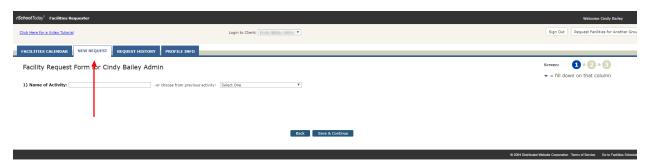
## How to Schedule an Event in the Facilities Scheduler

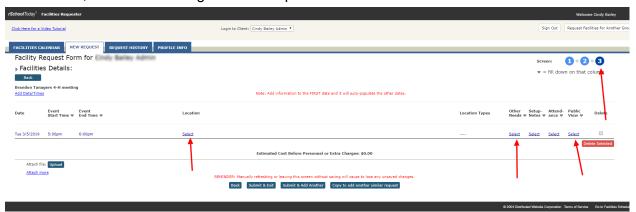
1. Once logged into the facilities scheduler, you can select the "Facility Calendar" tab to check the availability of your building/location(s).



2. If you date/time/location(s) are all available, select the "New Request" tab.



- 3. Fill out the Name of Activity information requested on screen 1 (as seen in the upper right-hand corner). Save & Continue.
- 4. On screen 2, choose your date(s) and start/end times. Save & Continue.
- 5. On screen 3, be sure to manage all of the options listed below.



- a. Select Location--On the popup screen that appears, choose ONLY "Building" NOT "Location Type." Then select "View." Once you do that, click the box next to any location you'd like to reserve. (Note: If there is no box that location has already been reserved for your date/time.)
- b. Select Other Needs--If you need badge access, change the 0 to a 1. If not, skip this step.
- c. Select Public View--Choose one or both calendars to have your information displayed upon.

6. Once everything looks good, "Submit & Exit" or "Submit & Add Another."