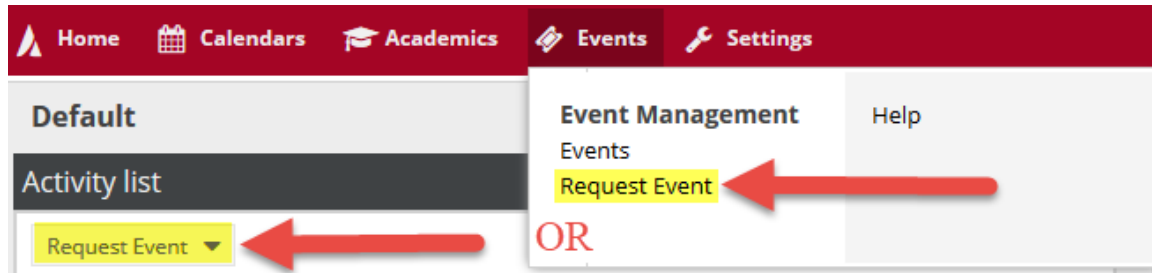


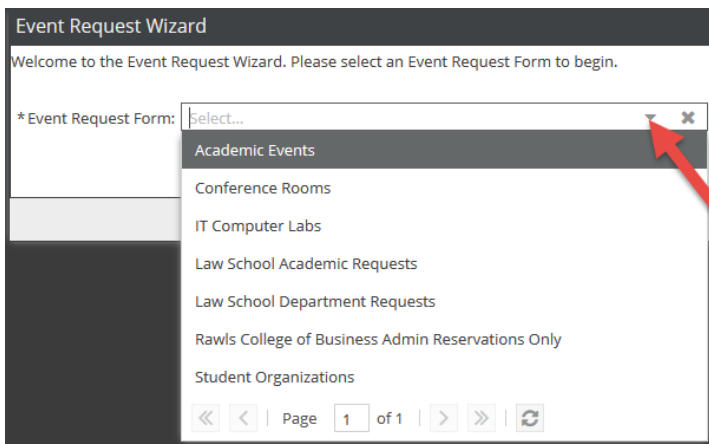
# How to Request Events

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



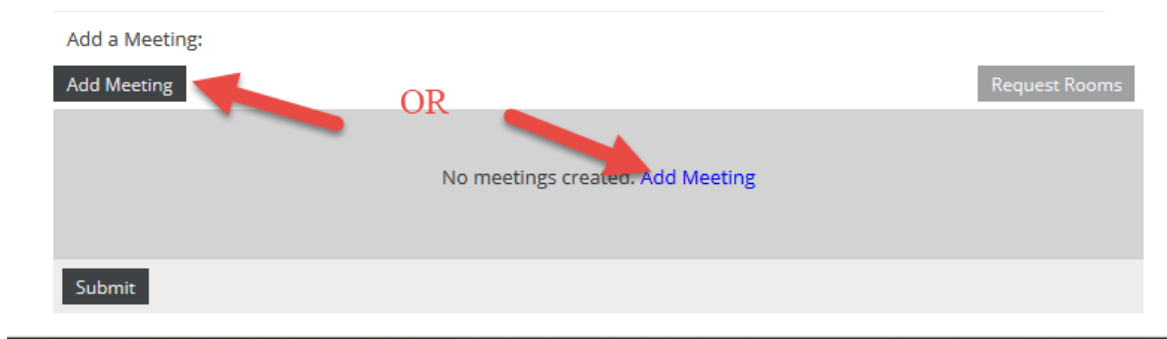
2. You will be redirected to the **Event Request Wizard**.
3. Select the event form you would like to use.
  - a. **Academic Events:** Use this form for events such as Reviews, Make-up Exams, Speakers, Course Related Films, Etc.
  - b. **Conference Rooms:** Conference rooms that are centrally scheduled 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**.

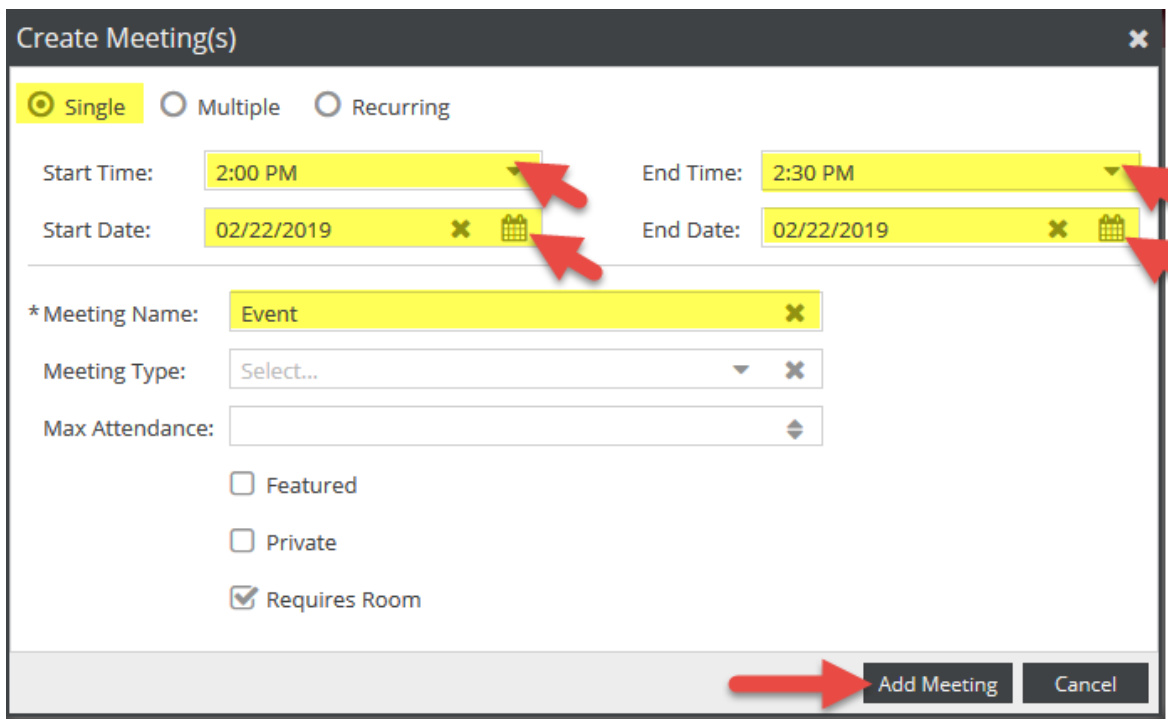


5. Fill out the information requested in the form. Fields marked with an asterisk (\*) are required fields.
6. In order to add meetings, click one of the two **Add Meeting** options.



### 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

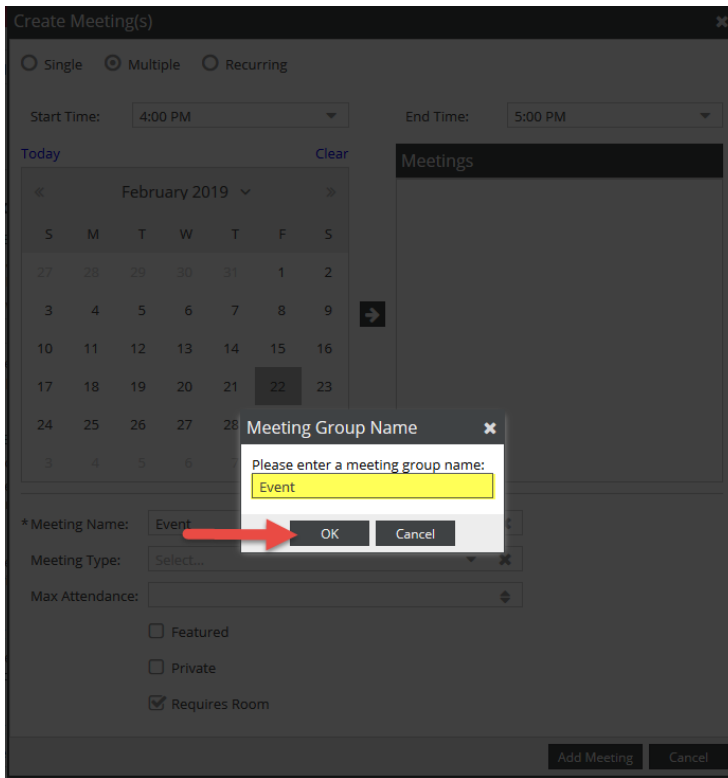
Holiday Conflicts		
The following meetings were not created because they conflict with a holiday.		
Name	Meeting Date	Holiday
Event	07/04/2019	Independence Day Holiday

## Multiple Meetings

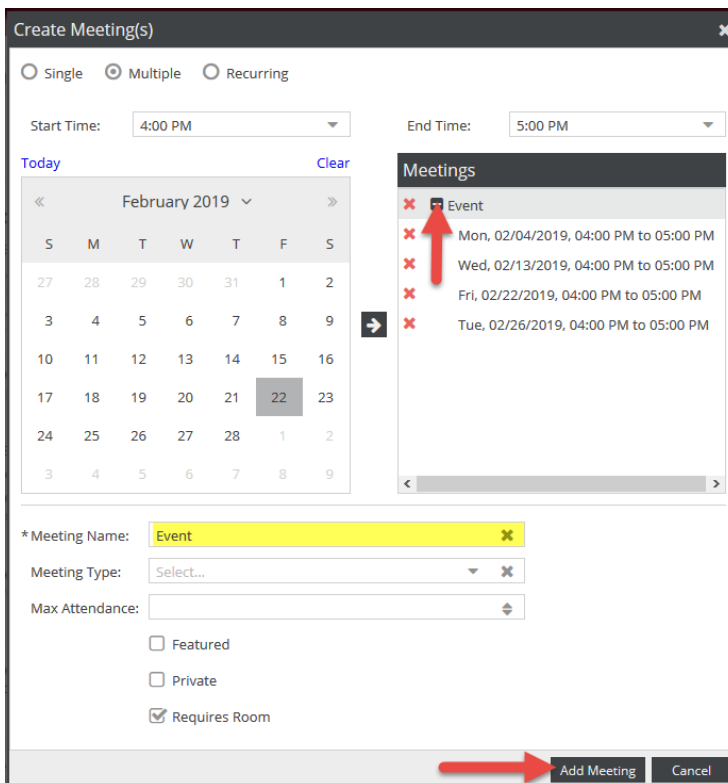
1. For multiple meetings, click the **Multiple** radio button. Designate start and end times from the pull-down menus and the select the desired dates from the calendar. Click the **arrow icon** to the right of the calendar to add the meetings to your meeting list.

The screenshot shows the 'Create Meeting(s)' dialog box. At the top, there are three radio buttons: 'Single', 'Multiple' (which is selected), and 'Recurring'. Below this, there are two dropdown menus for 'Start Time' (set to 4:00 PM) and 'End Time' (set to 5:00 PM). A calendar for February 2019 is displayed, with dates 4, 13, and 22 highlighted. A red arrow points to a right-pointing arrow icon next to the calendar. Below the calendar, there are several input fields: '\* Meeting Name' (set to 'Event'), 'Meeting Type' (set to 'Select...'), and 'Max Attendance'. There are also three checkboxes: 'Featured' (unchecked), 'Private' (unchecked), and 'Requires Room' (checked). At the bottom right, there are two buttons: 'Add Meeting' and 'Cancel'.

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**.

**Create Meeting(s)**

Single  Multiple  Recurring

Start Time: 4:00 PM End Time: 5:00 PM

**Recurrence Pattern**

Daily  Weekly  Monthly  Yearly

Recur every 1 week(s) on:

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Start: 02/25/2019  End after 10 occurrences  End by 05/08/2019

**Recurrence Summary**

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

\* Meeting Name: Event

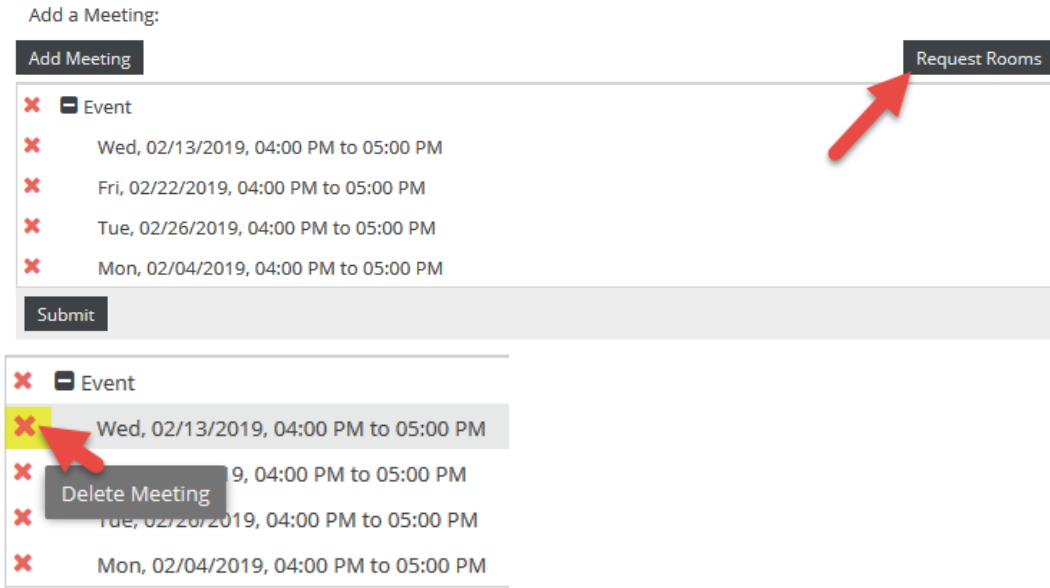
Meeting Type: Select...

Max Attendance:

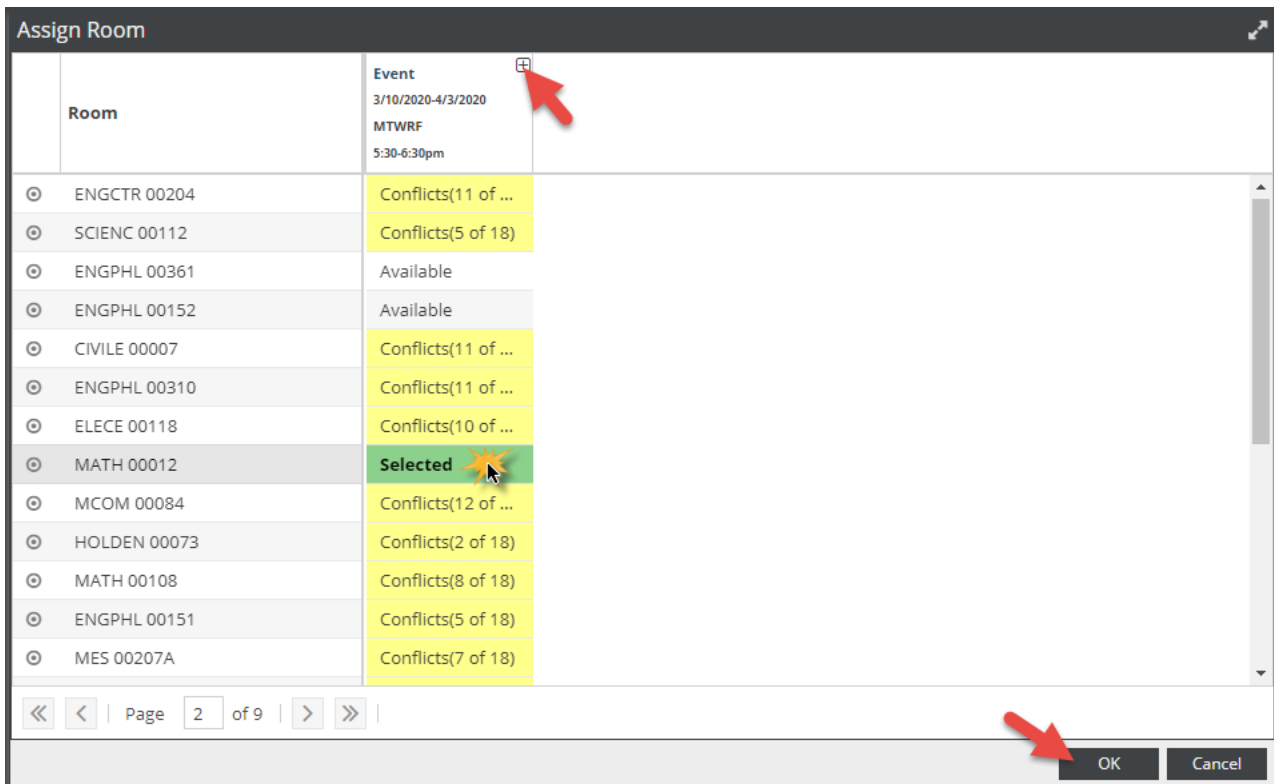
Featured  
 Private  
 Requires Room

Add Meeting Cancel

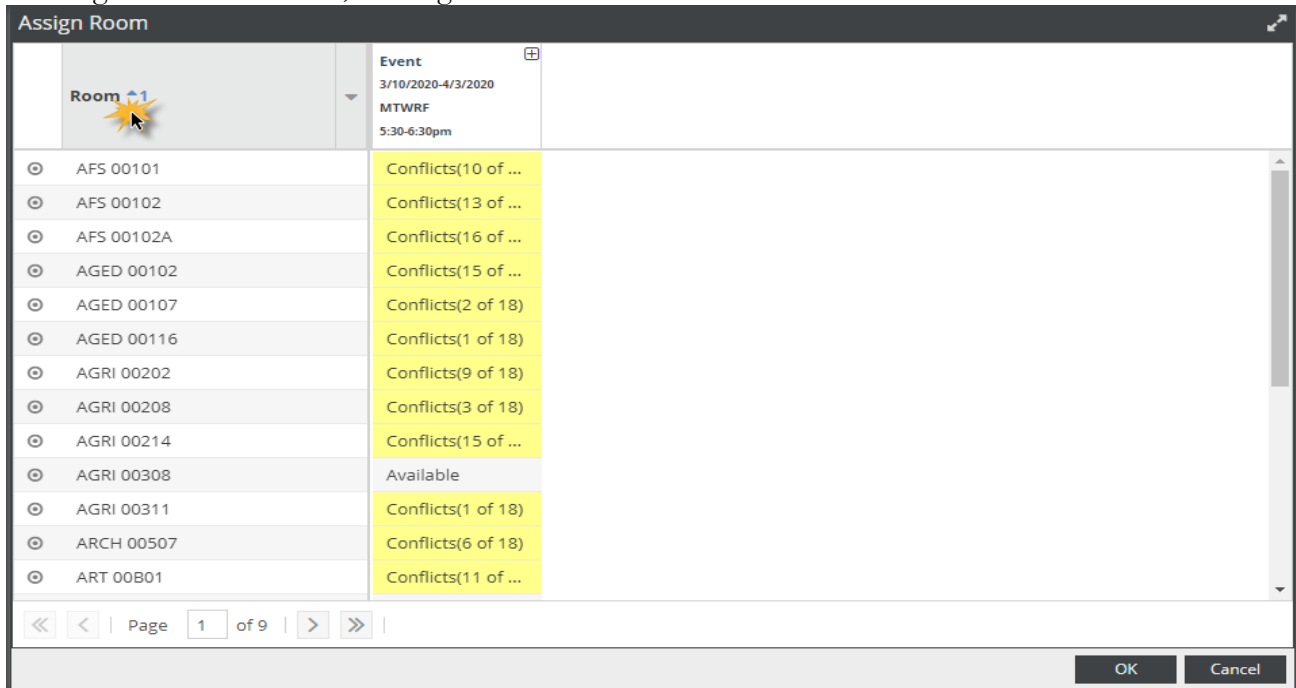
- Once the meetings have been added, click **Request Rooms** to request a room only for your meetings. To delete meetings, click the **X icon** next to the applicable meeting.



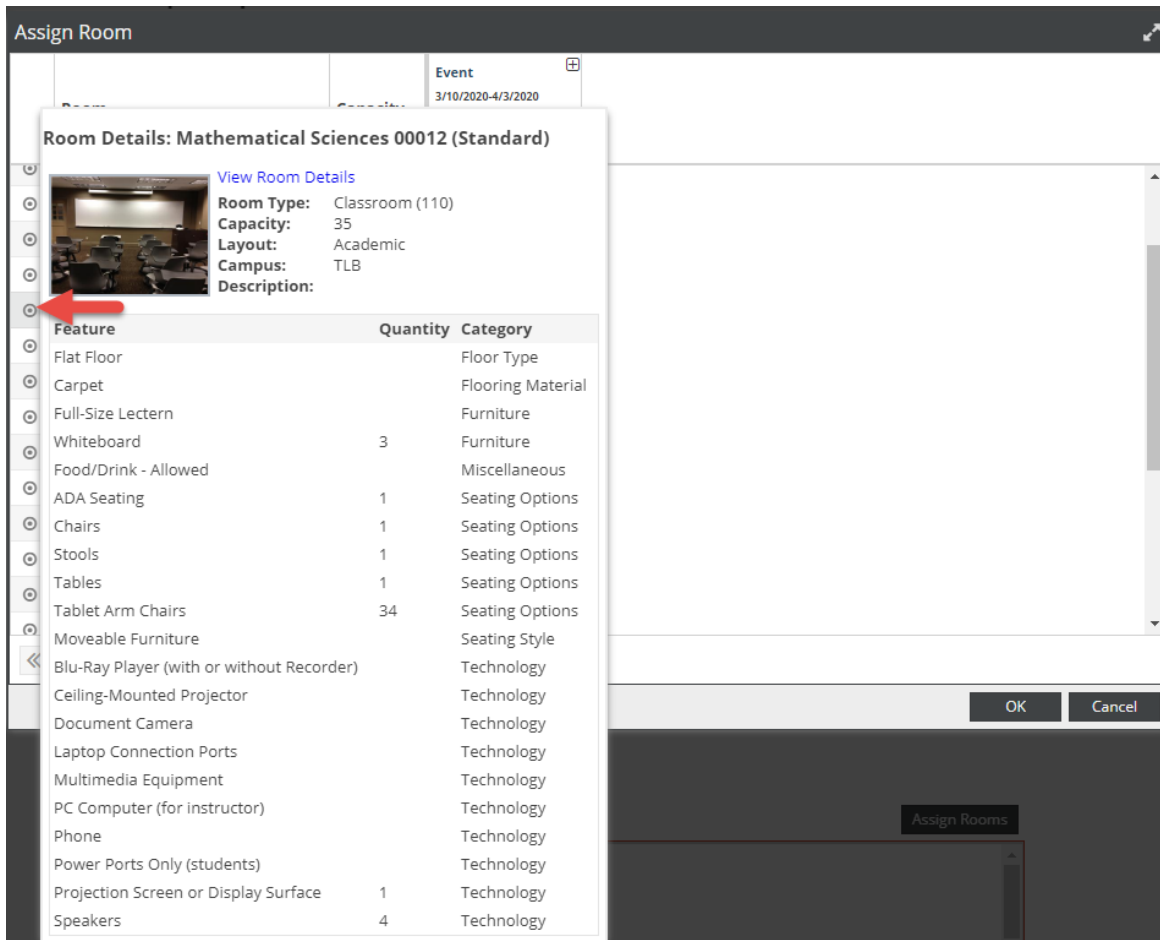
- The Assign Rooms screen will generate and show a list of rooms as **Available** or **Unavailable**. If a room is **Unavailable** it cannot be selected. Conflicts will show in yellow, and note how many conflicts are present. Click on the room name or **Available** to select the room(s) preferred. The 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.

Room	Event
AFS 00101	Conflicts(10 of ...)
AFS 00102	Conflicts(13 of ...)
AFS 00102A	Conflicts(16 of ...)
AGED 00102	Conflicts(15 of ...)
AGED 00107	Conflicts(2 of 18)
AGED 00116	Conflicts(1 of 18)
AGRI 00202	Conflicts(9 of 18)
AGRI 00208	Conflicts(3 of 18)
AGRI 00214	Conflicts(15 of ...)
AGRI 00308	Available
AGRI 00311	Conflicts(1 of 18)
ARCH 00507	Conflicts(6 of 18)
ART 00B01	Conflicts(11 of ...)

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OK Cancel

Add Meeting ! Assign Rooms

- X Event
- X Wed, 03/11/2020, 05:30 PM to 06:30 PM
- X Delete Meeting 020, 05:30 PM to 06:30 PM
- X Fri, 03/13/2020, 05:30 PM to 06:30 PM
- X Mon, 03/16/2020, 05:30 PM to 06:30 PM
- X Tue, 03/17/2020, 05:30 PM to 06:30 PM
- X Wed, 03/18/2020, 05:30 PM to 06:30 PM

Submit

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

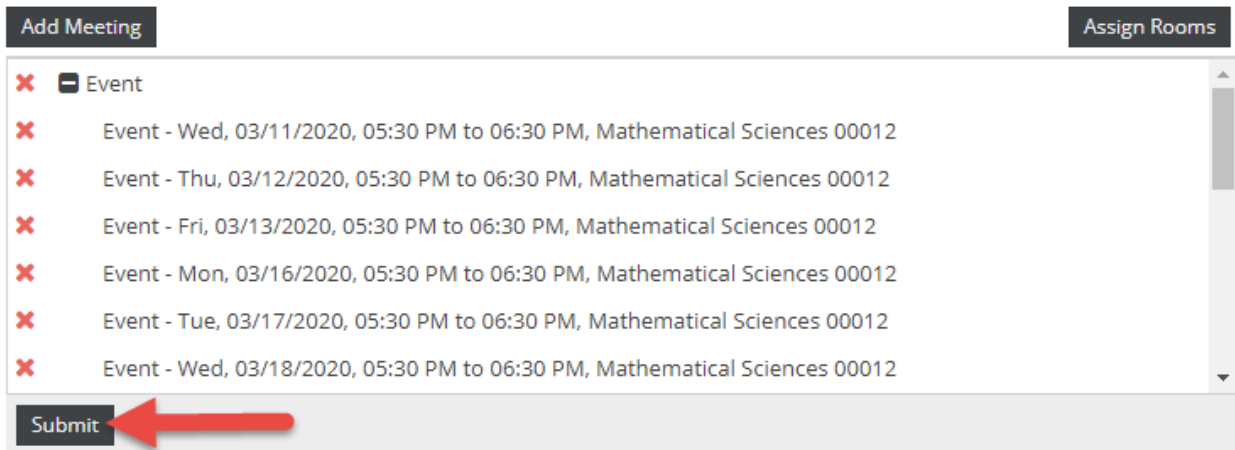
Room	Event
MATH 00012	Selected
CMLL 00114	Available
MATH 00115	Conflicts(1 of 18)
SCIENC 00204	Conflicts(3 of 18)
CMLL 00118	Conflicts(3 of 18)
CMLL 00116	Conflicts(6 of 18)
CMLL 00112	Conflicts(1 of 18)
EDUC 00153	Conflicts(6 of 18)
EDUC 00302	Available
CMLL 00104	Available
CMLL 00102	Conflicts(8 of 18)
ENGPHL 00103	Conflicts(11 of ...)
ENGPHL 00300	Available

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OK Cancel



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



The screenshot shows a web interface for adding a meeting. At the top, there are two buttons: "Add Meeting" on the left and "Assign Rooms" on the right. Below these is a scrollable list of events, each preceded by a red 'X' icon. The events listed are:

- Event - Wed, 03/11/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012
- Event - Thu, 03/12/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012
- Event - Fri, 03/13/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012
- Event - Mon, 03/16/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012
- Event - Tue, 03/17/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012
- Event - Wed, 03/18/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

At the bottom of the list is a "Submit" button, which is highlighted with a red arrow pointing to it from the left.

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.

### Event Information

Required Fields:

An asterisks (\*) indicates a required field that must be completed before this form can be submitted.

\* Event Name\*:

!

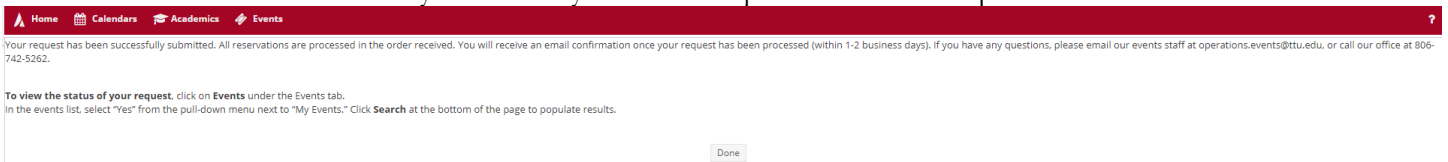
! Event Name\* is required

Select... x

\* Description\*:

!

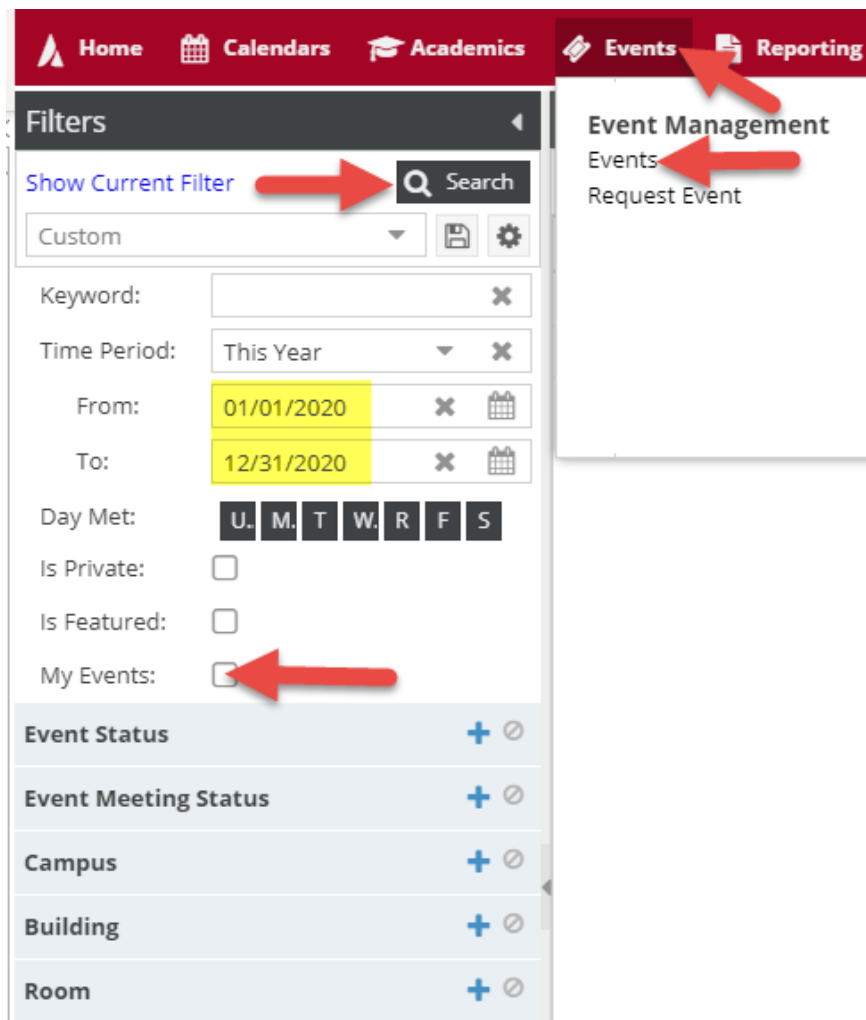
10. Once you have successfully submitted your request, a confirmation screen will display. You will also receive notification by email that your event request has been completed.



The screenshot shows a confirmation screen with a dark red header. The header contains navigation links: Home, Calendars, Academics, and Events. Below the header, the text reads: "Your request has been successfully submitted. All reservations are processed in the order received. You will receive an email confirmation once your request has been processed (within 1-2 business days). If you have any questions, please email our events staff at operations.events@ttu.edu, or call our office at 806-742-5262." Below this text, there is a "Done" button.

## 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.



The screenshot displays the 'Events' management interface. At the top, there is a navigation bar with tabs for 'Home', 'Calendars', 'Academics', 'Events', and 'Reporting'. The 'Events' tab is active. Below the navigation bar, there is a 'Filters' section. A red arrow points to the 'Search' button in the 'Filters' section. Another red arrow points to the 'Events' tab in the navigation bar. A third red arrow points to the 'My Events' checkbox in the 'Filters' section. The 'Filters' section includes a search bar, a dropdown menu set to 'Custom', and several filter options: 'Keyword', 'Time Period' (set to 'This Year'), 'From' (01/01/2020), 'To' (12/31/2020), 'Day Met' (U, M, T, W, R, F, S), 'Is Private', 'Is Featured', and 'My Events'. Below the filters, there are expandable sections for 'Event Status', 'Event Meeting Status', 'Campus', 'Building', and 'Room'. A red arrow also points to the 'Search' button in the 'Filters' section.