

## QUICK START TO SCHEDULE AN EVENT https://spaces.csuohio.edu

- 1. Click on the "Request an Event" link located in the upper left hand corner of the screen.
- 2. Scroll down to complete all fields requested, including: Name of group or organization, Contact Information, Event Title, Set Up, Event Details, and Meeting Type.

Mee	Meeting Recurrence									«					
														💮 Ci	eate
Single Meeting(s) Recu					urrin	g	Spar	nning							
Star	Start Time: 5:30 PM			) PM		×	<ul> <li>End Time:</li> </ul>			2:	6:30 PM			××	*
◄	I October 2013 ▼ I November 2013 ▼ I														
s	М	Т	W	Т	F	s	s	М	т	W	т	F	s		
29	30	1	2	3	4	5	27	28	29	30	31	1	2		Ξ
6	7	8	9	10	11	12	3	4	5	6	7	8	9		
13	14	15	16	17	18	19	10	11	12	13	14	15	16		
20	21	22	23	24	25	26	17	18	19	20	21	22	23		
27	28	29	30	31	1	2	24	25	26	27	28	29	30		
3	4	5	6	7	8	9	1	2	3	4	5	6	7		-

	Meetings												
🗞 Assign Rooms 🧪 Assign Resources 🕒 😑 Delete													
		Name	Start Date	Start Time	End Time	End Date	Room	Resou					
		Event	11/21/2013	5:30 PM	6:30 PM	11/21/2013							

3. Scroll down to "Meeting Recurrence" and select the date(s) and time(s) of your meeting(s). Then click "CREATE" in the top right hand corner of the box. (The dates you select will be in bold).

4. In the "Meetings" box, click the checkbox to select your desired meeting then select "Assign Rooms".

Assign Room			
Filter       Saved Filter:	Room - +	Score +	Event 11/21/2013 Thu 5:30pm-8:30pm
Room	MC 0101 - Conferen	81	Available
Capacity:	MC 0102 - Conferen	81	Available
Between 0	MC 0103 - Conferen	81	Available
and 🗘	MC 0104 - Conferen	81	Available
	MC 0105 - Conferen	50	Available
All	MC 0122 - Conferen	65	Available
Feature +	MC 0123 - Conferen	75	Available
All	MC 0134 - Conferen	67	Available
Building (3)	MC 0137 - Conferen	50	Available
MC - Main Classroom Building X	MC 0142 - Conferen	91	Available
SC - Student Center X	MC 0146 - Conf Ser	67	Available
Room	MC 0148 - Conf Ser	50	Available
All	MC ATRM-A - Atriu	50	Available
	MC ATRM-B - Atriu	50	Available
	MC ATRM-C - Atriu	50	Available
	MC ATRM-D - Atriu	50	Available
(custom) 🔚 🎤 🔍 🤍 Search	Id d Page	1 of 4	I ► ► I @

5. Select your desired room and then click "OK".

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Filter Saved Filter:	Conferen × v	Resources +	Chy	Event Request 11/12/2013 Tue 5:00pm-6:00pm				
		Conf: Overhead Proj	4	4 Available				
		Conf: Nut Box P	1	Available				
		Conf: Mirrors III	4	4 Available				
		Conf: Wicrophone Ex	6	6 Available				
		Conf: Microphone La	1	Available				
		Conf: Music Stand P	6	6 Available				
		Conf: Room Set Up	99	99 Available				
		Conf: Room Set Up	99	99 Available				
		Conf: Tables (plastic	60	60 Available				
		Conf: Wixer Board 🖻	1	Available				
		Conf: Sound Cord 🖻	2	2 Available				
		Conf: Room Set Up	99	99 Available				
		Conf: Wicrophone St	3	3 Available				
		Conf. Plano 🖂	1	Available				
		Conf: Pipe & Drape 🖃	3	3 Available				
		Conf: Screen P	3	3 Available				
		Conf: Podium IR	4	4 Available				
		Conf: Podium Light 🗠	1	Available				
		Conf: Platform Risers F	6	6 Available				
		Conf: Presidential Po	1	Available				
		Conf: Nicrophone Ta	3	3 Available				
		Reference	1 of 4	▶ И @	 leetings: 0 of 1	C C Page	1 of 1	×.

6. Select "Assign Resources" tab for your desired resources (Set Up and Equipment) and then click "OK".

- 7. Continue to "Event Details" and complete event information.
- 8. <u>SCROLL TO THE TOP LEFT CORNER OF THE REQUEST FORM AND CLICK "SUBMIT" TO FORWARD</u> <u>YOUR REQUEST</u>.
- 9. A confirmation email will be sent to notify you that your event request was successfully submitted. (*This does NOT mean your room request has been confirmed but that your request has been forwarded to the appropriate scheduler.*)

To schedule an event via the on line reservation system (Ad Astra) your browser must be either Internet Explorer 9, Firefox 10.

> Department of Conference Services Student Center 140 (216) 523-7203 \* Fax (216) 687-5545