SKIDMORE’S ONLINE EVENT REQUEST SYSTEM
HOW TO BROWSE FOR EVENTS AND ROOM AVAILABILITY ON CAMPUS
Click on the “Browse” icon. You can browse the system in three ways:

1. “Scheduled Events” - shows you all of the reserved events for a given day, week, or month in a list or calendar format.

2. “Room Availability” - shows a grid for the day. The spaces that are already reserved will be blocked off.

3. “Room Features” - shows a list of details about each space that you can reserve.
HOW TO SUBMIT A REQUEST
Click on the “Reservations” icon and then click on the “Room Request” button.

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Fill in the REQUIRED fields:

1. Date
2. Time (Start and End time) *Remember to check for AM/PM
3. Attendance: the expected number to attend the event

Then click “Find Space” or add in recurrence.
If the event is a recurring event select the “Recurrence” button. The box that pops up will allow you to schedule any recurring event. **If the recurring event will not be at the same exact day/time you cannot use this feature.
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.

Next you will need to use the drop down button next to “Groups” to select the department/group name that you’ve added. Next time you go to make a reservation the group should still be there.
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.
You should hear from the scheduling office within 48 hours about your reservation. If your space is confirmed the primary scheduler for your group/department will receive an e-mail confirmation.
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.
If you have any questions or comments about the new Online Event Request System please e-mail the Scheduling Office or call extension 5599.