**Filling out the Event Wizard:**

*For help- click the help button, top right corner, or call the Central Reservations Office at 328-4731.*

Navigation:

<table>
<thead>
<tr>
<th>Event Status</th>
<th>Shows number of required fields remaining. Will also notify if there are scheduling conflicts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Event Details</td>
<td>Provides a summary of the event as you complete the fields, as well as a means to navigate to specific parts of form, by clicking on that area.</td>
</tr>
<tr>
<td>*</td>
<td>Asterisk fields are required fields and must be filled out before submitting an event.</td>
</tr>
<tr>
<td></td>
<td>Can be used to navigate back and forth through the pages of the request form.</td>
</tr>
<tr>
<td></td>
<td>Save your event request.</td>
</tr>
<tr>
<td></td>
<td>By selecting the star next to an item it will show at the top of your selection field for easy adding when requesting, and will also allow you to quickly get to information about some of the items from the dashboard (space calendars, etc).</td>
</tr>
<tr>
<td></td>
<td>Stop editing this event (without saving).</td>
</tr>
<tr>
<td></td>
<td>Another way to navigate between the pages of the request form.</td>
</tr>
<tr>
<td></td>
<td>Finish editing an event.</td>
</tr>
</tbody>
</table>

Complete all of the *asterisked* items. Complete any other items that you want to include in your event as necessary.

1. **Event name:** Please enter a name that clearly describes your event. Avoid generic names like “Meeting”. An example would be “25Live Workshop”

   **Event Title:** This field is optional. It provides you more space to type. As an example, this could be used if there was a title for your workshop. “Becoming a 25Live expert in 25 steps or less”
2. **Event type**: Select ALL EVENT TYPES, then select an event type from the list.

3. **Primary Organization for this Event**: Search for your department or organization by using the Search option or the Index. Click on the organization on the left, to select it. Organization will then populate to the right.
4. **Additional Organization(s) for this Event**: Only needed if there are cosponsors for this event. Select just as you did in step 3.

5. **Expected Head Count**: This field is required. Enter an accurate estimated head count for your event.

6. **Event Date and Time**: First things first! Select the start and end time of your **FIRST** or only date (if not repeating). **Important Note**: Do not change the end date here for a repeating reservation. Only if event actually spans days!

   **NOTE**: It is important to indicate setup/takedown time needed SEPARATE from your start and end time. This allows service providers to know when your event actually begins and ends, rather than when setup begins, etc.

   To submit a request for multiple dates, choose the appropriate selection from the “Event Repeats?” dropdown.
Note: *You can only submit a request for multiple dates if they are all the same start and end time.* Once you select multiple dates, each date will appear in the occurrence list.
7. **Preferred Event Location**: To find a location, either search by the location name, or use a Public Search (at the bottom of the Find By list). Click the “Hide Unavailable” box so that results only show available locations. The Green Check mark means that the space is available during your selected date and time. Click on the space to select it.
Once you have selected a location, it will populate on the right side of the event wizard. For rooms that are not fixed setup rooms, please choose a layout from the dropdown. To add setup instructions, click the pencil.

For non-fixed setup spaces, please choose a setup from the dropdown.

Click here to add setup instructions

For multiple occurrence reservations, click “Modify Selected Occurrences” to choose layouts and edit setup instructions. Instructions can be copied to all occurrences by clicking the blue down arrow.
8. **Resources and Services Needed for your event:**

To select resources needed for your event, click on the “Categories” area. Each Scheduling area has a list of resources available for your event. Please click on the appropriate area, to get a list of available resources. *Click on Global Category to access a list of global resources/services such as ARAMARK catering, Open Flame request, etc.*

To select a resource, click on it in the list. When it populates on the right, you can edit the quantity, or add instructions, by clicking on the pencil just as you did with the location.
9. **Event Custom Attributes:**
   Questions will appear in this area, dependent on the type of event. Please answer each question in the list by clicking on the + next to the question.
10. **Event Description:**

Please enter a brief description of your event. This is required for all events except for basic meetings.

11. **Alternative locations and additional instructions:**

Please enter information about preferred alternate spaces and any additional instructions/notes to the scheduler about your event.

12. **Event State:**

All requests are drafts. This field is not editable. This simply means that the event is in a draft form until it is confirmed by a scheduler. Once your event is confirmed, you will receive an e-mail confirmation.
Click to submit your request.

Congrats! Your request is submitted!

Reminder- Your location/resources are not confirmed until you receive a confirmation notice from the scheduler.