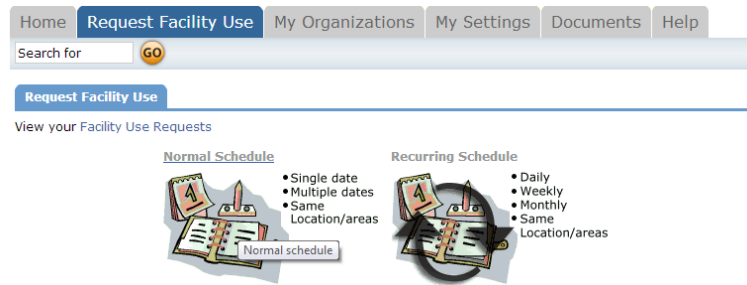


How to Submit a Request

1) Click on the **Request Facility Use** tab. Select your schedule type.



2) When entering a schedule, any field with a red line beside it is a required field. The system will not save your request if the information is not filled out.

- Enter the **Event Title**.
- Click on the drop down menus beside **Location** and **Room** to select the spaces that are needed.
- Choose your **Event Dates** by clicking on the date in the calendar box to the right. You can click on the black arrows in the calendar box to change months.
 - Click on the **Check Availability** button to verify you are not double booking a room.

The screenshot shows the 'Scheduling Details' form. It includes fields for 'First Name' (Bob), 'Last Name' (Smith), 'Event Title', and 'Event Description'. There are dropdown menus for 'Location' and 'Rooms (Building)'. Below these is a calendar for selecting 'Event Date(s)'. At the bottom, there are dropdown menus for 'Start Time' and 'End Time', and a 'Check Availability' button. A note states: 'Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.'


3) Enter any **Additional Information, Organization Information, Insurance Information, Setup Requirements, etc**, that may appear on the form. Remember, make sure to fill in all required fields marked with a red line.




4) Enter your email address as your Signature and check the box to verify you have a read the terms and conditions. Click Submit to submit your request.

5) You can view your previous requests by clicking on the Request Facility Use tab and clicking the View you Facility Use Requests link:

Request Facility Use


[View your Facility Use Requests](#) 

Normal Schedule



- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule



- Daily
- Weekly
- Monthly
- Same Location/areas

Your request will go through the approval process set up by the Administrator in the account. You will get an email once the request is approved and activated.