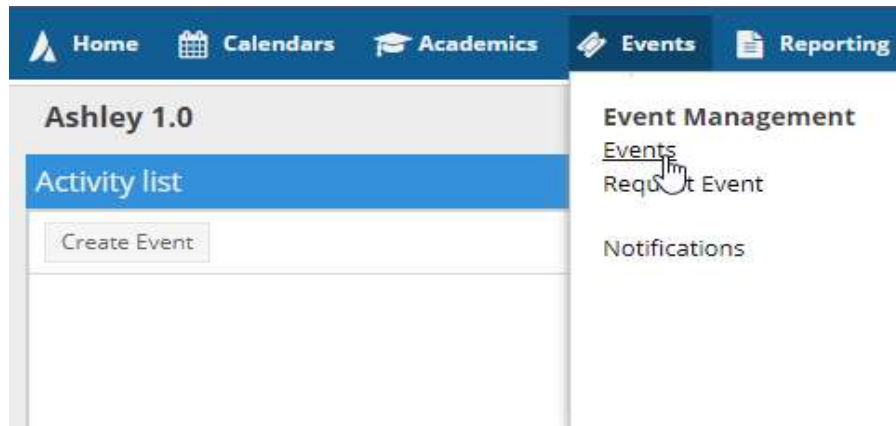
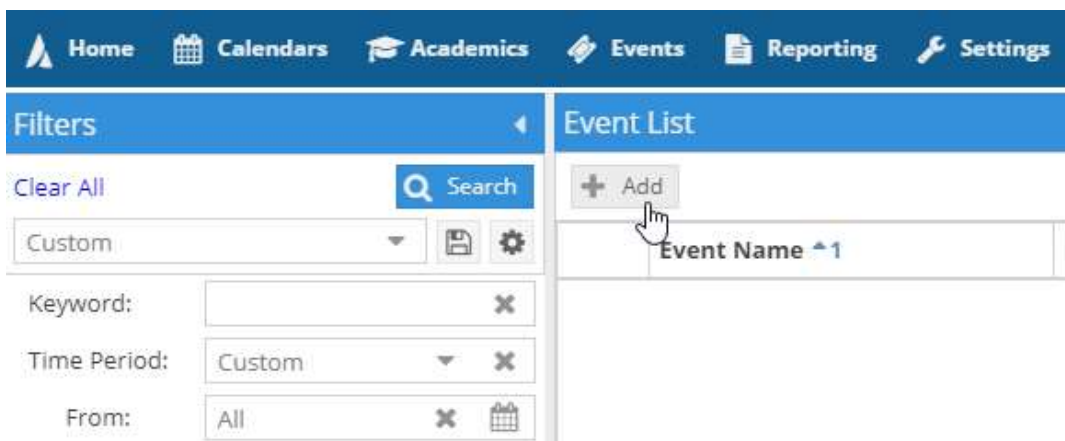


How to schedule an event:

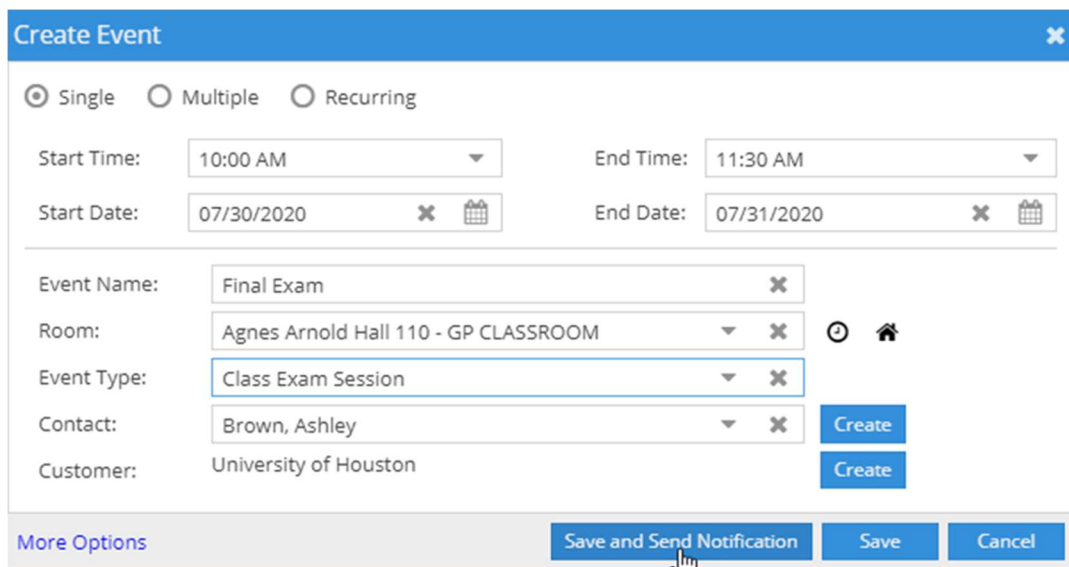
- From the homepage, click on *Events* from the navigation bar, then *Events* under *Event Management*.



- From the *Events* page, click + *Add*



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



The screenshot shows the 'Create Event' form. It includes radio buttons for 'Single', 'Multiple', and 'Recurring'. The form fields are: Start Time (10:00 AM), End Time (11:30 AM), Start Date (07/30/2020), End Date (07/31/2020), Event Name (Final Exam), Room (Agnes Arnold Hall 110 - GP CLASSROOM), Event Type (Class Exam Session), Contact (Brown, Ashley), and Customer (University of Houston). There are 'Create' buttons for each field and a 'Save and Send Notification' button at the bottom. A mouse cursor is hovering over the 'Save and Send Notification' button.

* You can also create multiple or recurring events

Create Event

Single
 Multiple
 Recurring

Start Time: 2:00 PM End Time: 3:00 PM

Today Clear

July 2020

S	M	T	W	T	F	S
			1	2	3	4
28	29	30				
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Meetings

- Wed, 07/29/2020, 02:30 PM to 03:00 PM
- Thu, 07/30/2020, 12:00 PM to 01:30 PM
- Fri, 07/31/2020, 02:00 PM to 03:00 PM

Event Name: Final Exam

Room: Agnes Arnold Hall 10 - GP CLASSROOM

Event Type: Academic Meeting+

Contact: Brown, Ashley

Customer: University of Houston

Create Event

Single
 Multiple
 Recurring

Start Time: 2:00 PM End Time: 3:00 PM

Recurrence Pattern

Daily
 Weekly
 Monthly
 Yearly

Recur every 1 week(s) on:

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Start: 07/28/2020

End after 10 occurrences
 End by 09/29/2020

Recurrence Summary

Every 1 week(s) on Tuesday effective 07/28/2020 until 09/29/2020 from 2:00 PM to 3:00 PM.

Event Name: Final Exam

Room: Agnes Arnold Hall 10 - GP CLASSROOM

Event Type: Academic Meeting+

Contact: Brown, Ashley

Customer: University of Houston

*If you click the black house next to the *Room* field, you can see what rooms are available

Schedule

Filter

Search

Custom

Room Options

Show Only Available Rooms
 Show Shared Rooms
 Show Alt Room Configs

Capacity: Between and

Campus

Building

Room

Region 1 Clear

GPC

Room Type

Feature

Facility Layout

Room	(mtg) 7/28/2020 Tue 3:00-3:30pm
<input type="radio"/> AH 104	Available
<input type="radio"/> SEC 206	Available
<input type="radio"/> SEC 202	Available
<input type="radio"/> S 105	Available
<input type="radio"/> D3 W122	Available
<input type="radio"/> GAR 205	Available
<input type="radio"/> SEC 204	Available
<input type="radio"/> SEC 203	Available
<input type="radio"/> SEC 103	Available
<input type="radio"/> SEC 205	Available
<input type="radio"/> ARC 150	Available
<input type="radio"/> SEC 102	Available
<input type="radio"/> F 160	Available
<input type="radio"/> SEC 201	Available
<input type="radio"/> SR 116	Available
<input type="radio"/> MH 180	Available
<input type="radio"/> SEC 101	Available

Page 1 of 6

Saving

- *Save* will save the event and *Save and Send Notification* will save and send a confirmation email to the person listed in the *Contact* box. You can also add recipients to the notification email.

Send an Event Summary

Subject: Event Summary: Final Exam

Comment:

Recipients

+ Add From Contacts + Add Recipient + Include Attendees

Notify	Recipient	Email
<input checked="" type="checkbox"/>	Ashley Brown	anbrown7@central.uh.edu

OK Cancel

*You can also click More Options to see a larger screen

Create Event

Single Multiple Recurring

Start Time: 10:00 AM End Time: 11:30 AM

Start Date: 07/30/2020 End Date: 07/31/2020

Event Name: Final Exam

Room: Agnes Arnold Hall 110 - GP CLASSROOM

Event Type: Class Exam Session

Contact: Brown, Ashley

Customer: University of Houston

More Options Save and Send Notification Save Cancel

- From here, you click + *Add Meeting*, then input the event information. Then click *Add Meeting* when you're done. You can then click *Assign Rooms*.

Event Information

Reservation #: 20200728-00003 *Owner: Brown, Ashle

*Event Name: Final Exam *Event Type: Academic Meeting+

Description: [Text Area] Event Status: Initial to Schedule by 1075862

*Contact: Brown, Ashley [Create] Est. Attend: 0

Customer: University of Houston [Create] Private:

Notify: Featured:

Meetings | Additional Contacts | Attachments | Reminders | Attendees | Notes | Calendar Description | History

+ Add Meeting | Edit Selected | Assign Rooms | Assign Resources | Drop Selected | Delete Selected

- Once all the information for the event has been completed, click *Save* or *Save and Close*.

* If you want an email confirmation, make sure you click the *Notify* box.

Reservation #: 20200728-00003

*Event Name: Final Exam

Description: [Text Area]

*Contact: Brown, Ashley [Create]

Customer: University of Houston [Create]

Notify: