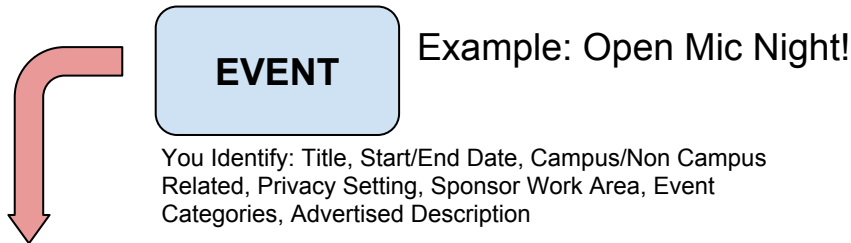


How to Schedule a Simple Event

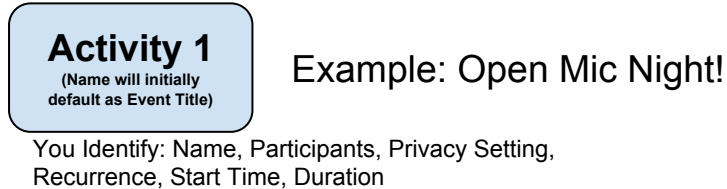
1. Define your Event



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.

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



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.

3. Request a Space for the Activity

