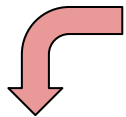


# How to Schedule and Reserve Space for Classes

## 1. Define my Event



EVENT

Academic Statement Workshops

**How do I Request a Space?**  
This is the basic workflow for creating an event, defining one or more activities and then requesting space for each activity. Once submitted, a space scheduler will look at your request and find you the best space to reserve in order to fit your needs.

## 2. Define Activities for my Event

Activity 1

Science workshop

Activity 2

Media workshop

Activity 3

Performing Arts workshop

## 4. Reservation Finalized

Reservation

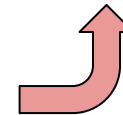
Once a space is assigned and confirmed, it has now reached the “Reservation” status, which can be..

## 3. Request a Space for each Activity



Space Request

This request will be an “open” request until a space scheduler assigns a space and confirms it.



[wikis.evergreen.edu/schedule\\_overview](https://wikis.evergreen.edu/schedule_overview) link