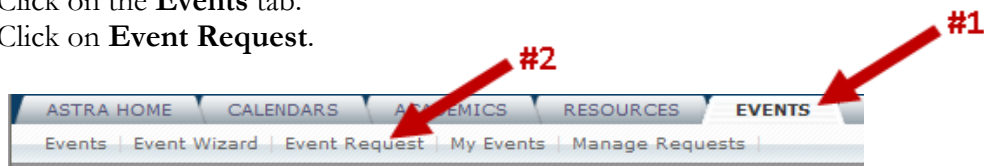


How to Request Events

1. Click on the **Events** tab.
2. Click on **Event Request**.

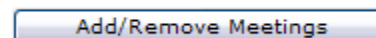


3. You will be redirected to the **Event Request Wizard**.
4. Complete the title of the event and select which form you would like to use.
 - a. **Academic Events:** Use this form for events such as Reviews, Exams, Speakers, Course Related Films, Etc.
 - b. **Student Organizations:** Registered student organizations must use this request form.
 - c. **Law School Events:** All requests for rooms in the Law School must use this form.
 - d. **Law Student Organizations:** Law student organizations must use this request form for rooms in Law or Lanier.
5. Click Next.

A screenshot of the 'Welcome to the Event Request Wizard' page. It features a form with the following elements: a header with a book icon and the text 'Welcome to the Event Request Wizard'; a text input field labeled 'Enter the title of your Event' with 'Event Name' below it; a dropdown menu labeled 'Select an Event Request Form' with options: Academic Events, Law School Events, Law Student Organization, and Student Organizations; and two buttons: 'Next' and 'Cancel'. Red arrows point to the 'Event Name' field (#4) and the 'Next' button (#5).

6. Fill out the information requested in the form. Fields marked with an asterisk are required fields.
7. In order to select the dates, times and preferred room for the event, click **Add/Remove Meetings**.

[CLICK HERE to request dates and rooms.*](#)



8. If the Meeting Name is different than the Event Name, make this change during this step.

Note: Event Names and Meeting Names can be different if you are scheduling a large event. The Event Name describes the entire event. The Meeting Names describes the individual sessions.

Example: Event Name – Red Raider Orientation
Meeting Names – Welcome Session, Advising, Registration, etc.

9. Select the **Meeting Type** that best describes your meeting. Then complete the date & times of your meeting and click **Add Meeting**. It will then appear to the right under the **Meetings** tab.
10. Repeat steps 8-10 to add additional dates and times; if there is not a recurring meeting pattern.

Note: If you select dates/times that occur on a university holiday, Independent Study Day, or Final Exam dates, these will be notated with a red astericks and note that says “*Conflicts with Holiday will not be scheduled.”



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11. If your meetings have a recurring pattern, complete the date & times of your first meeting and click **Add Recurring Meeting**.

The screenshot shows the 'Create Meetings' form with fields for Meeting Name, Description, Meeting Type (set to 'Class Activity'), and Max Attendance (set to 0). The 'Requires Room' checkbox is checked. The 'Meeting Times' section is highlighted in yellow and contains 'Start On: 7/4/2011 08:00 AM' and 'Ends On: 7/4/2011 09:00 AM'. At the bottom, there are two buttons: 'Add Meeting' and 'Add Recurring Meetings'. A red arrow points to the 'Add Recurring Meetings' button, with the text '#11' next to it.

12. From the **Recurrence Pattern** screen, you can choose the times, **Day Pattern**, and **Date Range**. Under the **Day Pattern**, you have the option of **Daily**, **Weekly**, **Monthly**, and **Yearly**. The **Day Pattern** will change based on which option you choose. Click **OK**.

13. Once the meetings have been added, click **Request Rooms**. If you do not want to request a specific room, you can click **Save and Update Request** to return to the event request form.

The screenshot shows the 'Request Rooms' screen with three buttons at the top: 'Save and Update Request', 'Request Rooms', and 'Clear Meetings'. Below the buttons is a table of meetings. Two red arrows point to the 'Save and Update Request' and 'Request Rooms' buttons. Below the table, there are two red arrows pointing to the text 'Return to Request Form (Skip to step #18)' and 'Select Room (Go to step #14)'.

Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete
Meeting Name	6/19/2011	8:00 AM	9:00 AM	6/19/2011	Unassigned	⊘
* Meeting Name	7/4/2011	8:00 AM	9:00 AM	7/4/2011	Unassigned	⊘

Return to Request Form (Skip to step #18) Select Room (Go to step #14)

14. A list of rooms will generate and show as **Available** or **Unavailable**. If a room is **Unavailable** it cannot be selected. Click on the room name or **Available** to select the room(s) preferred.

Note: All rooms are shown as **Unavailable** on university holidays due to campus being closed.

Note: You can set a filter based on a building, features and/or room capacity. Refer to the **How to Set a Filter FAQ** for detailed instructions.

15. If the meeting dates and times need to be amended, you can click **Edit Meetings** and return to the previous screen.

16. If you need additional details about a room, hover your cursor over the orange dot next to the room number and **Room Details** will pop-up.

The screenshot shows a list of rooms with columns for Room, Capacity, Type, Meeting Name, and Meeting Time. A mouse cursor hovers over an orange dot next to the room number 'AFS 00101'. A 'Room Details' pop-up window is shown for room AFS 00101, displaying room type, capacity, campus, and a list of features with quantities and categories.

Room	Capacity	Type	Meeting Name	Meeting Time
AFS 00101	77	Classroom (110)	6/19/2011 8:00 AM - 9:00 AM	7/4/2011 8:00 AM - 9:00 AM
AFS 00102				
AFS 00102A				
AGED 00102				
AGED 00107				
AGRI 00208				
AGRI 00214				
AGRI 00308				
AGRI 00311				

Room Details: AFS 00101

Room Type: Classroom (110)
Capacity: 77
Campus: TLB
Description:

Feature	Quantity	Category
Fixed Furniture		Furniture/Seating
Moveable Chairs	77	Furniture/Seating



17. Click **Save and Update Request**.

18. You will be returned to the event request form. Any information that was not previously completed should be filled in.

Note: The dates, times and rooms selected will appear under **Request Specifics**. If a room is not selected or the date of a holiday was chosen, the **Location** will show as **Unassigned**.

19. Click **Submit Request**.

If you attempt to submit the request without completing all required fields, you will receive an error message and the required field that was not completed will have a red astericks.



20. Once you have successfully submitted your request, you will receive notification your event request has been completed.

21. After an event request has been submitted, you can view the details and status by clicking on the **My Events** tab. See the **How to Review My Events FAQ** for detailed instructions.



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