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.