How to use the Event Form – Student Organizations

Event Name: Enter the name you wish to give to your event.

Event Name - *Required* (i)

Please enter a value for required fields (Event Name)

Event Type: Select the appropriate classification for your event, from:

- Outdoor Event
- Outdoor Signage
- Student Organization Event (Indoor)

Event Type - *Required* (i)

Select an item ⌄

Please enter a value for required fields (Event Type)

Primary Organization: Select the appropriate classification for your organization.

Primary Organization for this Event - *Required* (i)

Search organizations ⌄   Remove

Please enter a value for required fields (Primary Organization for this Event)
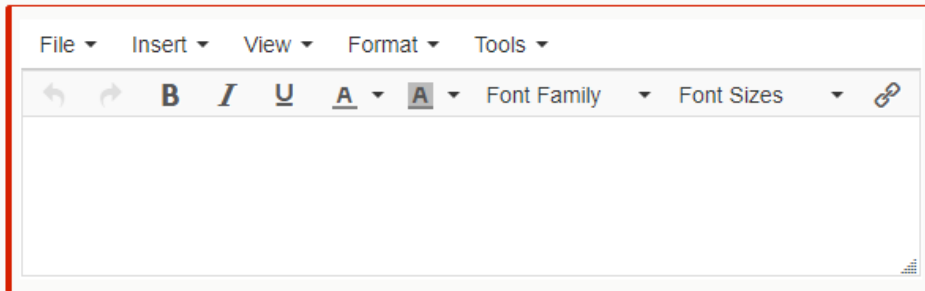
Expected Head Count: Enter the number of people who will attend the event.

Expected Head Count - *Required* (i)

Please enter a value for required fields (Expected Head Count)

Event Description: Provide a brief description of your event.

Event Description - *Required* ⓘ

| File ▾ | Insert ▾ | View ▾ | Format ▾ | Tools ▾ |

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Please enter a value for required fields (Event Description)

Event Date and Time: Enter the date and time from event start to event ends.

Event Date and Time - *Required*

Sat Dec-21-2019

9:00 am

To:

10:00 am

☑ This event begins and ends on the same day

Event Duration:
1 Hour

Additional Time: Indicate whether the event requires:

- additional time before the event (Yes/No)
- additional time after the event (Yes/No)

Additional time ⌃

Pre-Event Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Post-Event Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Reservation Start: **Sat Dec-21-2019 9:00 am**

Reservation End: **Sat Dec-21-2019 10:00 am**

Reservation Duration:
1 Hour

Repeating Pattern:

Pattern Picker   ✕

How does this event repeat?   Does Not Repeat   ⬍

          Cancel   **Select Pattern**

Choose how this event repeats:

- **Does Not Repeat:** Event will not have additional occurrences
- **Ad Hoc Repeats:** Occurrences will be selected manually
- **Daily Repeats:** Occurrences will be daily, through end date
- **Weekly Repeats:** Occurrences will be weekly, through end date
- **Monthly Repeats:** Occurrences will be monthly, through end date

View All Occurrences:

All Date Occurrences   ✕

Dates	Times		Comment	State	Remove
Sat Dec-21-2019	9:00 am	10:00 am		Active ⬍	Remove

            Close

Event Locations: Enter a location name to see matching rooms.

Locations may be browsed via the Availability view on the dashboard

Show only my authorized locations that have no time conflicts: Hide any search result with time or permission conflicts.

Enforce head count: Hide any search result with a maximum headcount less than the event head count.

Selected Location Details:

View Occurrences:

Contact roles for this Event:

Academic Scheduler: Refers to the approver of the request. This field will automatically populate based on the location of the event, and does not to be changed.

Requestor: Refers to the user making the request. This field will automatically populate based on the login information of the current request, and does not need to be changed.

Additional Contact: Refers to any other users who should receive the reservation information. This field is optional.

Requirements:

Select Requirement:

Indicate whether any of the listed requirements apply. If none apply, "None of the above" must be selected in order to advance.

*Note: If the CU Involved event ID number is not entered, the request will NOT be approved.

*Note: If the event type "Outdoor Event" was indicated in Step 1, the additional event requirements fields will be visible. **Please do not leave these additional fields blank.**

Event Comments:

Event Comments ⓘ

Event Comments: Enter any additional comments the reservations staff should know about the event.

After Saving This Event…

After Saving This Event... ∧

◉ Go To Event Details
◯ Create Another Related Event
◯ Create A Related Copy of This Event

The event must be **saved** to be submitted to a reservationist. Incomplete until "Save" is pressed.

An email notification will be sent:

- Upon submission of a tentative event reservation
- Upon approval of the event by a reservationist

*Note: Events will be listed as tentative until confirmed by a reservationist.

Cancel/Preview/Save button

Cancel | Preview | Save

Preview

Event Name *(Required)*

Test

Event Type *(Required)*

Meeting

Primary Organization for this Event *(Required)*

Centralized Reservations

Expected Head Count *(Required)*

10

Event Description *(Required)*

N/a

Event Date and Time *(Required)*

Sat Dec-21-2019
9:00 am - 10:00 am
Locations: HARP 3023 Entire

Contact Roles for this Event *(Required)*

Academic Scheduler: