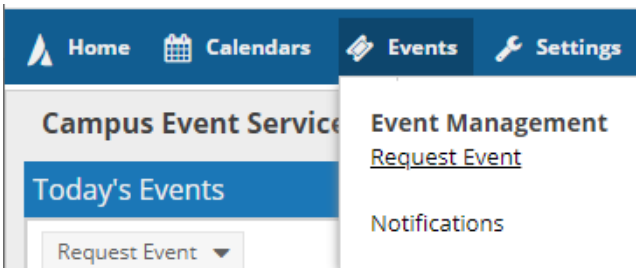
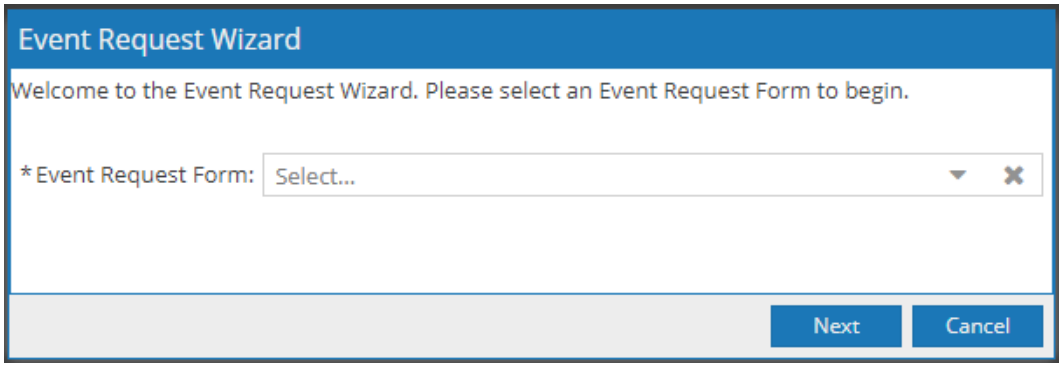
How to schedule an event:

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

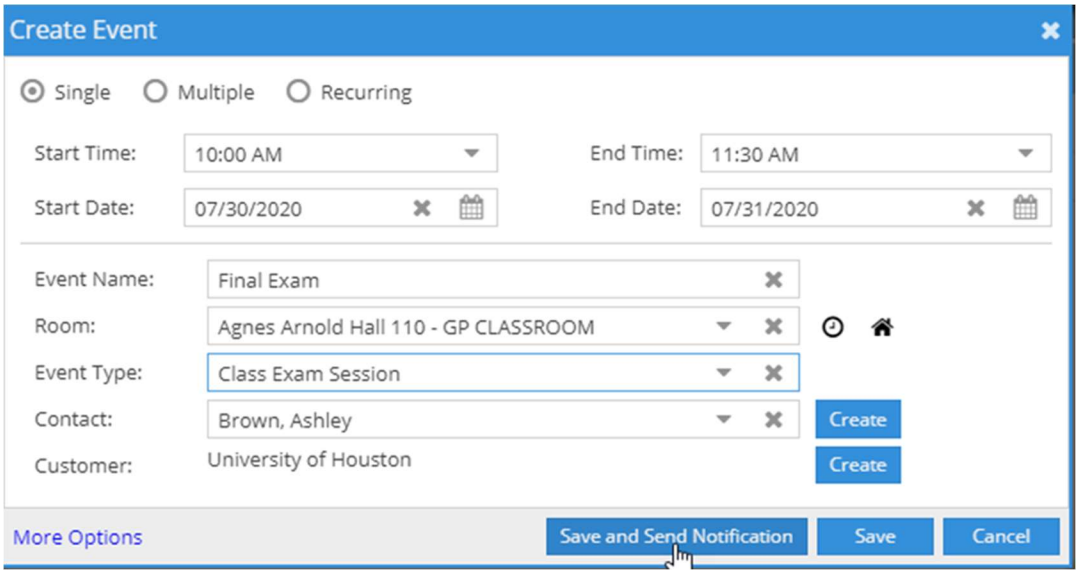


- From the *Event Request Wizard* page, choose the appropriate event request form and click NEXT.

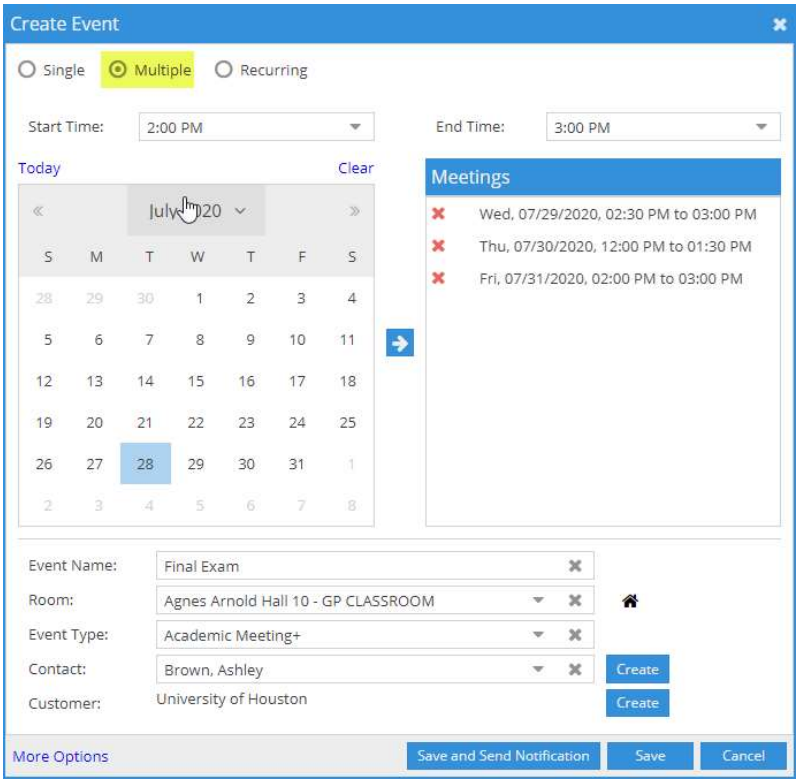


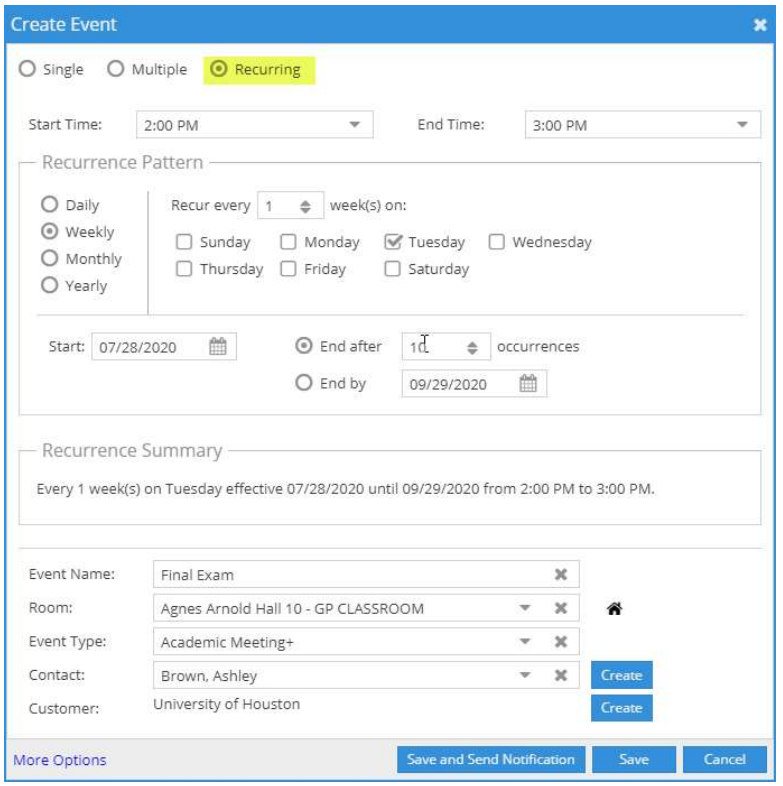
- Fill in the Contact Information and Event Information.
- Choose "Add Meeting" to create the time(s) and date(s) your event will be meeting. Be sure to include time for SETUPS and BREAKDOWNS.

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

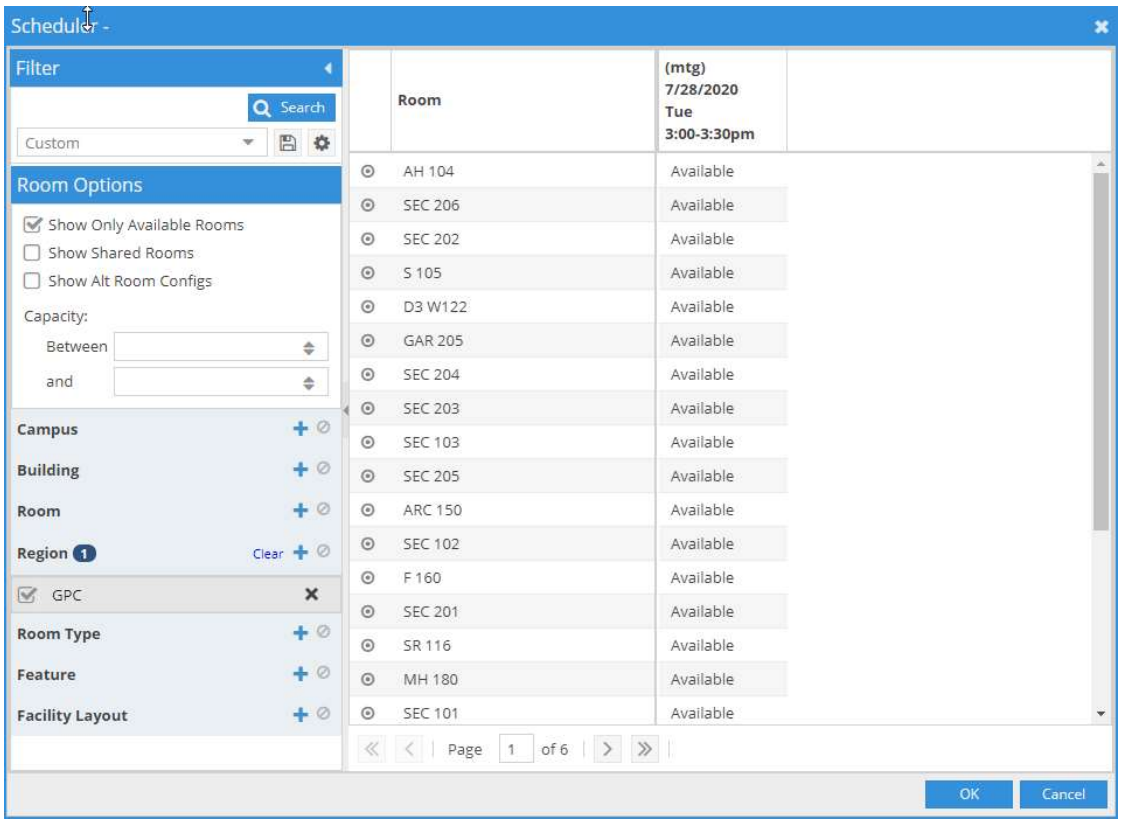


* You can also create multiple or recurring events





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



➢ Once you are done adding meetings, click SUBMIT.