SKIDMORE'S ONLINE EVENT REQUEST SYSTEM

Skidmore's Online Event Request

# HOW TO BROWSE FOR EVENTS AND ROOM AVAILABILITY ON CAMPUS

HOW TO SUBMIT A REQUEST

The available spaces for your event will appear to the right in the "Location" tab. Click on the desired room to view the room features. Select the room that you want to schedule for your event by clicking on the green   to the left of the space's name. **If you need multiple spaces for this event you may select more than one by clicking the green ■ for every space you wish to reserve.
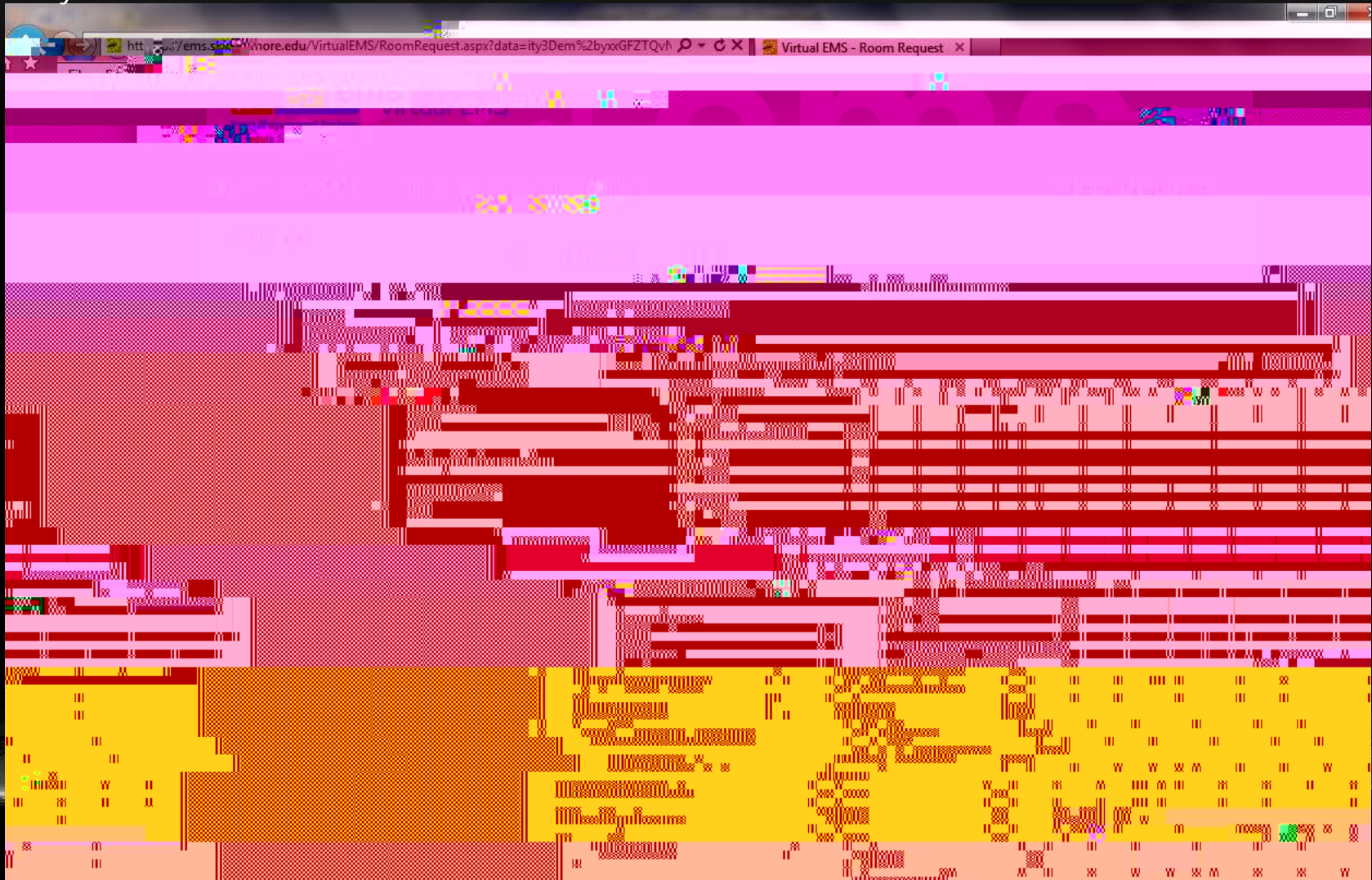
Click on the "Details" tab to submit the contact information and details for the event.
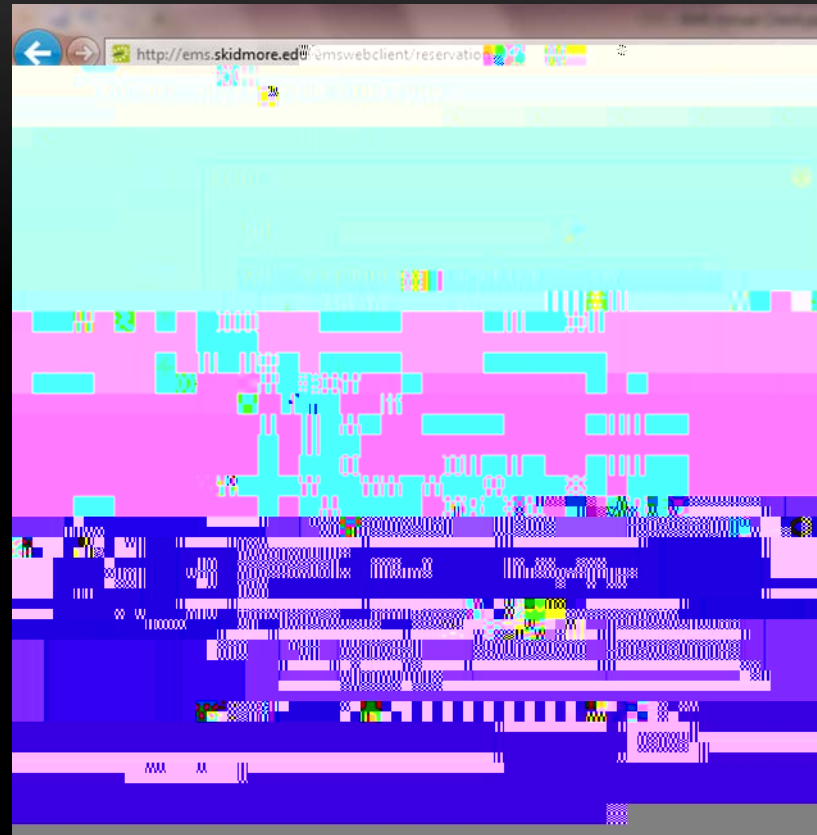
-Event name

-Event type

You will need to look up the department/group that will be using the space by clicking on the magnifying glass button next to "Group".
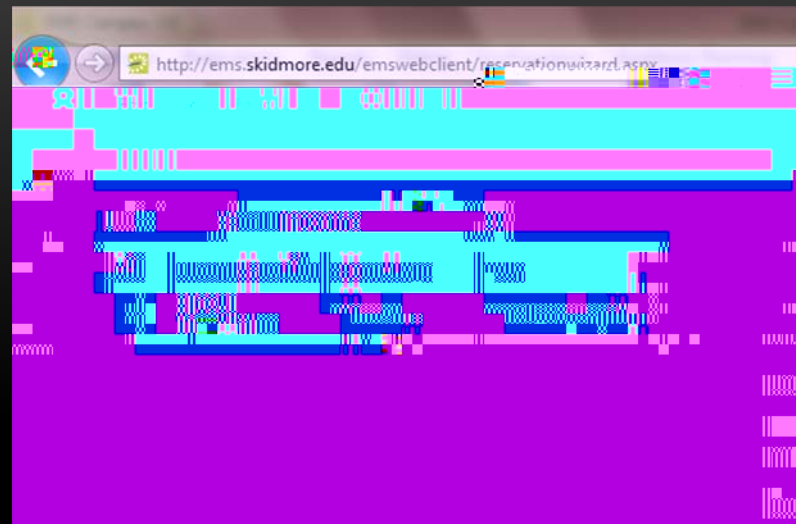
You can either search for the group by typing in the name or by hitting the magnifying glass and scrolling through the list.

Once you've found the group you can click the   in the add column next to the group. This will bring up the contact information for the person assigned to that group. Once you've added the group click the "Done" button.
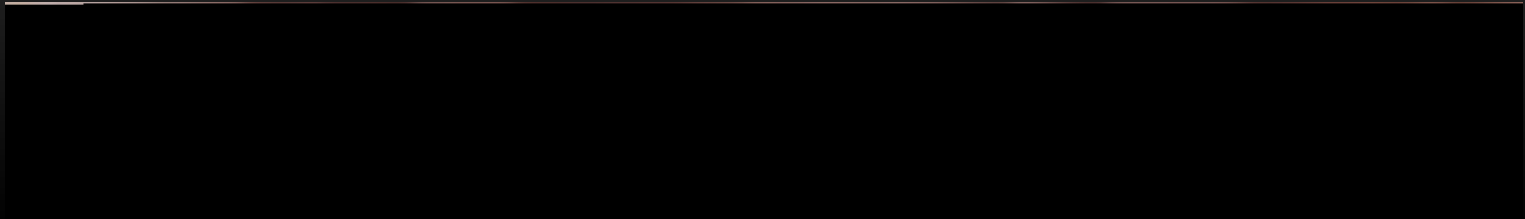
*This will only need to be done once.

Once all the information is entered click "Submit Reservation".

Your reservation details will pop up and if you need to make any changes to your reservation you can do it from here.

"Edit Reservation":
Allows you to change the event name, event type and group.

"Add Booking":
Allows you to add another booking to this reservation.

"Cancel Bookings":
Allows you to cancel one or more of the bookings in your reservation.

"Cancel All Bookings":
Allows you to cancel all of the bookings in your reservation.

"Add booking to personal calendar":
Allows you to put this reservation on your outlook calendar.

"Booking Tools":
Allows you to change the reservation date or time.
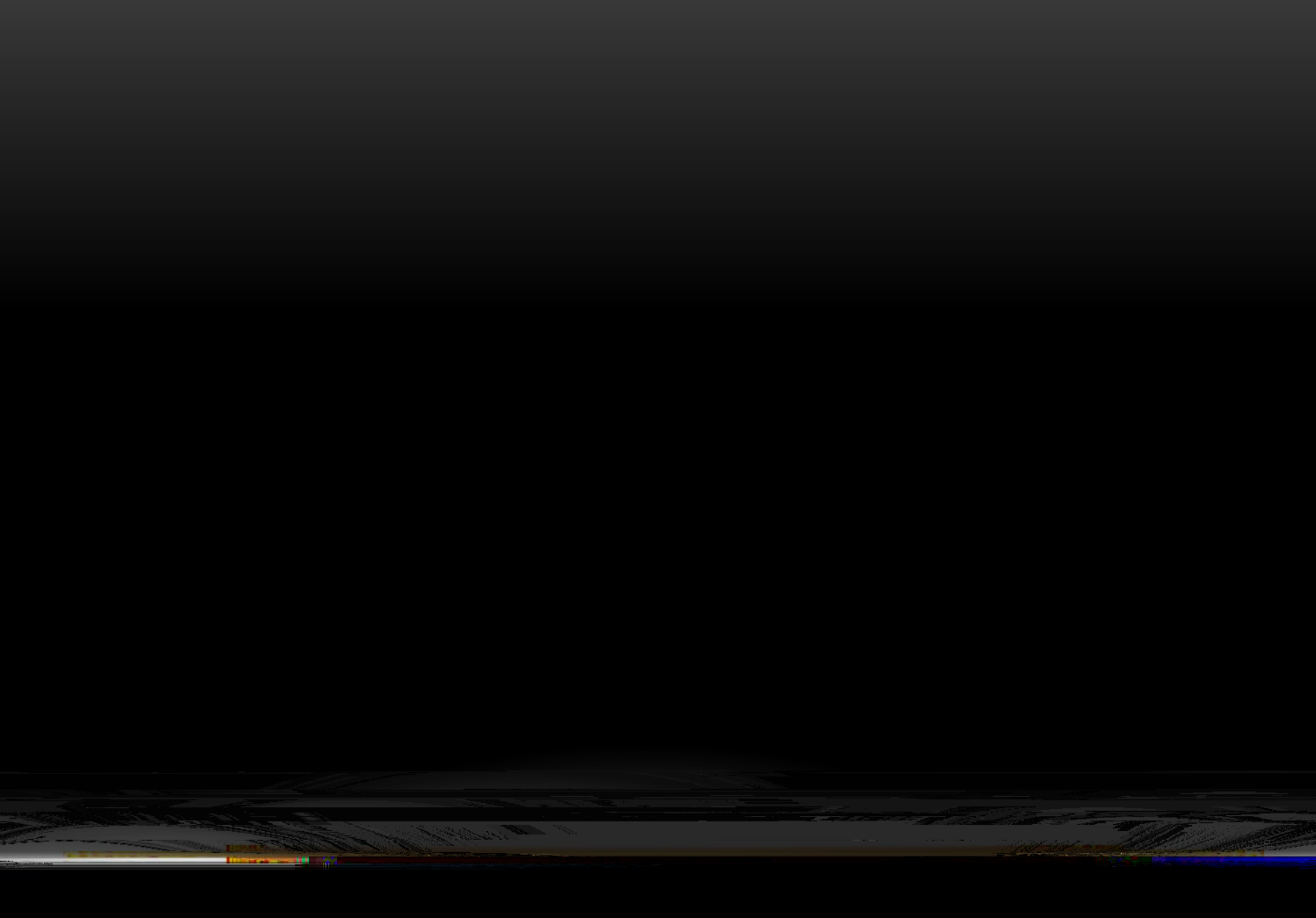
To check the status of any of your requests choose "View My Requests" under the "Reservations" tab.

Click on the reservation and under the heading "Status" it will show the current status of your reservation.