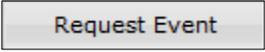


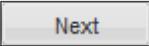
Schedule.SMU - Event Request Instructions

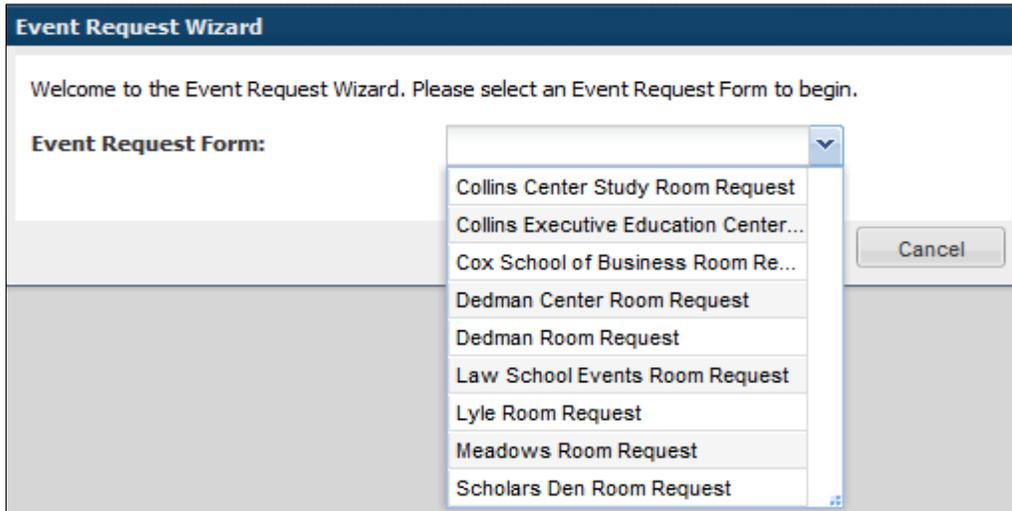
1. Select the  tab, next select [Scheduling Calendars](#) link. Then click .

OR

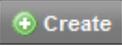
- Select  tab and then [Event Request](#) link.

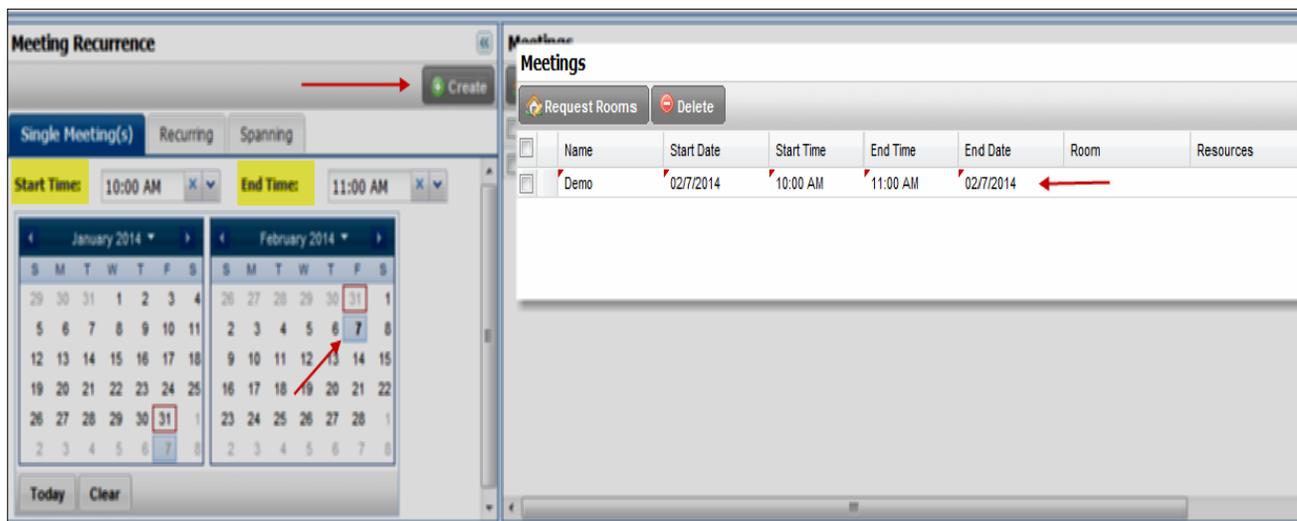
Note: You can view available rooms **BEFORE** requesting an Event(s). Click this link – [Searching for Space](#) for instructions.

2. Select the appropriate request form from the drop-down list, and then click  to display the selected request form. Dedman Room Request form is used below as an example. To get a list of building code descriptions click [here](#). To get a list of region code descriptions click [here](#).



3. Enter the contact, event detail, meeting detail and any other values requested in the form.
Note: The information to complete the form may differ depending on the form selected.
4. In the [Meeting Recurrence](#) panel (bottom left of the form), select the tab for the type of meeting(s) you would like to create.
- **Single Meeting(s)** allows you to create meetings on one or more independent meeting dates, or to create a meeting "group".
 - **Recurring** allows you to specify a recurring pattern to create a series.
 - **Spanning** allows you to create a single meeting that can span across midnight.
5. Enter the date(s) and time(s) information for your event, and/or specify the recurrence pattern. Today's date will always be box in red.

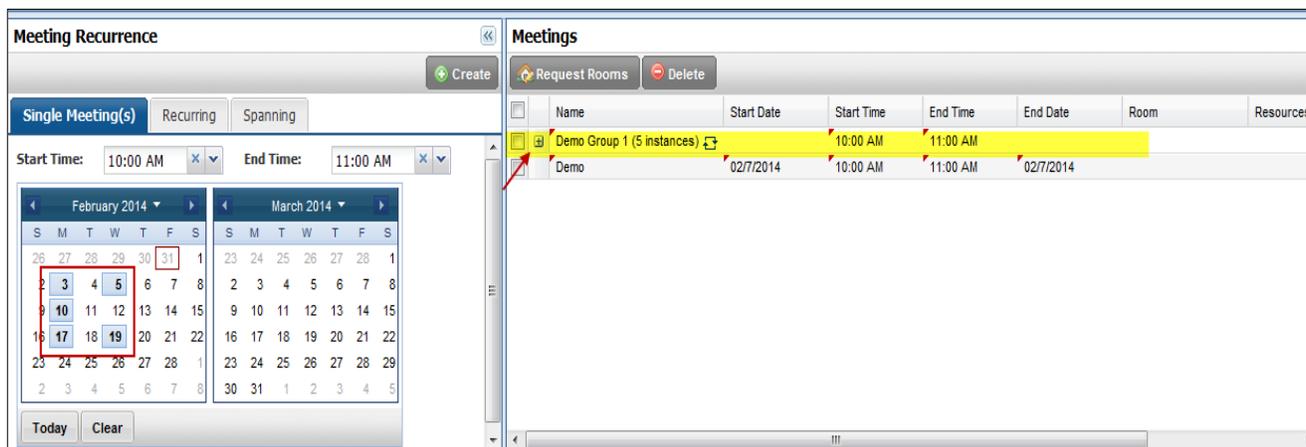
6. Click  to add your meeting(s) to the **Meetings** panel on the right.

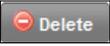


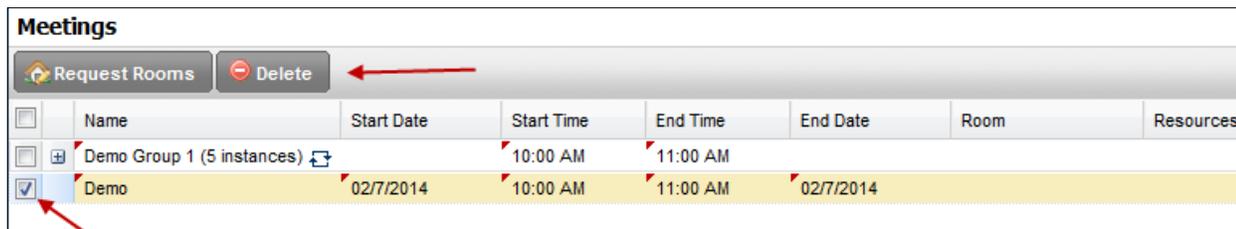
Note: You can edit fields that have an  icon.

7. Repeat steps as needed to build a list of all additional meetings you would like to add to the event.

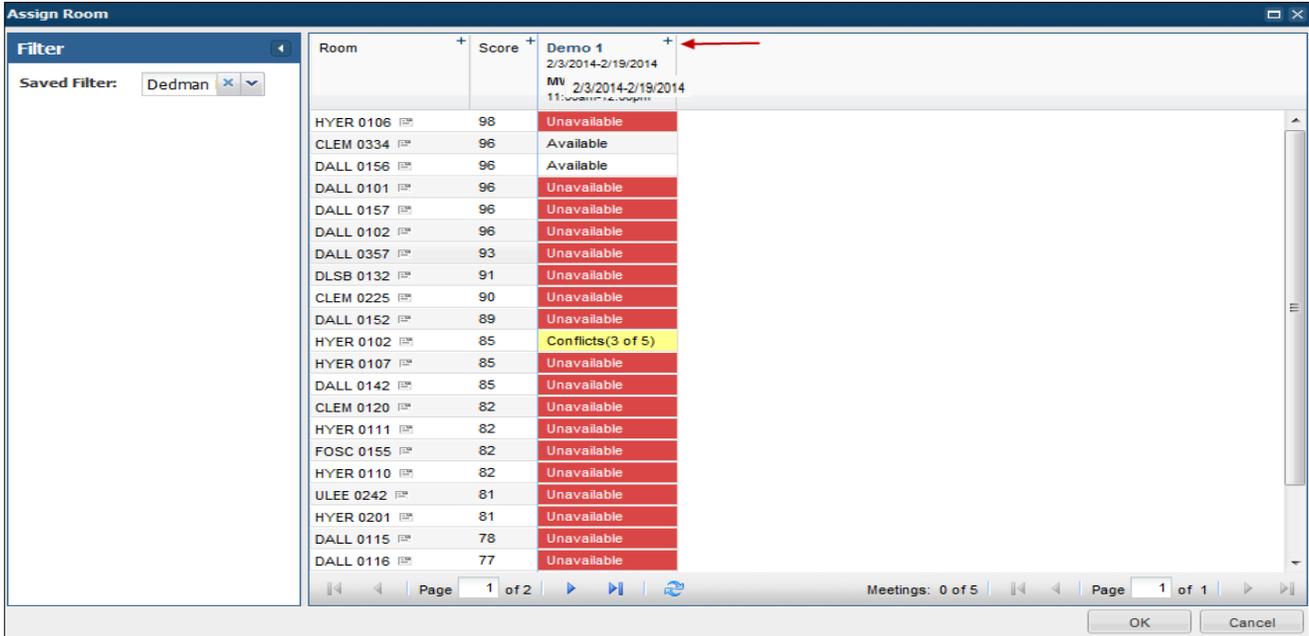
Note: In the **Single Meeting(s)** tab, you may select multiple dates. If multiple dates are selected the system will prompt you with a box that asks for a “**Meeting Group Name**” for the multiple selected dates, but defaults the “**Meeting Name**” you entered. The group selected below was named “Demo Group 1” and it contains all 5 dates selected in blue on the calendar.



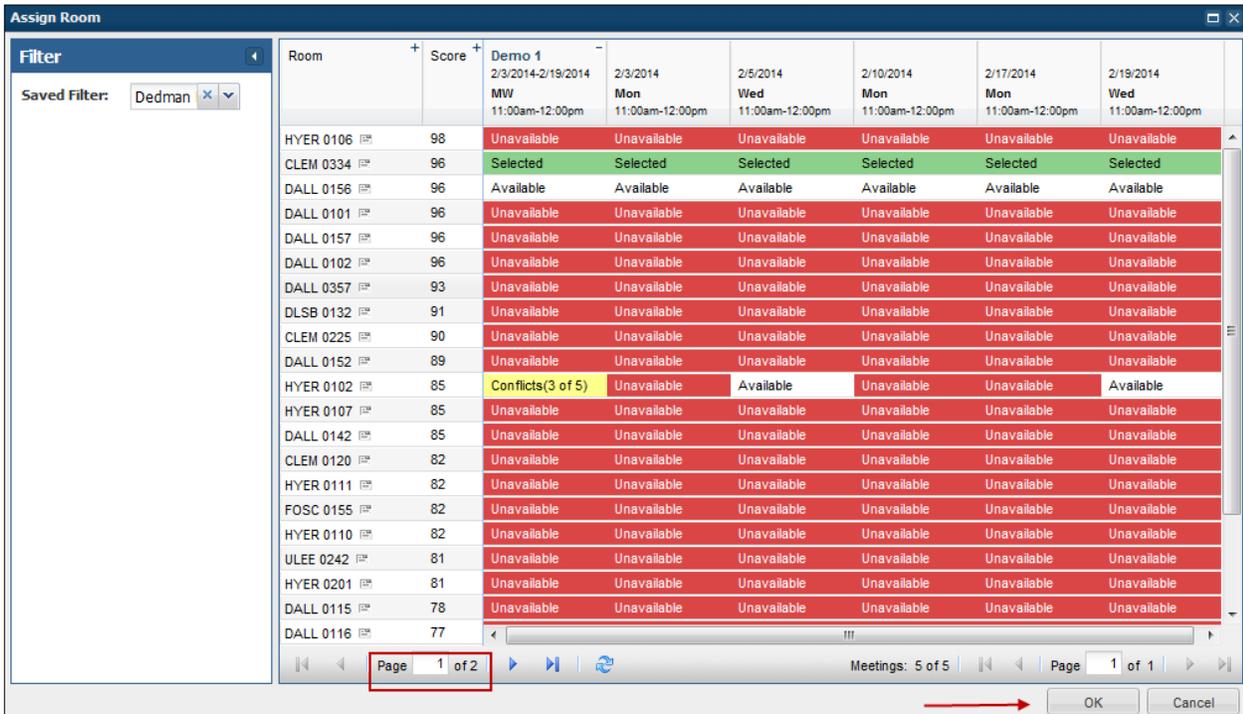
8. If you need to delete a meeting selection you created, click on the box by the meeting name and then click the  button.



9. If applicable, click  to request the room(s) for your meeting(s). Otherwise skip to step 11.
10. A pop up box will now appear with a list of rooms for the region you are looking to request an event in.
Note: Clicking on the “+” sign in the upper right part of the meeting box will expand groups of meetings so that you may assign different rooms per meeting instance, if you would like.



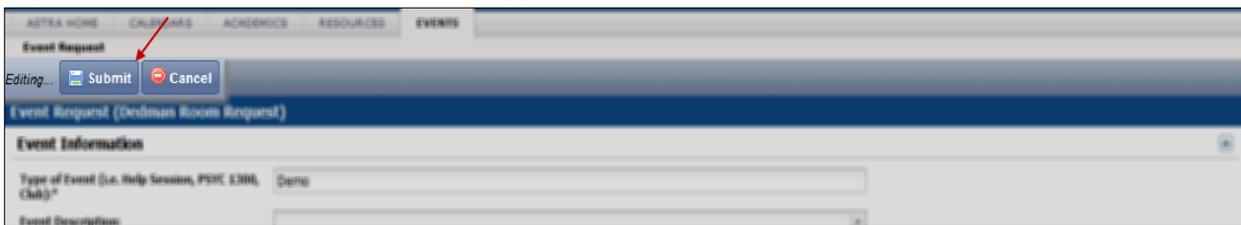
11. Click on an **Available** field(s) to select a room(s) for your meeting(s). The field will change to . To deselect the room, click again. When room selections are complete select  to go back to the request form.



Note: You can select different rooms for each meeting; if you want to select the same room for all your meetings then click on the **Room** field instead of on each “**Available**” field.

Note: Some rooms may be connected (or partitioned) with other rooms. In the instance of selecting a room that is partitioned, may make other rooms “unavailable.” For example, if several small rooms/space can also serve as one large meeting space, and that space was booked, then all individual rooms that can be configured to be that large meeting space will show as “unavailable.” Conversely, if one small space was booked (in the example above) the large meeting space would show as unavailable.

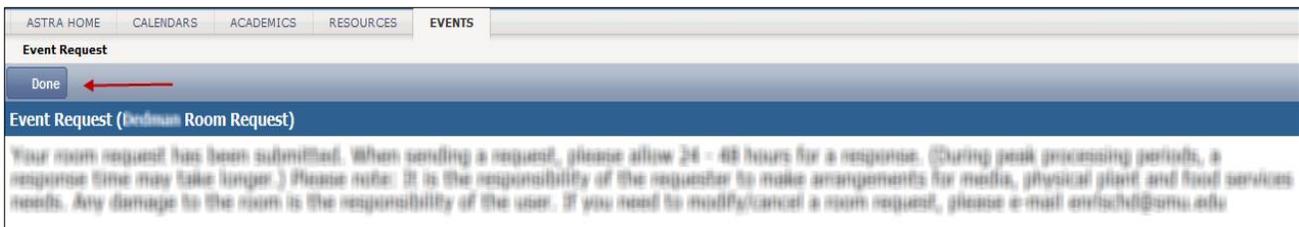
12. Once your selections are complete for your event, click  (in the upper left hand corner of the request form) to submit your form for approval.



The screenshot shows the 'Event Request' form in the 'EVENTS' section of the system. At the top, there are navigation tabs: ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, and EVENTS. Below the tabs, there is a header 'Event Request' and a sub-header 'Event Request (Intramur Room Request)'. In the top left corner of the form, there are two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Submit' button. Below the buttons, there is a section titled 'Event Information' with a dropdown menu for 'Type of Event (i.e. Help Session, PSYC 1300, Club)*' and a text input field for 'Event Description'.

Note: This is a request only and the request is being sent for approval.

13. An Event Request Completed message page will appear. **Please pay close attention to text in the message box as it contains important information about your request and will not appear in your confirmation email.** Click  to exit the screen. You will receive a confirmation of your request via email



The screenshot shows the 'Event Request Completed' message page. At the top, there are navigation tabs: ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, and EVENTS. Below the tabs, there is a header 'Event Request' and a sub-header 'Event Request (Intramur Room Request)'. In the top left corner of the message box, there is a 'Done' button. A red arrow points to the 'Done' button. The main content of the message box contains the following text: 'Your room request has been submitted. When sending a request, please allow 24 - 48 hours for a response. (During peak processing periods, a response time may take longer.) Please note: It is the responsibility of the requester to make arrangements for media, physical plant and food services needs. Any damage to the room is the responsibility of the user. If you need to modify/cancel a room request, please e-mail emf@chd@smu.edu'.