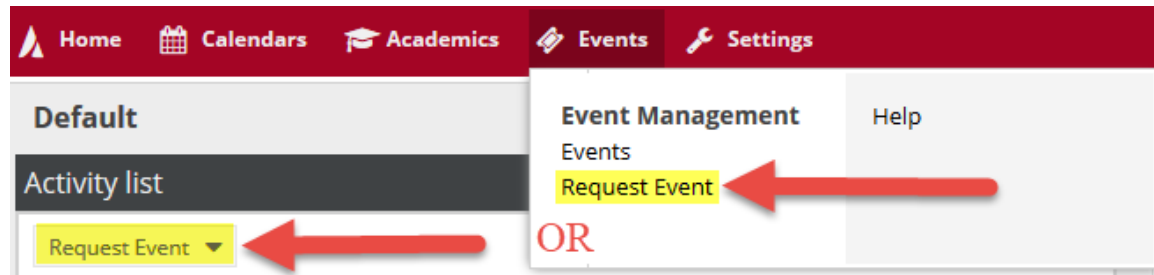
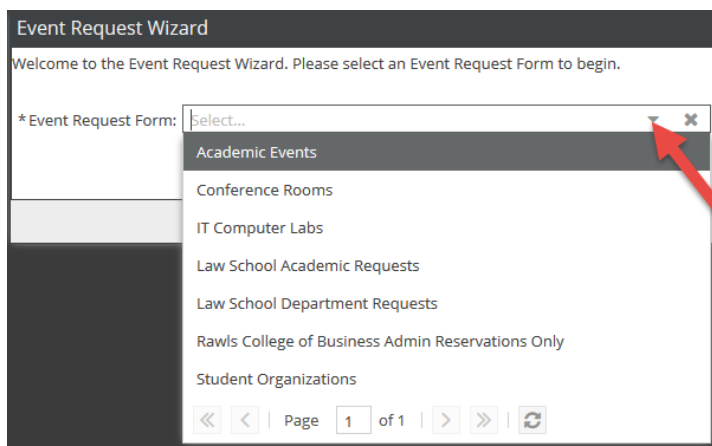


How to Request Events

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



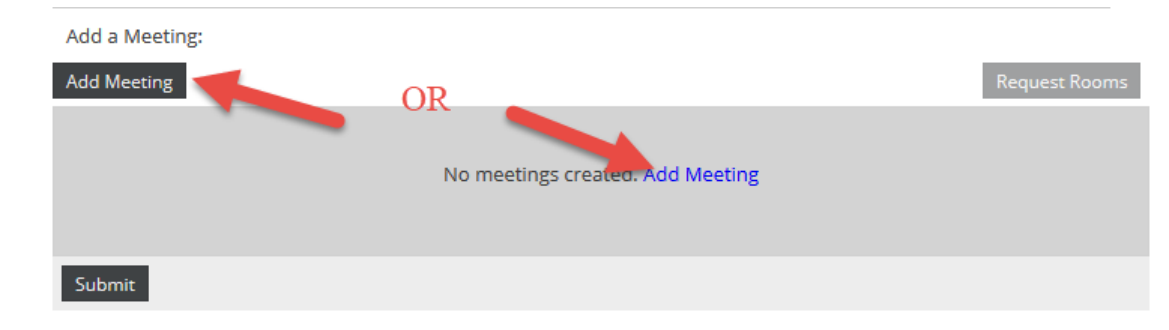
2. You will be redirected to the **Event Request Wizard**.
3. Select the event form you would like to use.
 - a. **Academic Events:** Use this form for events such as Reviews, Make-up Exams, Speakers, Course Related Films, Etc.
 - b. **Conference Rooms:** Conference rooms that are centrally scheduled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

Create Meeting(s)

Single Multiple Recurring

Start Time: 2:00 PM End Time: 2:30 PM

Start Date: 02/22/2019 End Date: 02/22/2019

* Meeting Name: Event

Meeting Type: Select...

Max Attendance: [Spinner]

Featured
 Private
 Requires Room

Add Meeting Cancel

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, noting which meeting(s) can not be scheduled due to Holiday conflicts

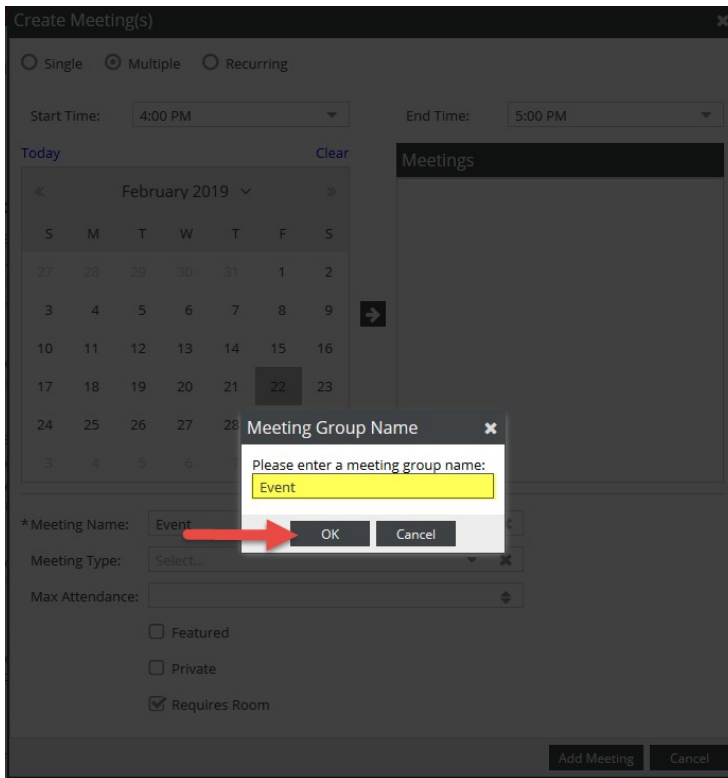
| Holiday Conflicts | | |
|---|--------------|--------------------------|
| The following meetings were not created because they conflict with a holiday. | | |
| Name | Meeting Date | Holiday |
| Event | 07/04/2019 | Independence Day Holiday |

Multiple Meetings

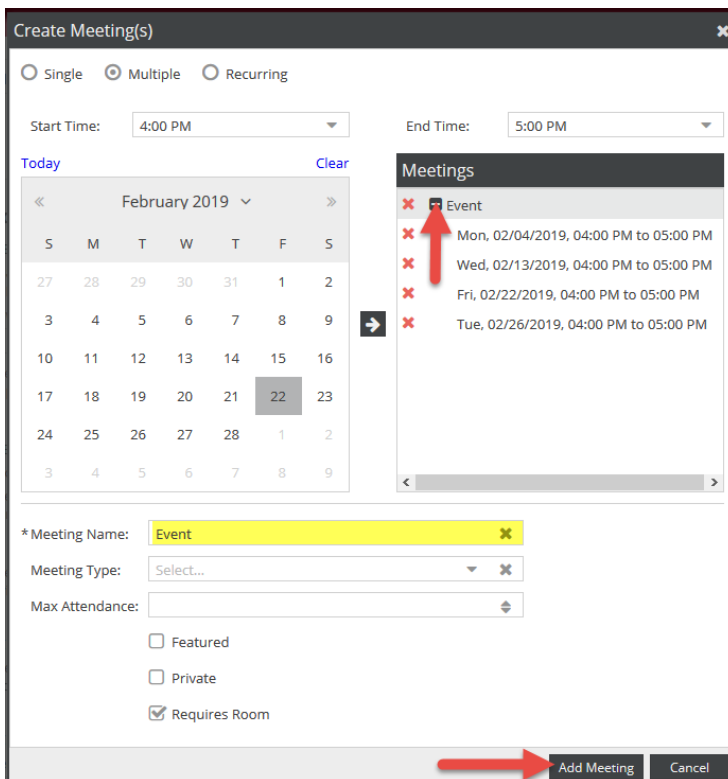
1. For multiple meetings, click the **Multiple** radio button. Designate start and end times from the pull-down menus and then select the desired dates from the calendar. Click the **arrow icon** to the right of the calendar to add the meetings to your meeting list.

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 these 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, 22, and 26 highlighted. A red arrow points to a right-pointing arrow icon next to the calendar. Below the calendar 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**.



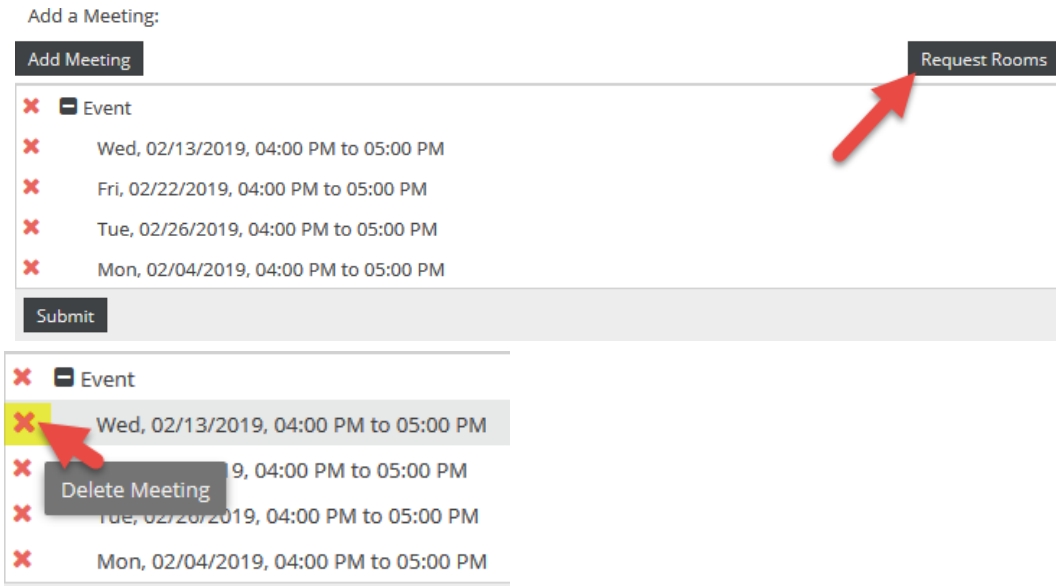
Recurring Meetings

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

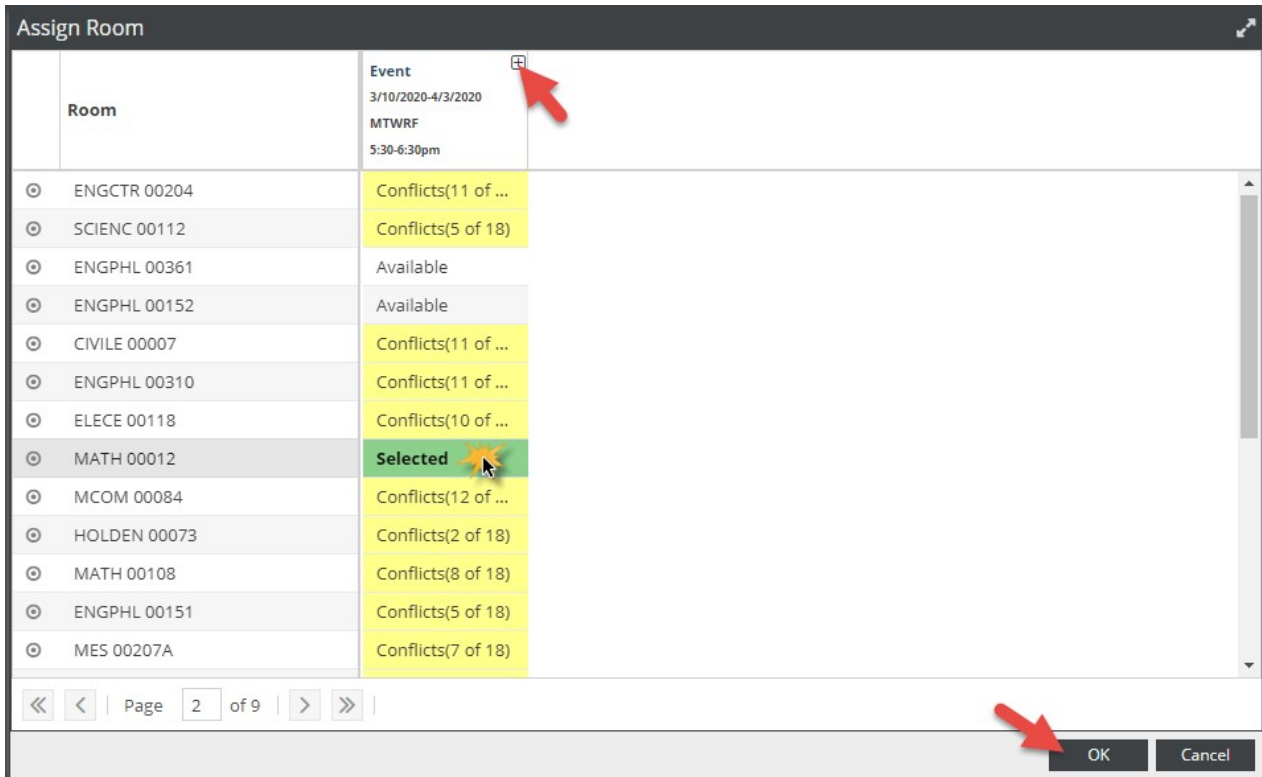
Under Recurrence Pattern, choose a pattern (Daily, Weekly, Monthly, or Yearly), and date range. The pattern options to the right will change based on which option you choose (i.e. days of the week, months of the year, etc). Date range can end after a set number of occurrences, or end by a specific date. 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**.

The screenshot shows the 'Create Meeting(s)' dialog box with the 'Recurring' radio button selected. The 'Start Time' is set to 4:00 PM and the 'End Time' is set to 5:00 PM. Under the 'Recurrence Pattern' section, the 'Weekly' radio button is selected, and the 'Monday' checkbox is checked. The 'Start' date is 02/25/2019 and the 'End by' date is 05/08/2019. The 'Recurrence Summary' section displays: 'Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.' The 'Meeting Name' is 'Event', 'Meeting Type' is 'Select...', and 'Max Attendance' is empty. The 'Requires Room' checkbox is checked. The 'Add Meeting' button is highlighted with a red arrow.

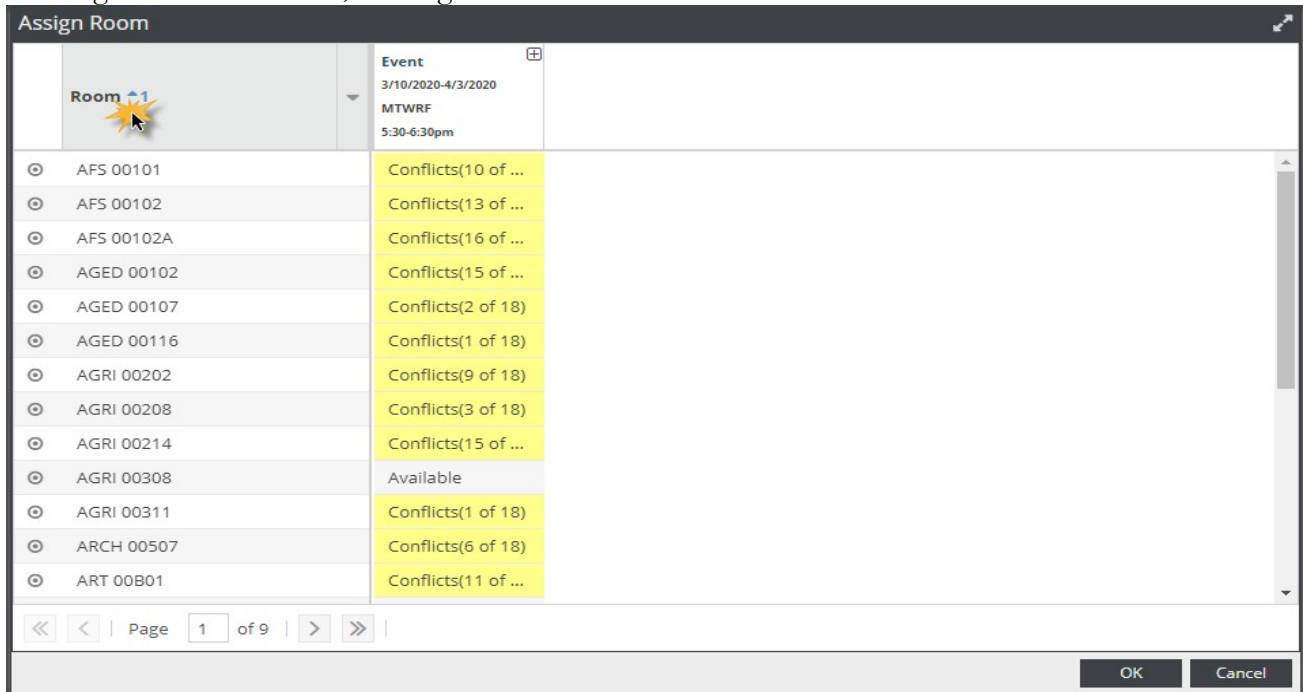
- Once the meetings have been added, click **Request Rooms** to request a room only for your meetings. To delete meetings, click the **X icon** next to the applicable meeting.



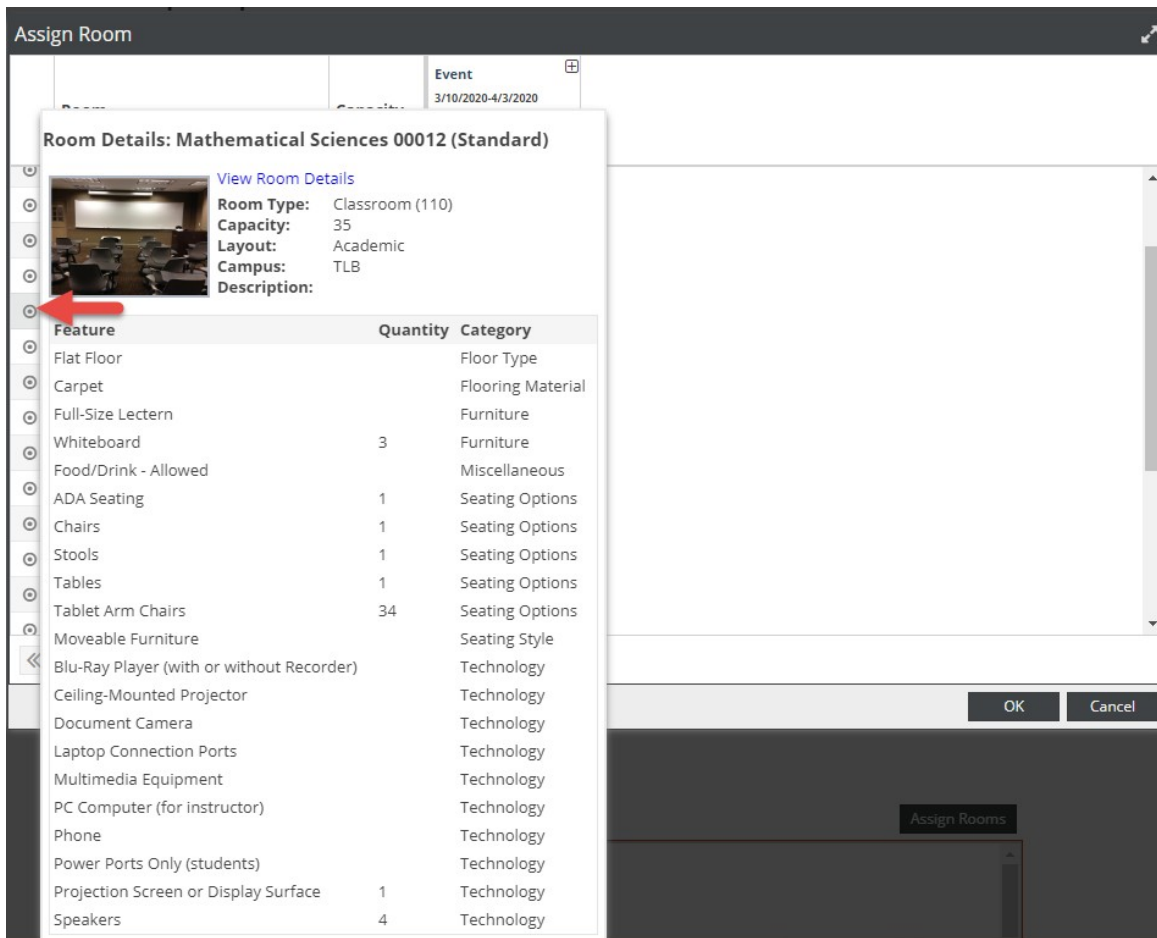
- The Assign Rooms screen will generate and show a list of rooms as **Available** or **Unavailable**. If a room is **Unavailable** it cannot be selected. Conflicts will show in yellow, and note how many conflicts are present. Click on the room name or **Available** to select the room(s) preferred. The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

The screenshot shows the 'Assign Room' window. At the top, there is a header with the title 'Assign Room' and a close icon. Below the header, there is a section for 'Event' details: '3/10/2020-4/3/2020', 'MTWRF', and '5:30-6:30pm'. A dropdown menu labeled 'Room' is set to '1'. Below this is a list of rooms with their conflict status:

| Room | Conflict Status |
|------------|----------------------|
| 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 ...) |

At the bottom of the window, there is a pagination control showing 'Page 1 of 9' and two buttons: 'OK' and 'Cancel'. A red arrow points to the 'Cancel' button.

The screenshot shows the 'Add Meeting' window. At the top, there are two buttons: 'Add Meeting' (with a red exclamation mark icon) and 'Assign Rooms'. Below the buttons is a list of meetings, each with a red 'X' icon to its left:

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

A red arrow points to the 'X' icon next to the first meeting. A tooltip labeled 'Delete Meeting' is visible over the second meeting. At the bottom of the window, there is a 'Submit' button.

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


Assign Room

Event
3/19/2020-4/3/2020
MTWRF
5:30-6:30pm

| Room | Status |
|---|----------------------|
| <input checked="" type="radio"/> MATH 00012 | Selected |
| <input type="radio"/> CMLL 00114 | Available |
| <input type="radio"/> MATH 00115 | Conflicts(1 of 18) |
| <input type="radio"/> SCIENC 00204 | Conflicts(3 of 18) |
| <input type="radio"/> CMLL 00118 | Conflicts(3 of 18) |
| <input type="radio"/> CMLL 00116 | Conflicts(6 of 18) |
| <input type="radio"/> CMLL 00112 | Conflicts(1 of 18) |
| <input type="radio"/> EDUC 00153 | Conflicts(6 of 18) |
| <input type="radio"/> EDUC 00302 | Available |
| <input type="radio"/> CMLL 00104 | Available |
| <input type="radio"/> CMLL 00102 | Conflicts(8 of 18) |
| <input type="radio"/> ENGPLH 00103 | Conflicts(11 of ...) |
| <input type="radio"/> ENGPLH 00300 | Available |

Page 1 of 9

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' and 'Assign Rooms'. Below them is a list of events, each with a red 'X' icon and a minus sign. The events 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... [v] [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, a message 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 message, there is a note: "To view the status of your request, click on Events under the Events tab. In the events list, select 'Yes' from the pull-down menu next to 'My Events.' Click Search at the bottom of the page to populate results." At the bottom of the page, 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 selected. Below the navigation bar is a 'Filters' section. On the right side of the 'Filters' section, there is a 'Search' button with a magnifying glass icon, indicated by a red arrow. Below the search button is a dropdown menu set to 'Custom'. The main filter area includes several fields: 'Keyword' with a clear button, 'Time Period' set to 'This Year', 'From' date set to '01/01/2020', 'To' date set to '12/31/2020', 'Day Met' with buttons for 'U.', 'M.', 'T', 'W', 'R', 'F', 'S', 'Is Private' (checkbox), 'Is Featured' (checkbox), and 'My Events' (checkbox), which is highlighted with a red arrow. Below these fields are expandable sections for 'Event Status', 'Event Meeting Status', 'Campus', 'Building', and 'Room'. On the right side of the interface, there is a 'Event Management' sidebar with options for 'Events' and 'Request Event', both indicated by red arrows.