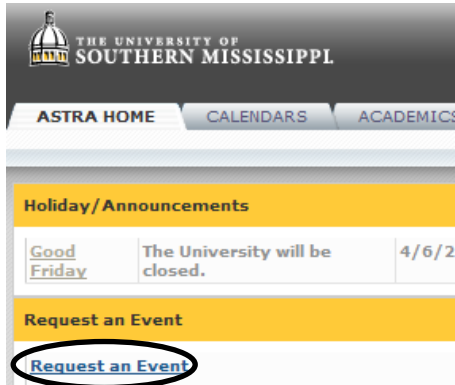


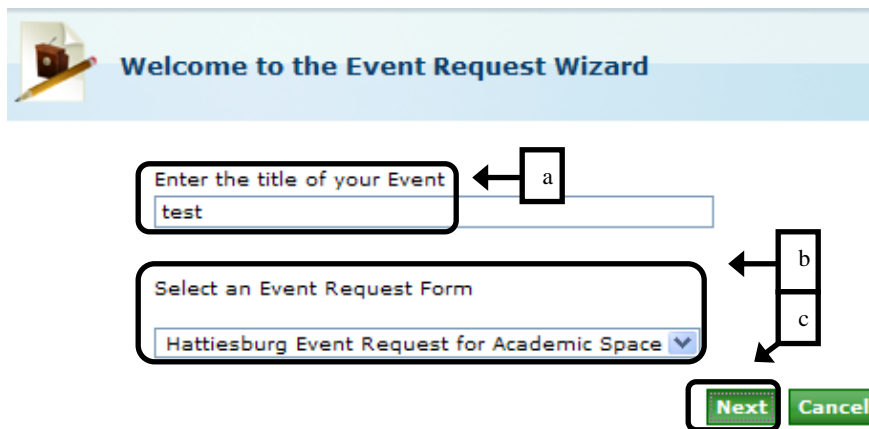
Request an Event

NOTE: Event forms are created by the individual areas, thus each form will be slightly different. For example, some forms will allow you to choose a room for your event and other forms will not. However, all of the forms prompt you for the required info to help you more easily fill them out.

1. Click on the **Request an Event** link.

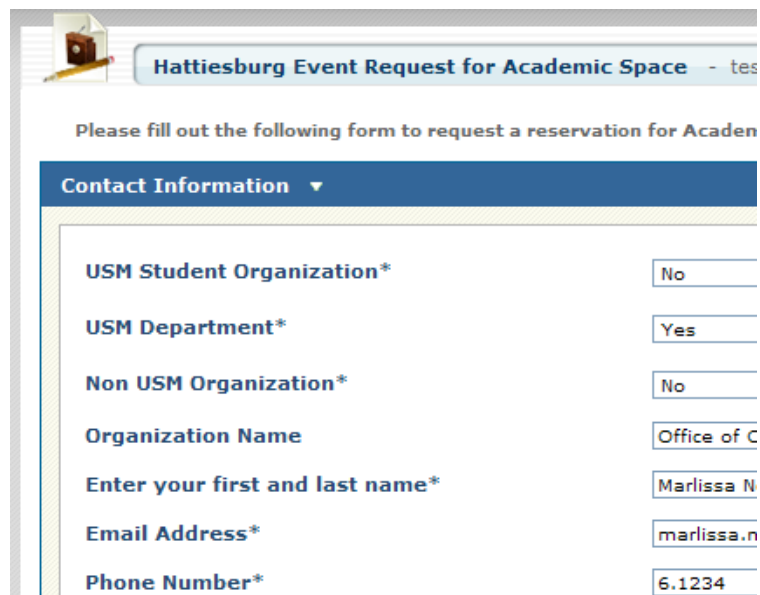


2. Enter:
 - a. event title.
 - b. location for your event.
 - c. Click the **Next** button.



The screenshot shows the 'Welcome to the Event Request Wizard' form. It has a title bar with a pencil icon and the text 'Welcome to the Event Request Wizard'. Below the title bar are two input fields. The first field is labeled 'Enter the title of your Event' and contains the text 'test'. An arrow labeled 'a' points to this field. The second field is labeled 'Select an Event Request Form' and is a dropdown menu with 'Hattiesburg Event Request for Academic Space' selected. An arrow labeled 'b' points to the dropdown menu, and an arrow labeled 'c' points to the 'Next' button. At the bottom right of the form are two buttons: 'Next' and 'Cancel'.

3. Complete the required fields, which are noted with an asterisk (*).




Hattiesburg Event Request for Academic Space - tes

Please fill out the following form to request a reservation for Academic Space

Contact Information ▾

| | |
|---------------------------------|--|
| USM Student Organization* | <input type="text" value="No"/> |
| USM Department* | <input type="text" value="Yes"/> |
| Non USM Organization* | <input type="text" value="No"/> |
| Organization Name | <input type="text" value="Office of C"/> |
| Enter your first and last name* | <input type="text" value="Marlissa N"/> |
| Email Address* | <input type="text" value="marlissa.n"/> |
| Phone Number* | <input type="text" value="6.1234"/> |

4. If available, you can dictate date/time and request a room location. <This is NOT always available.> Click the **Add/Remove Meetings** button.



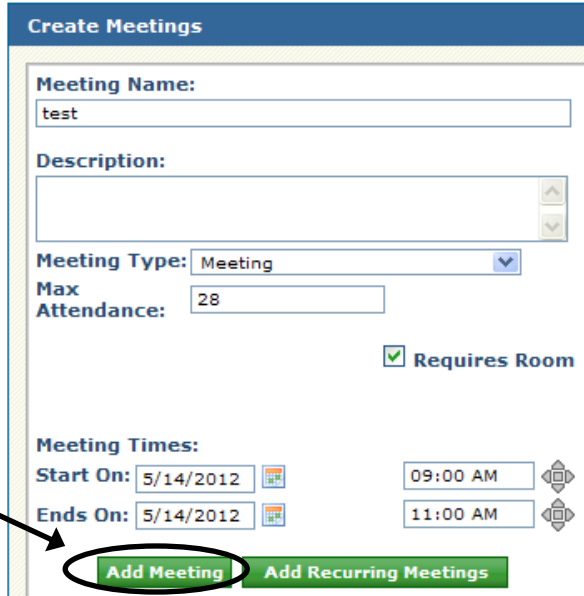
Room Information ▾

Please provide any additional comments or questions regarding your event:

Room Requested* **Add/Remove Meetings**

I agree that the provided information is true.*

5.
 - a. Enter the pertinent information, including the max attendance, start/end dates, and start/end times.
 - b. Click on the **Add Meeting** button.



Create Meetings

Meeting Name:

Description:

Meeting Type: Meeting

Max Attendance:

Requires Room

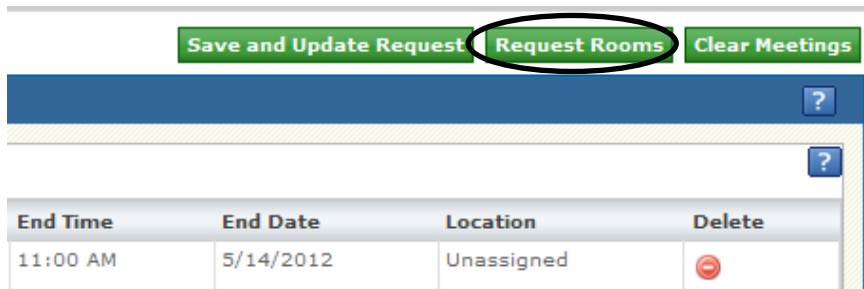
Meeting Times:

Start On: 5/14/2012 09:00 AM

Ends On: 5/14/2012 11:00 AM

Add Meeting **Add Recurring Meetings**

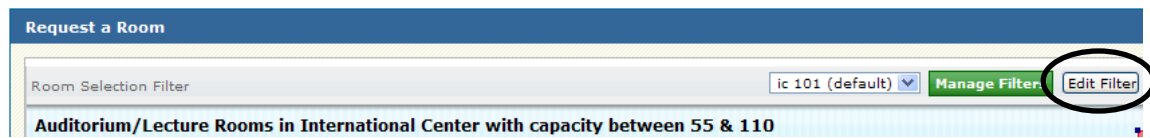
6. Click on the **Request Rooms** button.



Save and Update Request **Request Rooms** **Clear Meetings**

| End Time | End Date | Location | Delete |
|----------|-----------|------------|--------|
| 11:00 AM | 5/14/2012 | Unassigned | |

7. Click the **Edit Filter** button.

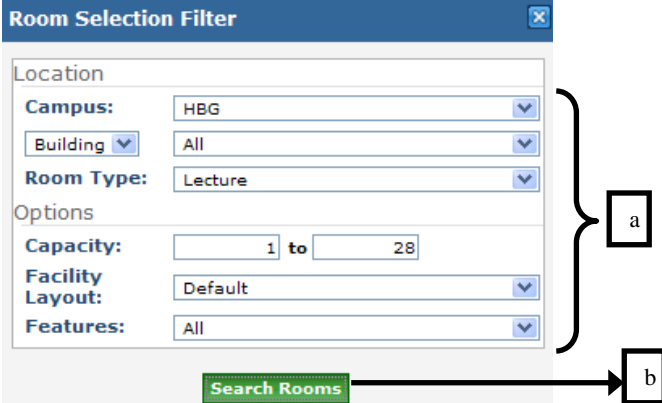


Request a Room

Room Selection Filter **Manage Filter** **Edit Filter**

Auditorium/Lecture Rooms in International Center with capacity between 55 & 110

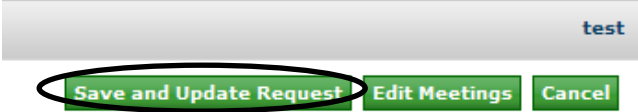
8. a. Enter the pertinent information.
b. Click the **Search Rooms** button.



9. To request a room, click on the "Available" option to the right of the room. It will then display "Selected."

| Room | Capac... | Type | test 5/14/2012 9:00 AM - 11:00 AM |
|---------------------|----------|---------|---|
| Health, Physical... | 25 | Lecture | Available |
| Health, Physical... | 20 | Lecture | Available |
| Honor House 10...E | 12 | Lecture | Available |
| Honor House 20...E | 15 | Lecture | Available |
| Kate Hubbard Ho... | 20 | Lecture | Selected |
| Polymer Science... | 28 | Lecture | Available |

10. Click the **Save and Update Request** button.



11. Click the **Yes** option.

12. Click the **Submit Request** button.

