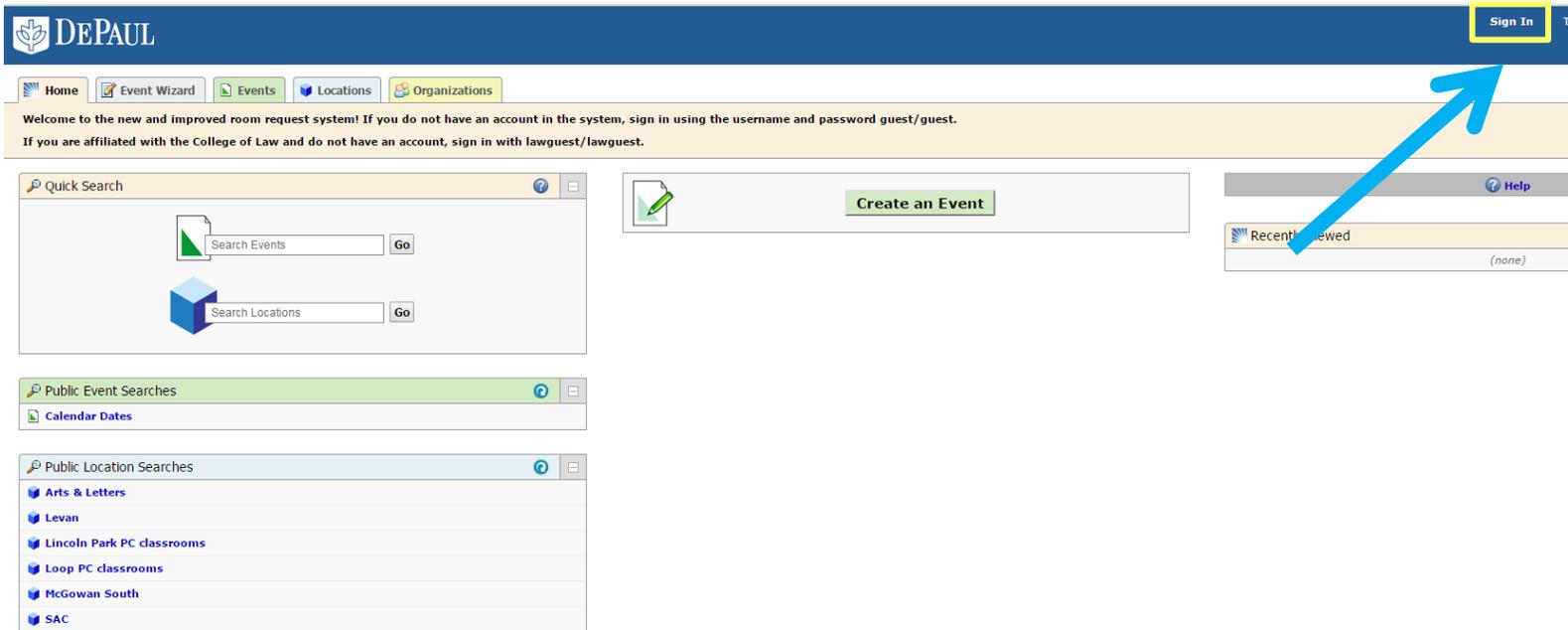


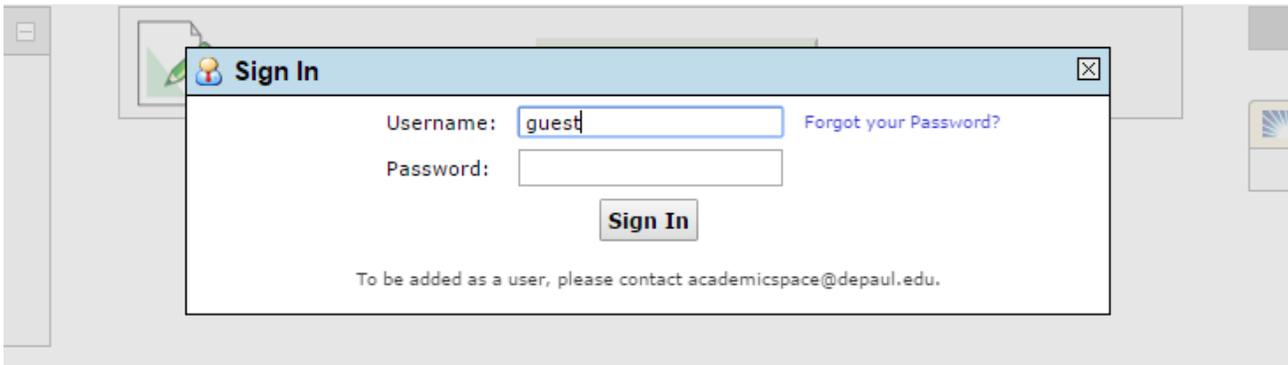
How to Create an Event Request

<https://25live.collegenet.com/depaul/>

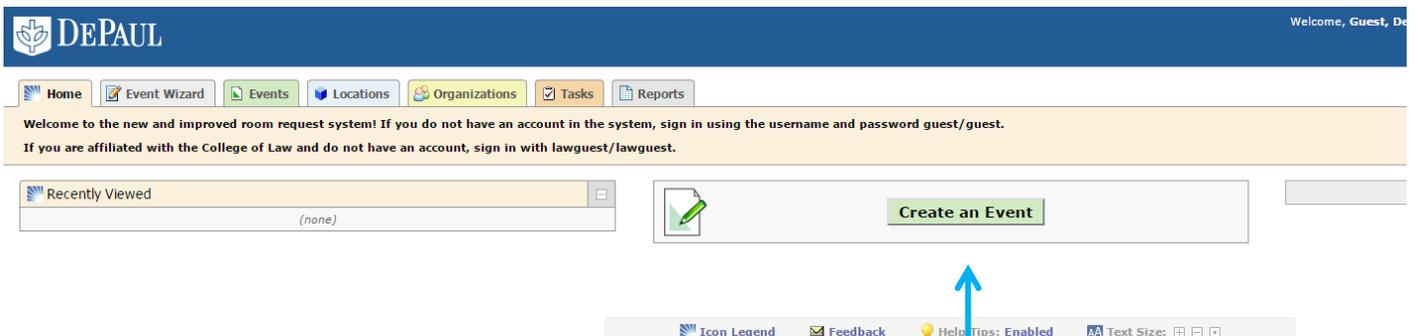
To begin, click on "Sign In."



Please sign in as guest. If you are in the College of Law, sign in as lawguest. Username and password are the same.



Click here to begin requesting your event.



There is a summary of your event on the left. You may edit any of the fields shown prior to saving your request.

Provide an "Event Name" and select "Event Type" from drop down menus.

DEPAUL

Welcome, Guest, DePaul | Preferences

Home | Event Wizard | Events | Locations | Organizations | Tasks | Reports

Test Event | New Event...

Test Event

This is the new and improved room request form!

Event Type
Department or Organization

Start by entering the basic event information.

Event Name
Test Event ✓

Event Type
Search for an Event Type *
Admissions Event
Lincoln Park Event
PC Classroom Event *

Back | Next

Cancel | Save

Start typing to select your department or organization from the drop down menu.

DEPAUL

Welcome, Guest, DePaul | Preferences

Home | Event Wizard | Events | Locations | Organizations | Tasks | Reports

Test Event | New Event...

Test Event

This is the new and improved room request form!

Lincoln Park Event
Department or Organization

Start by entering the basic event information.

Event Name
Test Event ✓

Event Type
Lincoln Park Event ✓

Department or Organization
Search for an Organization *
ed
ACAD_HST
Academic Administration
Academic Affairs
Academic Space and Scheduling
ACC
Act Out
Art & Cultural Heritage Law Soc (ACHLS)
Asian Pacific American Law Stud. Assoc
Black Law Student Assoc. (BLSA)
Black Student Union
Browse...

Back | Next

Click Next to continue.

DEPAUL

Welcome, Guest, DePaul | Preferences

Home | Event Wizard | Events | Locations | Organizations | Tasks | Reports

Test Event | New Event...

Test Event

This is the new and improved room request form!

Lincoln Park Event
Academic Space and Scheduling

Start by entering the basic event information.

Event Name
Test Event ✓

Event Type
Lincoln Park Event ✓

Department or Organization
Academic Space and Scheduling ✓

Back | Next

Cancel | Save

Provide an estimate of your attendance and an Event Description. Then click Next.

This screenshot shows a web form with two main sections. The top section, titled "Estimated Attendance", contains a dropdown menu with the number "20" selected and a green checkmark to its right. A blue arrow points to this dropdown. Below it is the "Event Description" section, which features a rich text editor toolbar with icons for bold, italic, underline, font color, and background color, along with "Font Family" and "Font Sizes" dropdowns. Below the toolbar is a text area with the placeholder text "Enter the event description here.". A blue arrow points to this text area. At the bottom of the form are four buttons: "Back", "Cancel", "Save", and "Next". A blue arrow points to the "Next" button.

Click **No** for events with only one date. If your event has multiple dates go to page 7 to continue the tutorial.

This screenshot shows a web application interface for DePaul University. The top navigation bar includes "Home", "Event Wizard", "Events", "Locations", "Organizations", "Tasks", and "Reports". Below this is a sub-navigation bar with "Test Event" and "New Event...". On the left, a sidebar shows a "Test Event" card with details: "Lincoln Park Event", "Academic Space and Scheduling", "20 Attendees Expected", and "Enter the event description here.". A progress bar is visible below the sidebar. The main content area displays a question: "Does this event have more than one occurrence?". There are two options: "No" and "Yes". The "No" option is selected, indicated by a blue arrow pointing to it. The "No" option text reads: "This event has only one occurrence. Any other related events are separate and distinct." The "Yes" option text reads: "This event has more than one occurrence. It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event." At the bottom are "Back", "Cancel", "Save", and "Next" buttons.

Enter the dates and times for your event and click Next.

The screenshot shows the 'Tell us WHEN this event takes place.' step of the event wizard. On the left, a 'Test Event' sidebar displays event details: 'Lincoln Park Event', 'Academic Space and Scheduling', '20 Attendees Expected', and 'Enter the event description here.' Below this, the event dates and times are listed: 'Fri Oct 30 2015 1:00 pm - Fri Oct 30 2015 2:00 pm'. A progress bar is visible at the bottom of the sidebar.

The main content area features a header 'Tell us WHEN this event takes place.' with a calendar icon. Below it, a sub-header reads 'Select the dates and times of the actual event. Setup, takedown, pre- or post-event times can be specified below.' Two blue arrows point to the 'Event Start' and 'Event End' fields, which are both set to 'Fri Oct 30 2015' and '1:00 pm' and '2:00 pm' respectively. A checkbox below these fields is checked and labeled 'The event begins and ends on the same day.' Below this, two questions are posed with radio button options: 'Does this event require Setup or Pre-Event time?' (Yes/No) and 'Does this event require Post-Event or Takedown time?' (Yes/No). At the bottom, there are four buttons: 'Back', 'Next', 'Cancel', and 'Save'. A blue arrow points to the 'Next' button.

Enter your email address, name, and phone number. If you have a building and/or room preference please enter it here, then click Next.

The screenshot shows the 'Select ADDITIONAL INFORMATION for this event.' step of the event wizard. The left sidebar is identical to the previous step, showing the 'Test Event' details and progress bar.

The main content area features a header 'Select ADDITIONAL INFORMATION for this event.' Below it, four input fields are shown, each with a green checkmark icon and a blue arrow pointing to the input area: 'Guests: Enter email address' (with 'email@depaul.edu' entered), 'Guests: Enter first and last name' (with 'Jane Smith' entered), 'Guests: Enter phone number' (with '312-111-2222' entered), and '01) Building and Room Preference' (with an empty field and a note 'Enter up to 80 alphanumeric characters.'). Below these fields are four buttons: 'Back', 'Next', 'Cancel', and 'Save'. A blue arrow points to the 'Next' button.

Select all that apply for your event, and then click Next.

The screenshot shows the 'Event Wizard' interface for DePaul University. The top navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', 'Organizations', 'Tasks', and 'Reports'. Below this, there are tabs for 'Test Event' and 'New Event...'. The main content area is divided into two sections. On the left, a 'Test Event' sidebar displays event details: 'Lincoln Park Event', 'Academic Space and Scheduling', '20 Attendees Expected', and a description. It also lists dates 'Fri Oct 30 2015 4:00 pm - Fri Oct 30 2015 5:00 pm' and provides instructions for entering guest information. On the right, a box titled 'Select CATEGORIES for this event.' contains a list of categories with checkboxes. The categories are: Class Activity, Conference, External, Faculty/Staff (checked), Meeting (checked), Open to the Public, Performance, Rehearsal, Student, University Co-Sponsored Event, and University Related Event (checked). At the bottom, there are buttons for 'Back', 'Next', 'Cancel', and 'Save'. A blue arrow points to the 'Next' button.

Enter additional comments, if applicable. Click Next.

The screenshot shows the 'Event Wizard' interface for DePaul University, specifically the 'Comments' step. The top navigation bar and tabs are the same as in the previous screenshot. The main content area is divided into two sections. On the left, the 'Test Event' sidebar is updated with the text 'Enter additional comments here.' at the bottom. On the right, a box titled 'Add additional COMMENTS and NOTES for this event.' contains a text area labeled 'Comments' with the placeholder text 'Enter additional comments here.'. At the bottom, there are buttons for 'Back', 'Next', 'Cancel', and 'Save'. A blue arrow points to the 'Next' button.

Before we can process your event, please indicate that you have read and understand the University policies and guidelines for reserving a classroom. Your final event summary is on the left. You may make changes here if necessary.

Click Save to complete your request.

The screenshot shows the 'Affirmation' step of the event reservation process. On the left, a sidebar displays the event details: 'Lincoln Park Event', 'Academic Space and Scheduling', '20 Attendees Expected', and the dates 'Fri Oct 30 2015 4:00 pm - Fri Oct 30 2015 5:00 pm'. Below this, there are instructions for entering guest information and a section for 'Affirmation'. The main content area features a light blue box titled 'Affirmation' containing an important notice: 'IMPORTANT! As per university policy, if your event is open to the community or otherwise includes more than 50% of its attendees from outside DePaul it may require a formal contract with the university before we can schedule it. If your event falls into this category, please contact Kyle Janis (kjanis@depaul.edu) to obtain proper documentation.' Below the notice is a checked checkbox labeled 'I agree' with a green checkmark. At the bottom of the main area are four buttons: 'Back', 'Cancel', 'Save', and 'Next'. A blue arrow points to the 'Save' button.

Watch the progress of submitting your event here. Do not close your browser. This process must complete in order to receive a confirmation that your event was successfully submitted.

This screenshot shows the 'Saving Event...' progress dialog box overlaid on the event wizard. The dialog features a circular progress indicator showing 47% completion. Below the progress indicator is the same 'IMPORTANT!' notice and the checked 'I agree' checkbox. At the bottom of the dialog are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a blue glow. The background shows the same event details and navigation buttons as the previous screenshot.

Enter only the **first** start date and then the start and end times of the events. Then click Next.

DEPAUL

Home | Event Wizard | Events | Locations | Organizations

test multiple dates | New Event...

test multiple dates

Lincoln Park Event
Academic Space and Scheduling
1 Attendees Expected
1
Sun Nov 08 2015 5:00pm - Sun Nov 08 2015 6:00pm

Progress...

Tell us WHEN this event takes place.

Select the dates and times of first occurrence of the actual event. Subsequent occurrence dates will be entered on the next page. Setup, breakdown, pre- or post-event times can be specified below.

Event Start: Sun Nov 08 2015 5:00 pm

Event End: Sun Nov 08 2015 6:00 pm

The first occurrence begins and ends on the same day.

Does this event require Setup or Pre-Event time? Yes No

Does this event require Post-Event or Takedown time? Yes No

Back Cancel Save Next >

Choose from the following repeating options. We will review all options below.

DEPAUL

Home | Event Wizard | Events | Locations | Organizations

test multiple dates | New Event...

test multiple dates

Lincoln Park Event
Academic Space and Scheduling
1 Attendees Expected
1
Sun Nov 08 2015 5:00pm - Sun Nov 08 2015 6:00pm

Progress...

Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

Back Cancel Save Next >

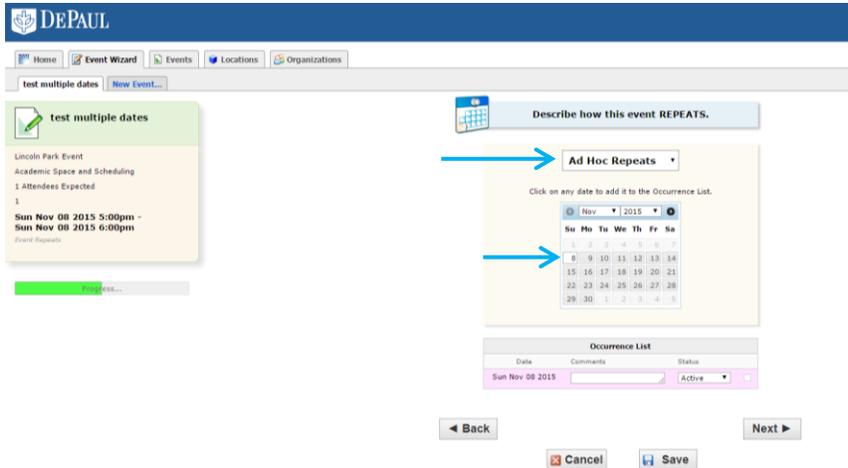
Ad Hoc Repeats ---- Go to page 9

Daily Repeats ----- Go to page 10

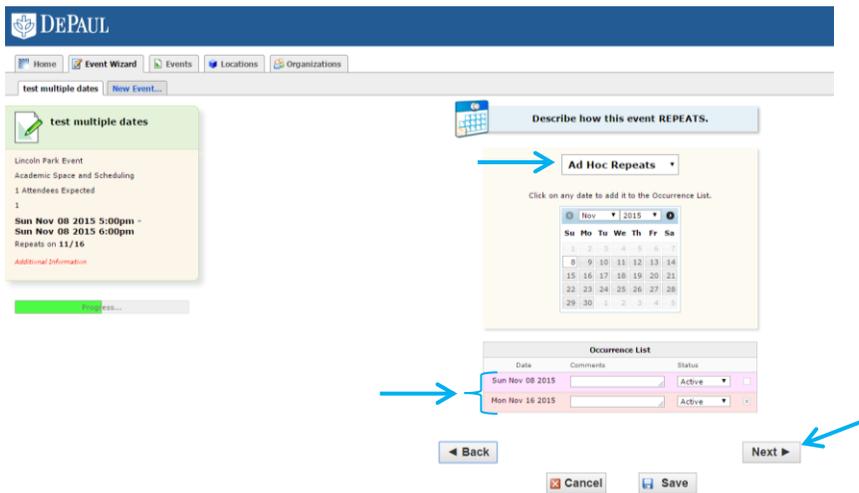
Weekly Repeats ----- Go to page 11

Monthly Repeats ----- Go to page 12

Ad Hoc Repeats refers to multiple dates with no pattern. Choose all additional dates in the calendar.



All your event dates will be displayed below the “Occurrence List”. After selecting all event dates click Next. You may go to page 5 to continue to complete the tutorial.



Daily Repeats: Patterns are listed below. Choose the one that matches your event.

Describe how this event REPEATS.

Daily Repeats

Repeats every **day**

Repeats through **Sun Nov 08 2015**

Ends after **1** iterations

Occurrence List

Date	Comments	Status
Sun Nov 08 2015		Active
Mon Nov 09 2015		Active
Tue Nov 10 2015		Active
Wed Nov 11 2015		Active

Buttons: Back, Cancel, Save, Next

After you have selected your Repeat pattern and 'Repeats through' date, then click Next. You may go to page 5 to continue to complete the tutorial.

Describe how this event REPEATS.

Daily Repeats

Repeats every **day**

Repeats through **Wed Nov 11 2015**

Ends after **1** iterations

Occurrence List

Date	Comments	Status
Sun Nov 08 2015		Active
Mon Nov 09 2015		Active
Tue Nov 10 2015		Active
Wed Nov 11 2015		Active

Buttons: Back, Cancel, Save, Next

Weekly Repeats: Select the pattern listed below that corresponds to the pattern of your event.

Describe how this event REPEATS.

Weekly Repeats

Repeats every: week

Repeats on: Mon Tue Wed Thu Fri Sat Sun

Repeats through: 08 2015

Ends after: 1 iterations

Date	Comments	Status
Sun Nov 08 2015		Active

Buttons: Back, Next, Cancel, Save

Select your weekly repeat pattern, day, and last date of your event. Then click Next. You may go to page 5 to complete the tutorial.

Describe how this event REPEATS.

Weekly Repeats

Repeats every: week

Repeats on: Mon Tue Wed Thu Fri Sat Sun

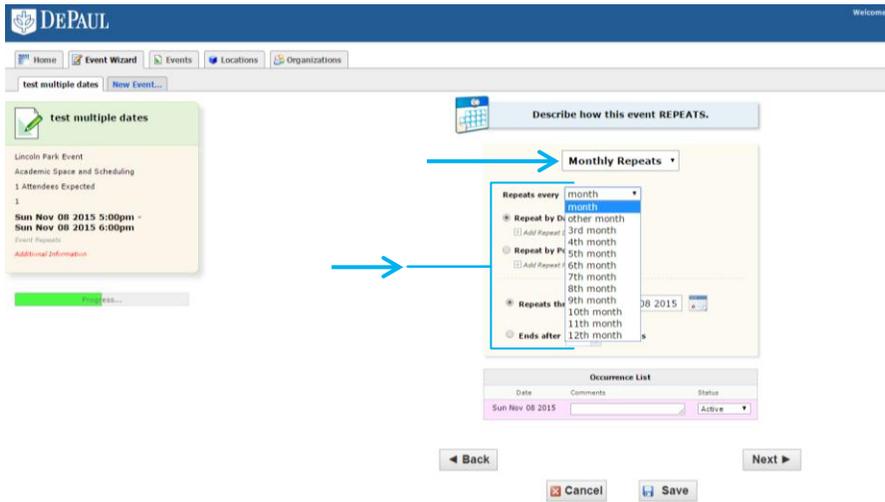
Repeats through: Fri Jan 08 2016

Ends after: 1 iterations

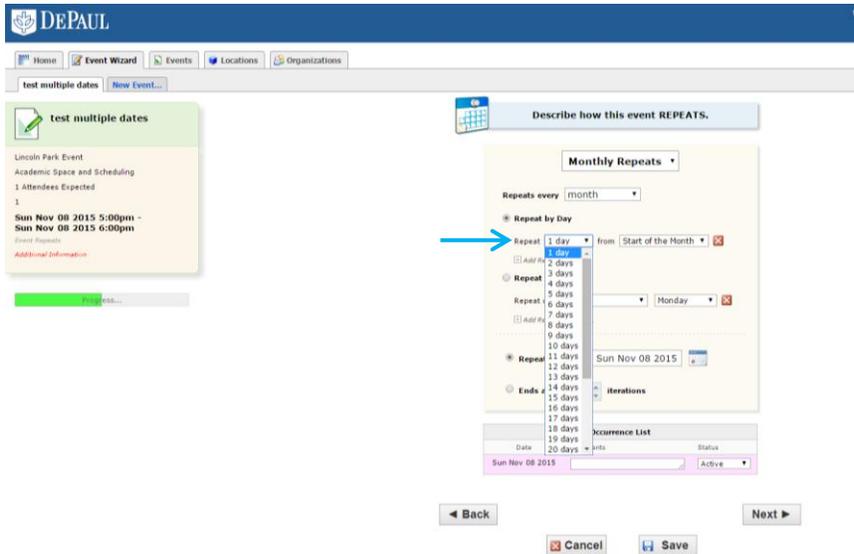
Date	Comments	Status
Sun Nov 08 2015		Active
Mon Nov 09 2015		Active
Mon Nov 16 2015		Active
Mon Nov 23 2015		Active
Mon Nov 30 2015		Active
Mon Dec 07 2015		Active
Mon Dec 14 2015		Active
Mon Dec 21 2015		Active
Mon Dec 28 2015		Active
Mon Jan 04 2016		Active

Buttons: Back, Next, Cancel, Save

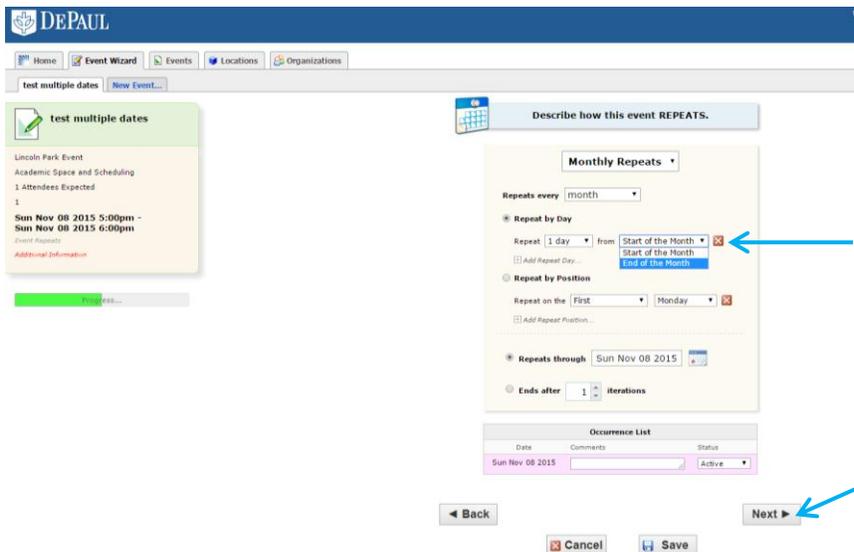
Monthly Repeats: Select the monthly pattern for your event.



Select a day pattern for your meeting. Example: The 1st day of every month.



Select start/end of the month pattern that applies. Click Next to continue. You may go to page 5 to complete the tutorial.



OR – Select month pattern that applies to your meeting.

The screenshot shows the DePaul Event Wizard interface. On the left, a sidebar displays event details for 'Lincoln Park Event' with dates 'Sun Nov 08 2015 5:00pm - Sun Nov 08 2015 6:00pm'. The main area is titled 'Describe how this event REPEATS.' and features a 'Monthly Repeats' section. Under 'Repeat by Position', a dropdown menu is open, listing various frequency options. A blue arrow points to the 'First' option. Below the dropdown, there are fields for 'Repeat on the' (set to 'First'), 'Repeat every' (set to 'month'), and 'Repeat by Day' (set to 'Monday'). An 'Occurrence List' table at the bottom shows a single entry for 'Sun Nov 08 2015' with status 'Active'. Navigation buttons for 'Back', 'Next', 'Cancel', and 'Save' are visible at the bottom.

Select Day pattern below. Then click Next. You may go to page 5 to complete the tutorial.

This screenshot is similar to the previous one but shows the 'Repeat by Position' dropdown menu open to the 'Repeat by Day' options. The dropdown menu lists days of the week: 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. A blue arrow points to the 'Monday' option. Another blue arrow points to the 'Next' button at the bottom right of the screen. The rest of the interface, including the sidebar and the 'Occurrence List' table, remains the same.