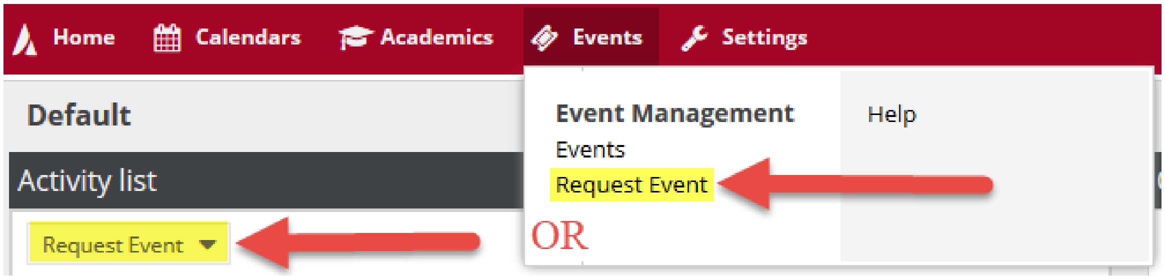
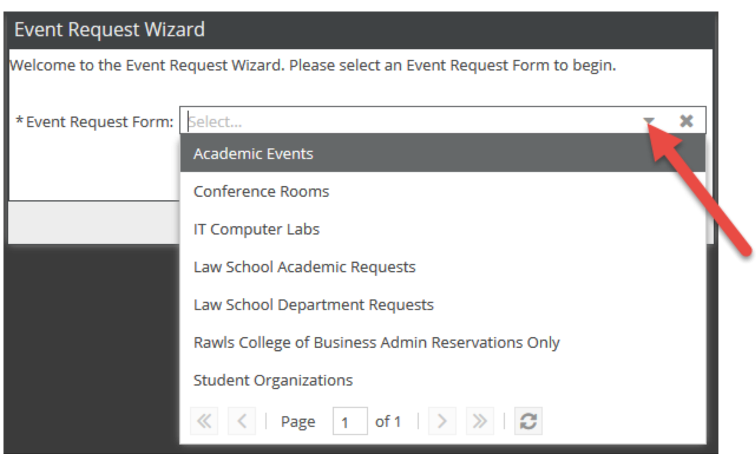
How to Request Events

1. Click **Request Event** from one of two areas:
   a. Under the **Events** tab
   b. Under the **Activity List** on the **Home** page



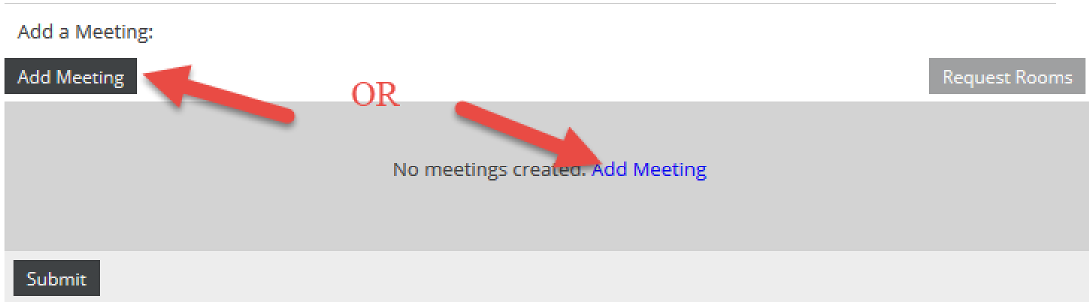
2. You will be redirected to the **Event Request Wizard**.
3. Select the event form you would like to use.
   a. **Academic Events:** Use this form for events such as Reviews, Make-up Exams, Speakers, Course Related Films, Etc.
   b. **Conference Rooms:** Conference rooms that are centrally scheduled through ODPA. This is NOT a comprehensive list of all conference rooms.
   c. **Law School Academic Requests:** Academic requests for rooms in the Law School and Lanier must use this form.
   d. **Law School Department Requests:** Departmental requests for rooms in the Law School and Lanier must use this form.
   e. **Rawls College of Business Admin Reservations Only:** Used to request event in the Rawls College of Business Administration building. Requests using this form should be submitted by a full-time RCOBA faculty or staff member.
   f. **Student Organizations:** Registered student organizations must use this request form.



4. Click **Next**.

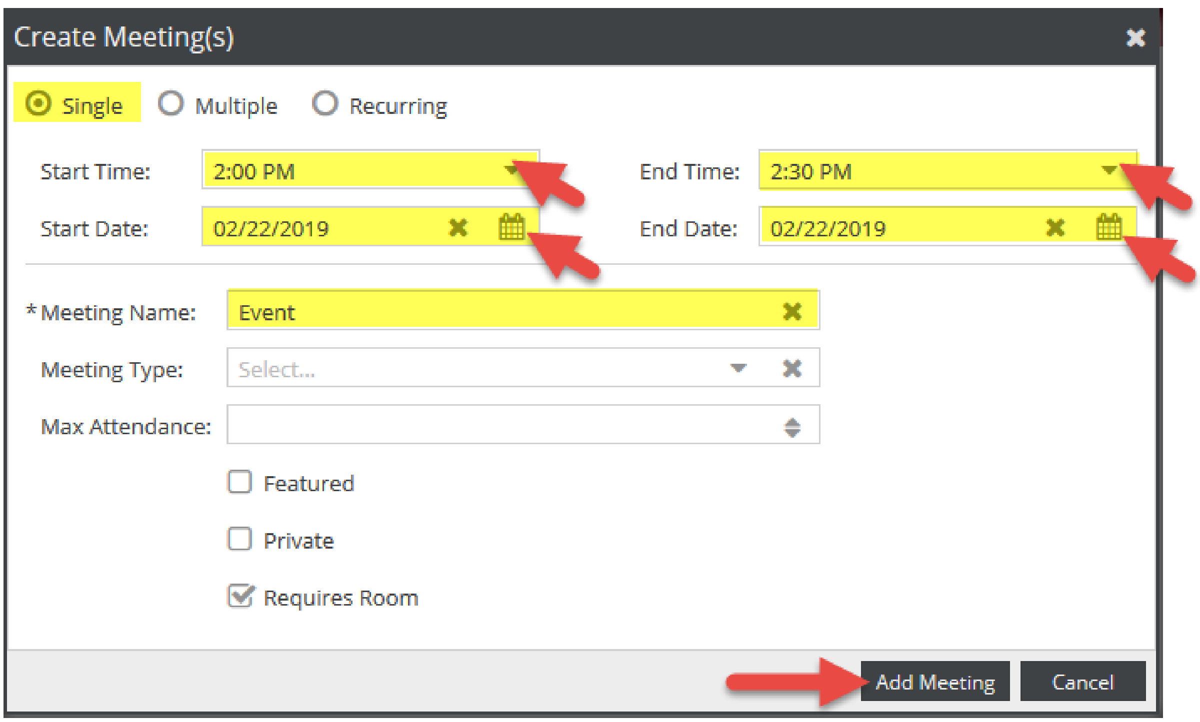
5. Fill out the information requested in the form. Fields marked with an asterisk (*) are required fields.

6. In order to add meetings, click one of the two **Add Meeting** options.

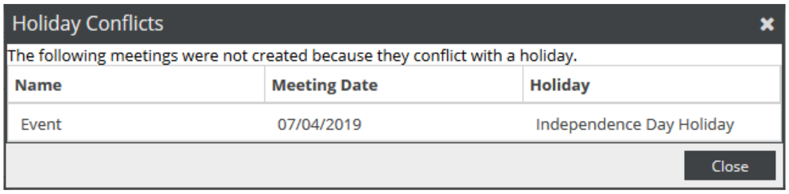


Single Meeting

1. For a single meeting, designate start and end times from the pull-down menu and the desired date from the calendar. Verify that your meeting name is present. Click **Add Meeting**.

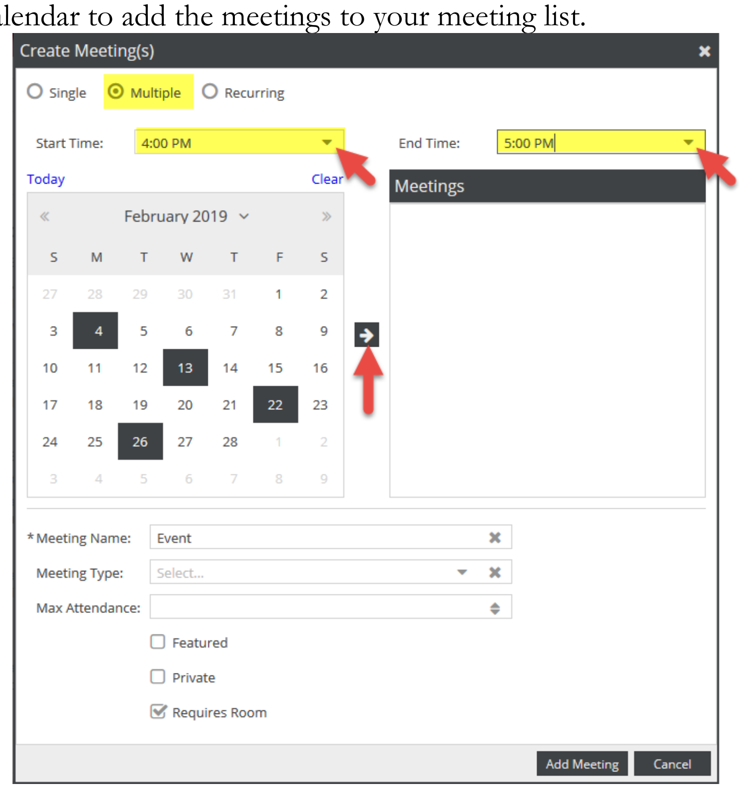


Note: If you select dates/times that occur on a university holiday, Independent Study Day, or Final Exam dates, a Holiday Conflicts box will display, notating which meeting(s) can not be scheduled due to Holiday conflicts

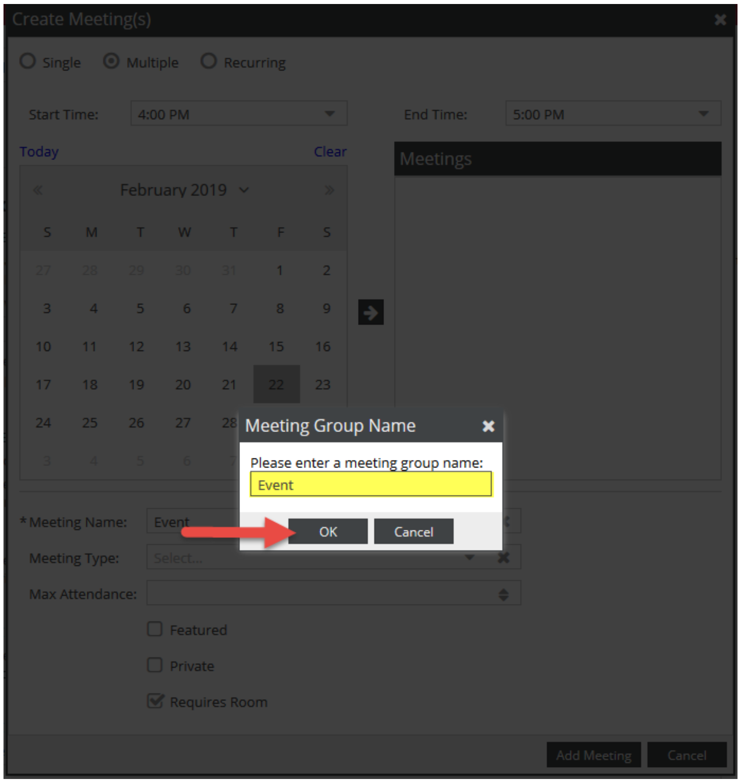


Multiple Meetings

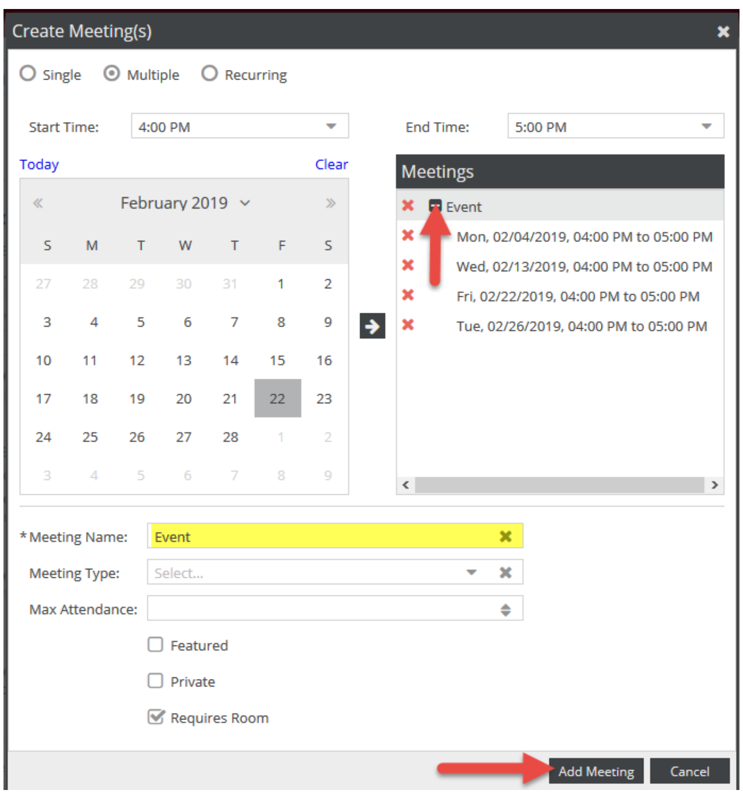
1. For multiple meetings, click the **Multiple** radio button. Designate start and end times from the pull-down menus and the select the desired dates from the calendar. Click the **arrow icon** to the right of the calendar to add the meetings to your meeting list.



2. You will be prompted for a meeting group name. Add a meeting group name and click **OK**.



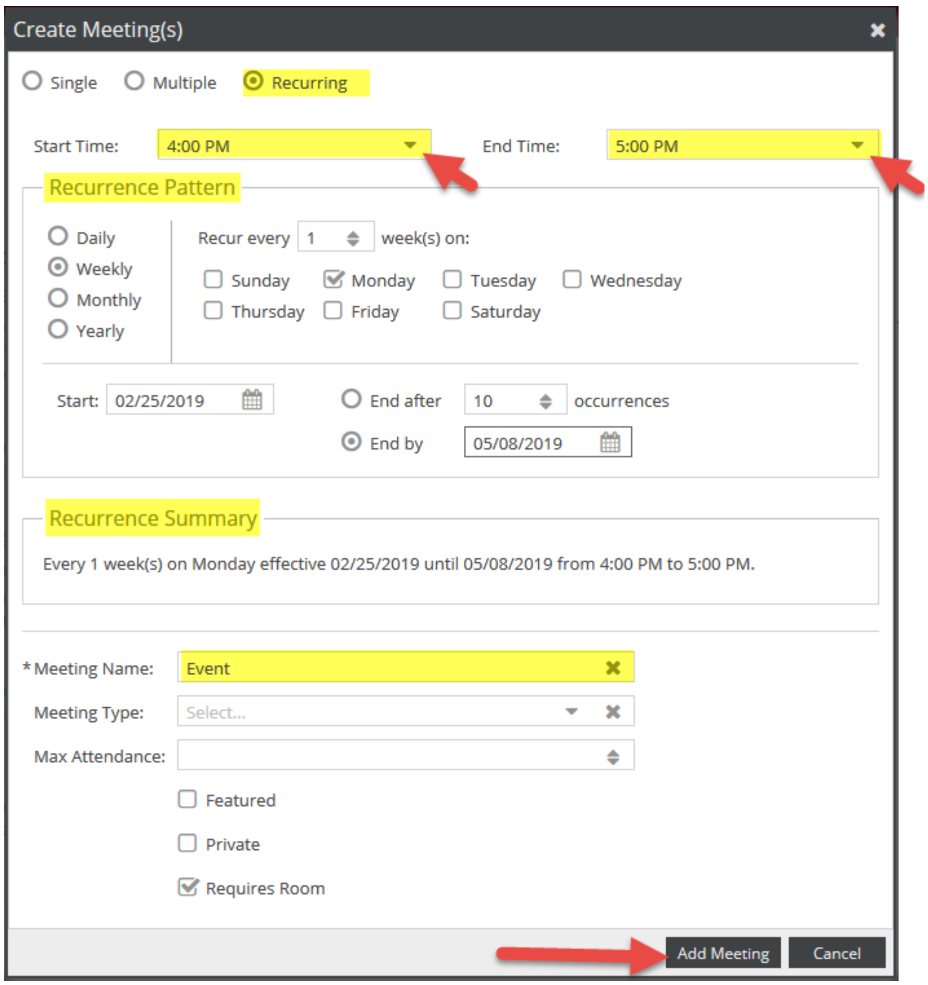
3. Your meetings will appear as a collapsed group under the Meetings column. Click the **plus (+) sign icon** to expand the group and view each meeting instance. Verify that your meeting name is present. Click **Add Meeting**.



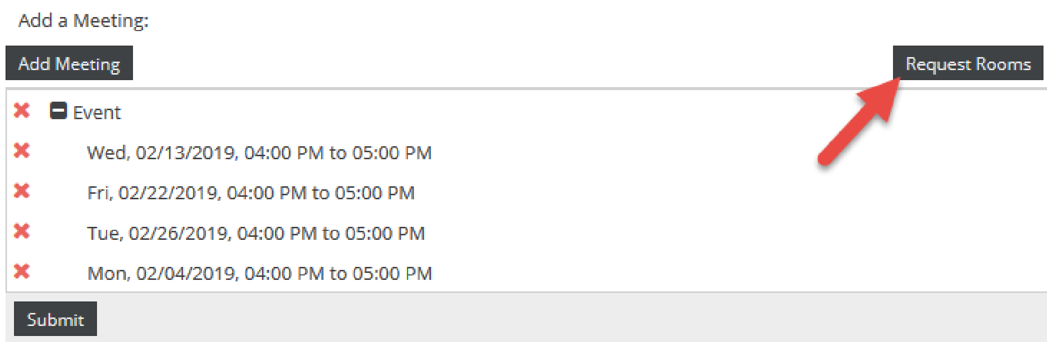
Recurring Meetings

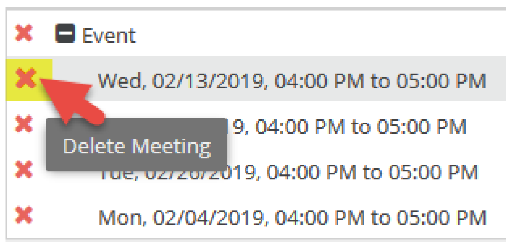
4. If your meetings have a recurring pattern, click the **Recurring** radio button. Select a start and end time from the pull-down menus.

Under Recurrence Pattern, choose a pattern (Daily, Weekly, Monthly, or Yearly**)**, and date range. The pattern options to the right will change based on which option you choose (i.e. days of the week, months of the year, etc). Date range can end after a set number of occurrences, or end by a specific date. The selected time will apply to all meetings in the pattern. Review your recurrence under Recurrence Summary, verify that your meeting name is present, and click **Add Meeting.**

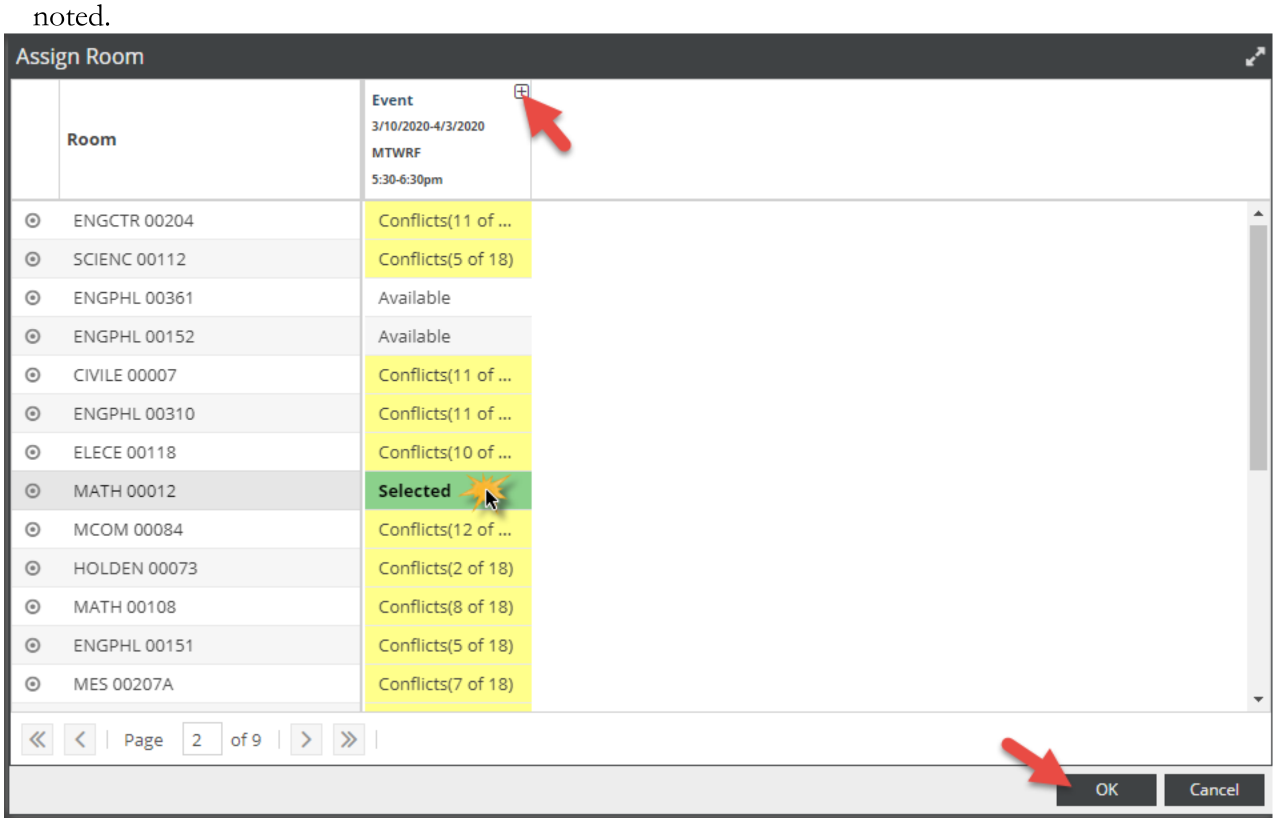


5. Once the meetings have been added, click **Request Rooms** to request a room only for your meetings. To delete meetings, click the **X icon** next to the applicable meeting.

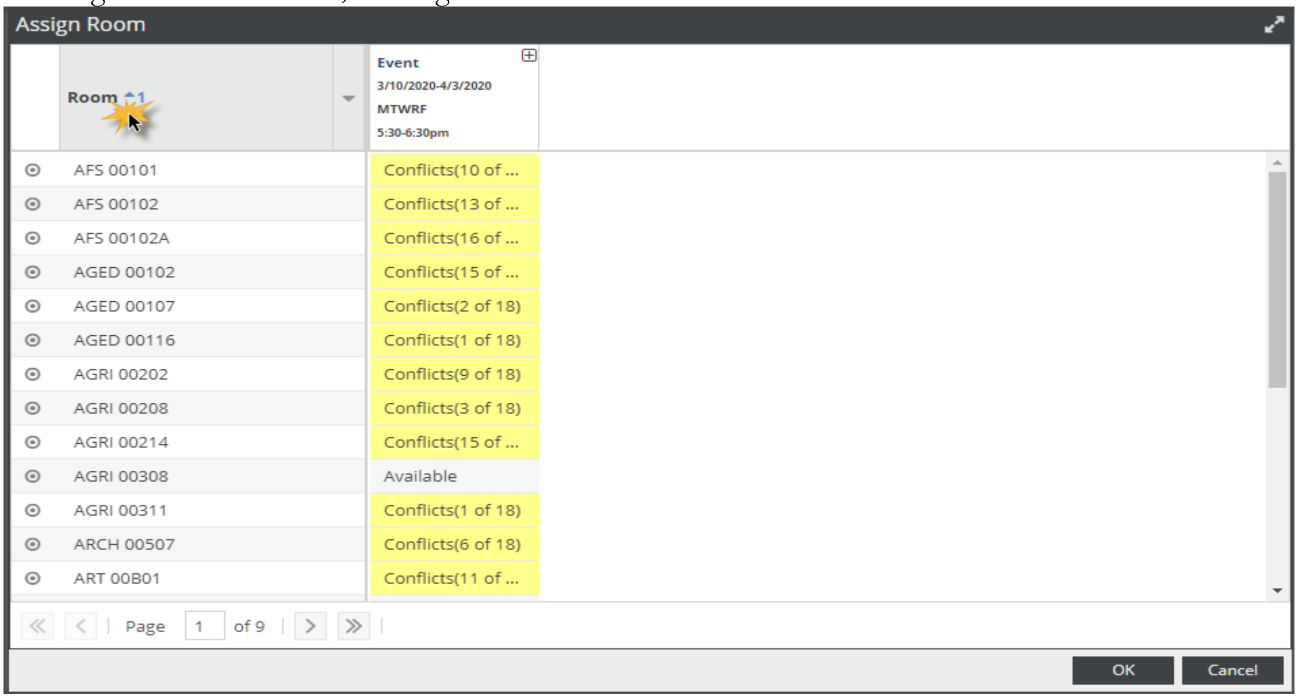




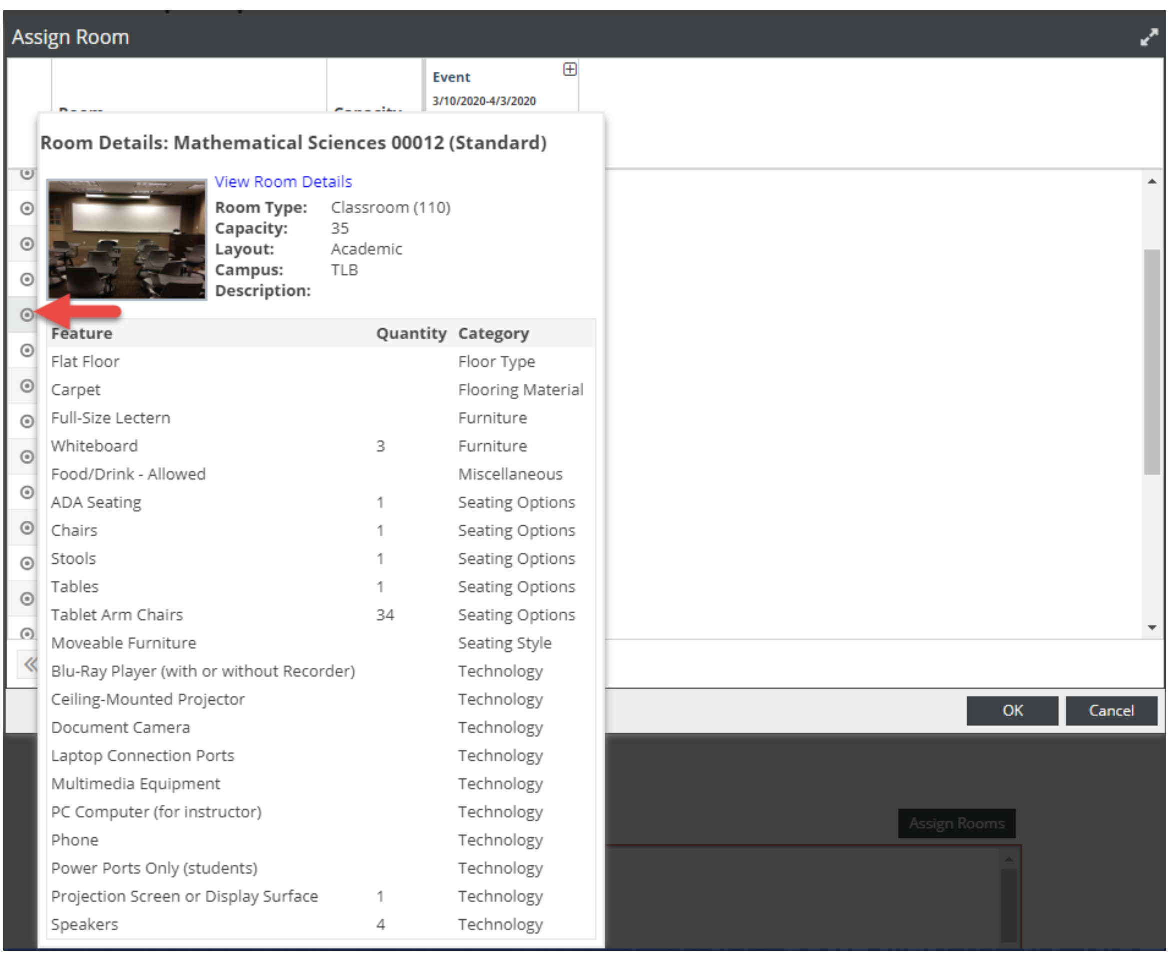
6. The Assign Rooms screen will generate and show a list of rooms as **Available** or **Unavailable**. If a room is **Unavailable** it cannot be selected. Conflicts will show in yellow, and note how many conflicts are present. Click on the room name or **Available** to select the room(s) preferred. The meeting will turn green and show as **Selected**. Use the plus (+) signs on the Room, Score, and Meetings tabs for more details. Expanding the meetings tab will also allow you see what meetings have conflicts, if one is noted.



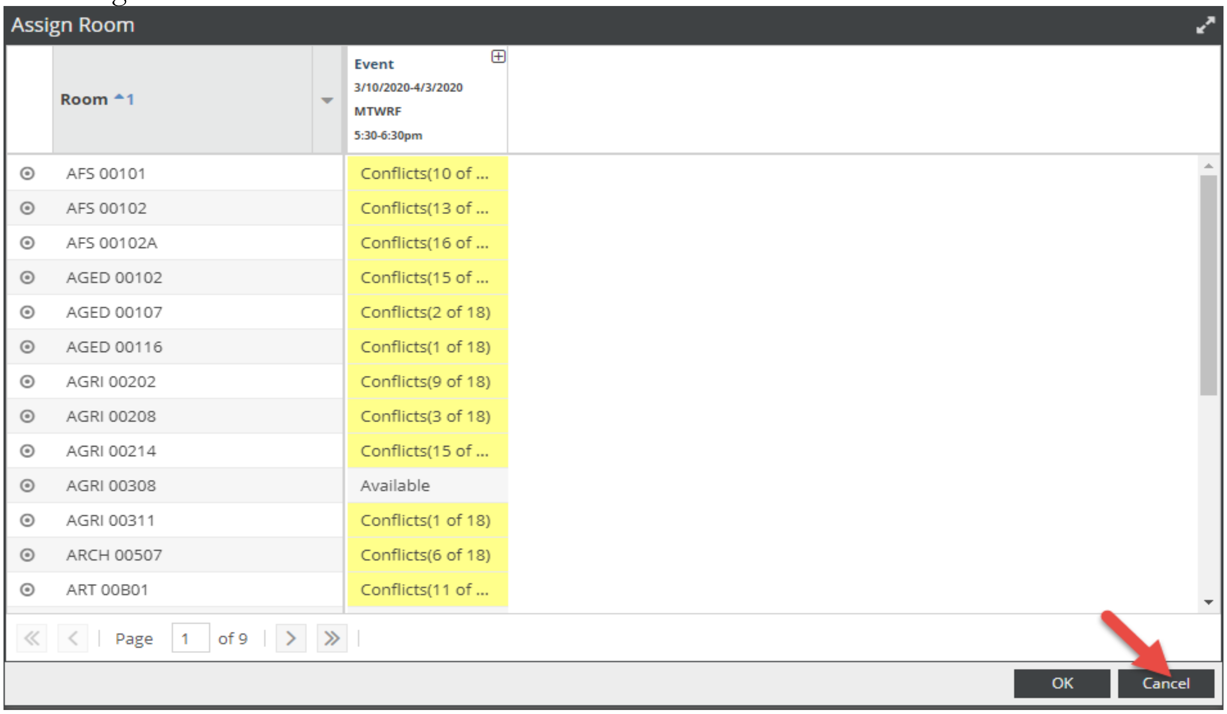
Note: Filter alphabetically by building by clicking on the work **Room** at the top of the Room column. Clicking once will sort A-Z; clicking twice will sort Z-A.

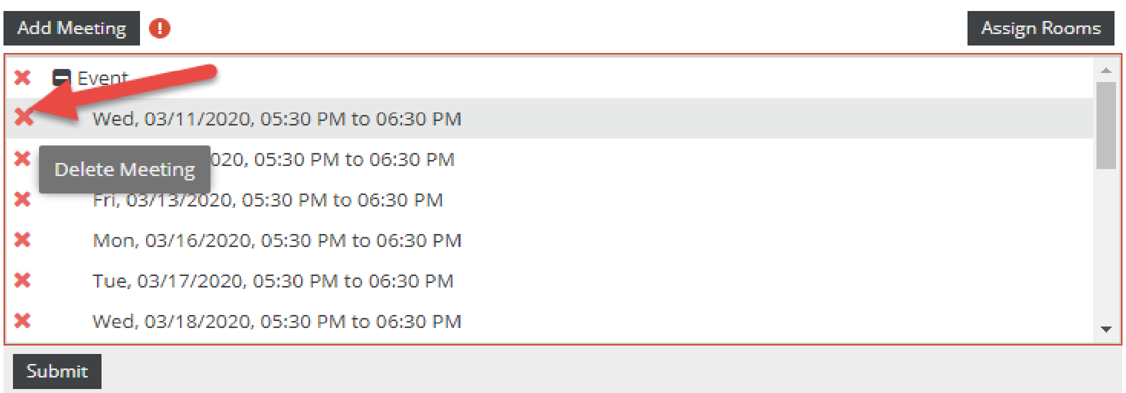


7. View individual room details by hovering over the round icon next to the room name.

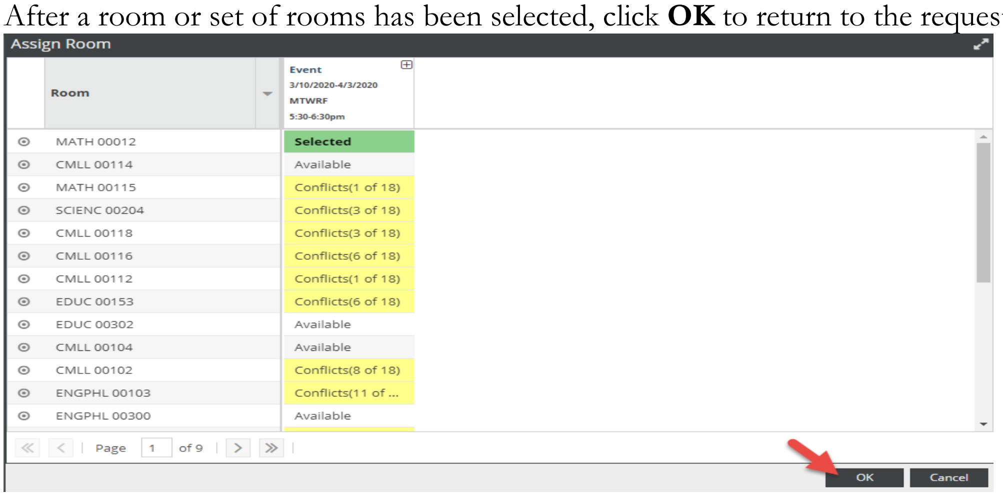


If the meeting dates and times need to be amended, you can click **Cancel** and return to the previous screen. Use the red "**X**" icon next to each meeting to delete. Follow steps #1-6 to add any additional meetings as needed.

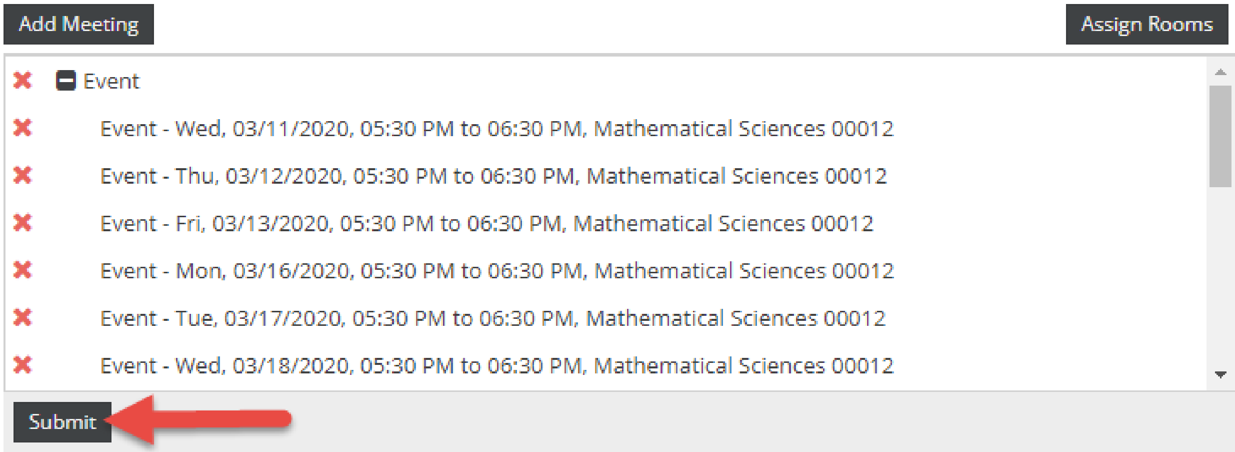




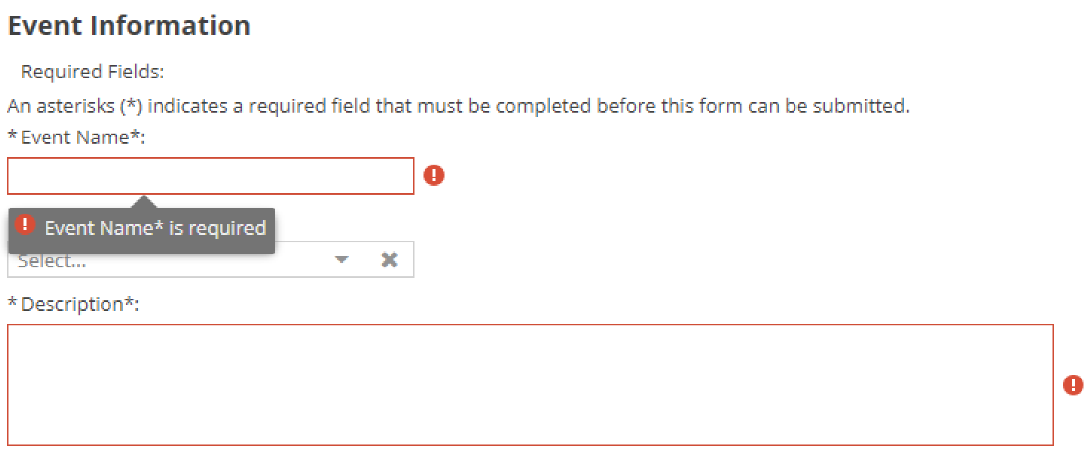
8. After a room or set of rooms has been selected, click **OK** to return to the request form.



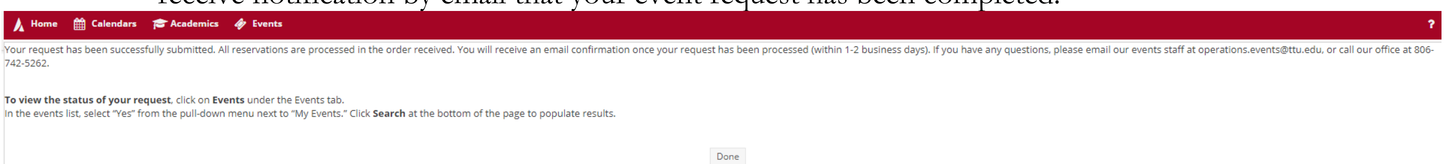
9. Complete any missing information as noted by an asterisk. Click **Submit** at the bottom of the screen to submit your request.



If you attempt to submit the request without completing all required fields, you will receive an error message and the incomplete field will be underlined in red and will display a red error icon.



10. Once you have successfully submitted your request, a confirmation screen will display. You will also receive notification by email that your event request has been completed.



Checking the Status of an Event Request

After an event request has been submitted, details and status can be viewed by clicking on **Events** under the **Events** tab and selecting "Yes" next to **My Events** for the desired **Time Period**. Click **Search** to populate results.