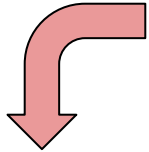


# How to Schedule a Multiple Activity Event

## 1. Define an Event



### EVENT

Ex.: New Student Orientation

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

## 2. Create Multiple Activities for the Event

### Activity 1

(Name will initially default as Event Title)

Ex. #1: Evergreen Welcome

### Activity 2

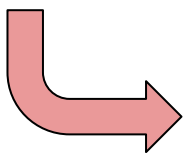
Ex. #2: Meet the President and Senior Staff

### Activity 3

Ex. #3: Developing Partnerships for Student Success

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

## 3. Request a Space for each Activity



### Space Requests

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, More than one Space Needed

## How do I Request a Space?

This is the basic workflow for creating an event, defining more than one activity for the event, and then requesting space for each activity. Once the space requests are 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

### Reservations

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

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

