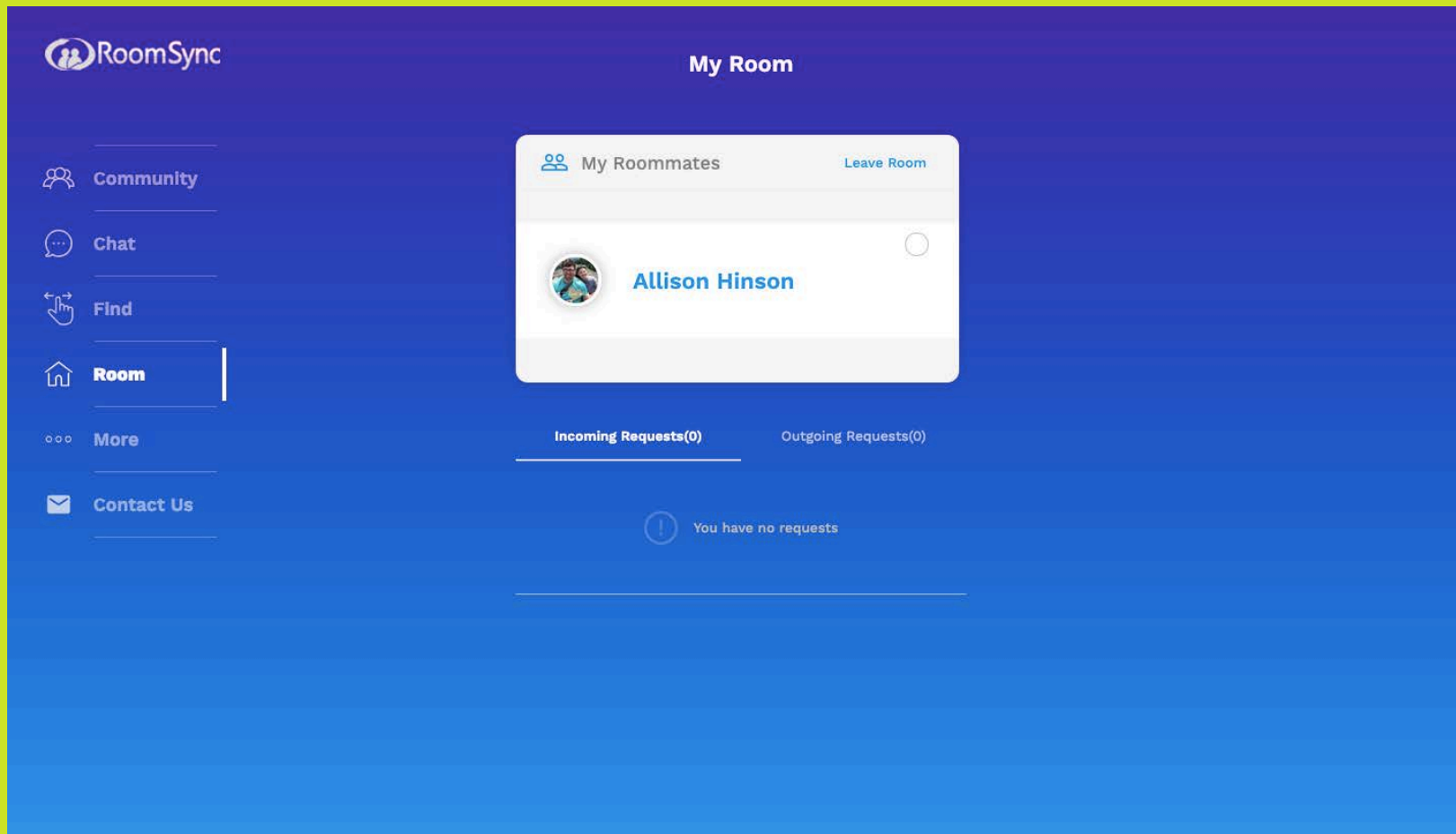
YOU CAN ALSO LOOK BACK AT SWIPES THAT YOU'VE SAVED. CLICK REQUEST ROOMMATE ONCE YOU HAVE MADE YOUR FINAL DECISION!

The screenshot displays the RoomSync mobile application interface. At the top left is the RoomSync logo. The navigation menu on the left includes Community, Chat, Find (highlighted), Room, More, and Contact Us. The main content area is titled 'Saved' and shows a profile for Allison Hinson. The profile includes a circular photo, a bio stating 'Please do not select me as a roommate. I am part of the Granville staff and am happy to answer any...', and a '100% match' indicator. Below the match indicator are icons for 'In common(3)' with symbols for a calendar, a clock, and a scale. At the bottom of the profile card are 'Start Chat' and 'Request as roommate' buttons. A 'Skip' button with a left arrow is positioned to the left of the profile card. A 'Load more' button is located below the profile card.

YOU CAN CHECK INCOMING AND OUTGOING REQUESTS FOR ROOMMATES UNDER THE "ROOM" TAB

The screenshot displays the RoomSync application interface. On the left is a vertical navigation menu with the following items: Community, Chat, Find, Room (which is highlighted with a white underline), More, and Contact Us. The main content area is titled 'My Room' and contains a 'My Roommates' section. This section shows a message: 'You have no roommates' with a warning icon. Below this, there are two tabs: 'Incoming Requests(0)' and 'Outgoing Requests(1)'. The 'Outgoing Requests(1)' tab is active, showing a request card for Allison Hinson, dated February 4, 2019.

ONCE YOU AND YOUR ROOMMATE/SUITEMATES HAVE ACCEPTED EACH OTHER, YOU WILL SEE THEIR NAME UNDER THE ROOM TAB



YOU NEED TO SELECT THE BUBBLE BESIDE
THE NAME OF THE PERSON THAT YOU
WANT TO BE YOUR ACTUAL ROOMMATE

The screenshot displays the RoomSync application interface. On the left is a navigation sidebar with icons and labels for 'Community', 'Chat', 'Find', 'Room', 'More', and 'Contact Us'. The 'Room' option is currently selected. The main content area is titled 'My Room' and features a 'My Roommates' section. This section includes a 'Leave Room' link and a list of roommates. One roommate, Allison Hinson, is shown with a profile picture and a blue bubble containing a checkmark, indicating she is the selected roommate. A red arrow points to this bubble. Below the roommates list are sections for 'Incoming Requests(0)' and 'Outgoing Requests(0)', both showing 'You have no requests'.