EVENT WIZARD & CREATE AN EVENT TAB

1. Click on the Event Wizard tab on top, or the green ‘Create an Event’ button from the Dashboard, to create a new event.
2. Enter the, Subject/Dept, Purpose of your event, and the Event Dates in the Event Name field.
3. Select the most appropriate Event Type.
4. Select your Organization/Department name.
5. Enter the number of guests you are expecting.
6. Select ‘No’ if your event has one date, and ‘Yes’, if your event has multiple dates.
7. Type the first date, start time, and end time of your event, check the application bullets and click ‘Next’.
8. If your event repeats, select the appropriate option from the list—’Repeats Ad Hoc’ etc., and select additional dates.
9. Location Name: Search for a location by building abbreviation, exact name (if you know it), or by selecting from the Public Searches.
10. Click on your room preference from the list. You can select multiple rooms.
11. Enter specific information, or additional information in the Comments box.
12. Save your draft.
13. You will be able to View the Details, Edit your draft if you need to, or send an email from your event.

Your pending draft will now be forwarded to our department for processing and you may receive an automated email regarding your submission. Once you save your draft, you can rest assured that we can see the draft.

DASHBOARD

FIND AVAILABLE LOCATIONS

If you know when your event is taking place…

1. Click on the first link and enter the date, time, and head count for your event.
2. Choose a Location Search and click ‘Show me what’s available!’
3. If no desired location shows up, you can choose to search for a larger space by clicking the link at the bottom of the menu. You can also adjust your event time/date.
4. Click ‘use this location’. You will be forwarded to the Event Creation and Editing tab.

If you know where you would like your event to take place…

1. Click on the second link, enter the room or building name (the more specific the better), and click ‘Go’.
2. Select your location from the drop-down menu that appears and click ‘Show me this location’s availability’.
3. You will be forwarded to the Availability Calendar.
4. Click anywhere on the calendar to be forwarded to the Event Wizard tab.

Note: To get back to the original screen, click on the circular arrow.

QUICK SEARCH

Enter either an event name, ID, or a location name into the appropriate field in the menus on the left-hand side of the home page. If you are searching for an event, you will be forwarded to a list of confirmed or tentative events with titles that match your keyword. If you are searching for a location, you will be forwarded to a list of rooms that fit your search criteria. You can click on a room name to view its availability in the Availability Calendar.

YOUR UPCOMING EVENTS (Approved & Pending)

This shows you the list of your future events, including your approved (Tentative state) and your pending (Draft state) ones. This tab is below the ‘Create an ‘Event’ tab in the center of the page. Your role technically is of a ‘Requester’, but you may see some of the same requests under the role of the ‘Scheduler’ as well. Please click on both and ignore the role name.

YOUR EVENT DRAFTS (Pending requests)

This shows you the list of your future events that are pending. They are in the ‘Draft’ state. This tab is below the ‘Your Upcoming Events’ tab in the center of the page. Your role technically is of a ‘Requester’, but you may see some of the same requests under the role of the ‘Scheduler’ as well. Please click on both and ignore the role name. Once you save your draft, we see it on our side, and if you want to find it, you can do so from your Home/Dashboard.

STARRING

If there are locations or events that you view or use often, you can ‘star’ them and they will show up on your home page (in the menus on the right-hand side) and within the Event Creation and Editing Tab. Any time you run a location or event search, blank stars will appear for you to star them if you wish to.