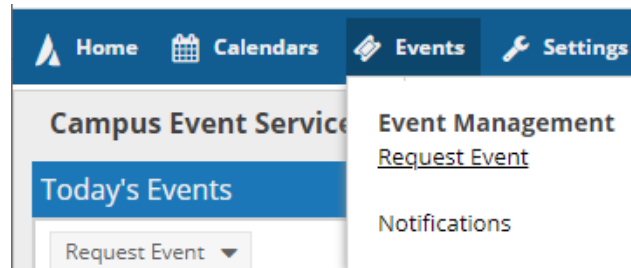
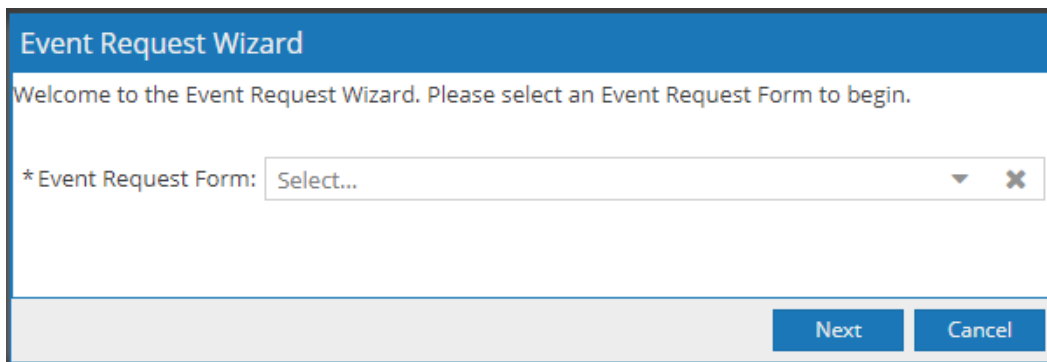


How to schedule an event:

- From the homepage, click on *Events* from the navigation bar, then *Request Event* under *Event Management*.

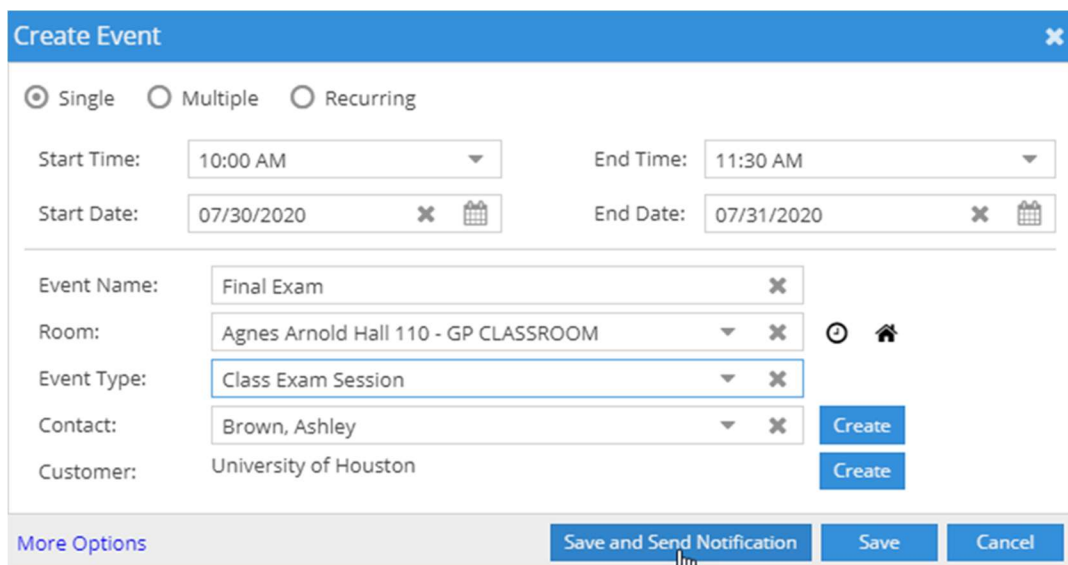


- From the *Event Request Wizard* page, choose the appropriate event request form and click NEXT.

A screenshot of the 'Event Request Wizard' page. The page has a blue header with the title 'Event Request Wizard'. Below the header, there is a white box with the text 'Welcome to the Event Request Wizard. Please select an Event Request Form to begin.' Below this text is a dropdown menu labeled '* Event Request Form:' with the text 'Select...' and a small 'x' icon to the right. At the bottom right of the page, there are two blue buttons: 'Next' and 'Cancel'.

- Fill in the Contact Information and Event Information.
- Choose "Add Meeting" to create the time(s) and date(s) your event will be meeting. Be sure to include time for SETUPS and BREAKDOWNS.

- To add a single event, input the information in the screen below:

A screenshot of the 'Create Event' form. The form has a blue header with the title 'Create Event' and a close button. Below the header, there are three radio buttons: 'Single' (selected), 'Multiple', and 'Recurring'. Below the radio buttons, there are four input fields: 'Start Time' (10:00 AM), 'End Time' (11:30 AM), 'Start Date' (07/30/2020), and 'End Date' (07/31/2020). Below these fields, there are five input fields: 'Event Name' (Final Exam), 'Room' (Agnes Arnold Hall 110 - GP CLASSROOM), 'Event Type' (Class Exam Session), 'Contact' (Brown, Ashley), and 'Customer' (University of Houston). To the right of the 'Event Name' field, there is a 'Create' button. To the right of the 'Room' field, there is a 'Create' button. To the right of the 'Event Type' field, there is a 'Create' button. To the right of the 'Contact' field, there is a 'Create' button. To the right of the 'Customer' field, there is a 'Create' button. At the bottom of the form, there are four buttons: 'More Options', 'Save and Send Notification', 'Save', and 'Cancel'.

* You can also create multiple or recurring events

The image shows two screenshots of the 'Create Event' form. The left screenshot shows the 'Multiple' event type selected, with a calendar view for July 2020 and a list of meetings. The right screenshot shows the 'Recurring' event type selected, with a 'Recurrence Pattern' section for a weekly event on Tuesdays.

Left Screenshot: Multiple Event

- Event Type: Multiple
- Start Time: 2:00 PM
- End Time: 3:00 PM
- Calendar: July 2020
- Meetings:
 - Wed, 07/29/2020, 02:30 PM to 03:00 PM
 - Thu, 07/30/2020, 12:00 PM to 01:30 PM
 - Fri, 07/31/2020, 02:00 PM to 03:00 PM
- Event Name: Final Exam
- Room: Agnes Arnold Hall 10 - GP CLASSROOM
- Event Type: Academic Meeting+
- Contact: Brown, Ashley
- Customer: University of Houston

Right Screenshot: Recurring Event

- Event Type: Recurring
- Start Time: 2:00 PM
- End Time: 3:00 PM
- Recurrence Pattern:
 - Recur every 1 week(s) on:
 - Weekly
 - Daily
 - Monthly
 - Yearly
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- Start: 07/28/2020
- End after 1 occurrences
- End by 09/29/2020
- Recurrence Summary: Every 1 week(s) on Tuesday effective 07/28/2020 until 09/29/2020 from 2:00 PM to 3:00 PM.
- Event Name: Final Exam
- Room: Agnes Arnold Hall 10 - GP CLASSROOM
- Event Type: Academic Meeting+
- Contact: Brown, Ashley
- Customer: University of Houston

*If you click Assign Room, you can see what rooms are available

The image shows the 'Scheduler' window with a list of available rooms for a meeting on Tuesday, 7/28/2020, from 3:00-3:30pm. The room list includes AH 104, SEC 206, SEC 202, S 105, D3 W122, GAR 205, SEC 204, SEC 203, SEC 103, SEC 205, ARC 150, SEC 102, F 160, SEC 201, SR 116, MH 180, and SEC 101.

Scheduler -

Filter: Search

Room Options:

- Show Only Available Rooms
- Show Shared Rooms
- Show Alt Room Configs

Capacity: Between and

Campus: +

Building: +

Room: +

Region 1: Clear +

GPC

Room Type: +

Feature: +

Facility Layout: +

| Room | (mtg) 7/28/2020 Tue 3:00-3:30pm |
|-------------------------------|--|
| <input type="radio"/> AH 104 | Available |
| <input type="radio"/> SEC 206 | Available |
| <input type="radio"/> SEC 202 | Available |
| <input type="radio"/> S 105 | Available |
| <input type="radio"/> D3 W122 | Available |
| <input type="radio"/> GAR 205 | Available |
| <input type="radio"/> SEC 204 | Available |
| <input type="radio"/> SEC 203 | Available |
| <input type="radio"/> SEC 103 | Available |
| <input type="radio"/> SEC 205 | Available |
| <input type="radio"/> ARC 150 | Available |
| <input type="radio"/> SEC 102 | Available |
| <input type="radio"/> F 160 | Available |
| <input type="radio"/> SEC 201 | Available |
| <input type="radio"/> SR 116 | Available |
| <input type="radio"/> MH 180 | Available |
| <input type="radio"/> SEC 101 | Available |

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OK Cancel

➤ Once you are done adding meetings, click SUBMIT.