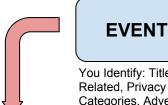
How to Schedule a Simple Event

1. Define your Event



Example: Open Mic Night!

You Identify: Title, Start/End Date, Campus/Non Campus Related, Privacy Setting, Sponsor Work Area, Event Categories, Advertised Description

2. When the Event is Singular, the Activity should be the same title.



Example: Open Mic Night!

You Identify: Name, Participants, Privacy Setting, Recurrence, Start Time, Duration

How do I Request a Space?

These are the basic steps for creating an event, defining a single activity then requesting space. Once submitted, a space scheduler will look at your request and find you the best space to reserve in order to fit your needs.

4. Reservation Finalized

Once a space is assigned and confirmed, it has now reached the "Reserved" status.

It is at this point, that the event will be viewable by others if you chose "only students, faculty and staff" or "public" for your event privacy setting.

Reservation

3. Request a Space for the Activity



This request will be in a "Request Submitted" status until a space scheduler assigns a space and confirms it.

You Identify: Activity Type, # of Participants, Space Needs, Pref Building, Pref Room, Set up/Tear Down Time, More than one Space Needed