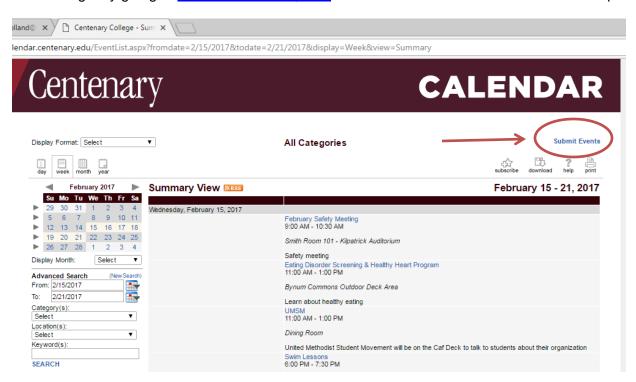
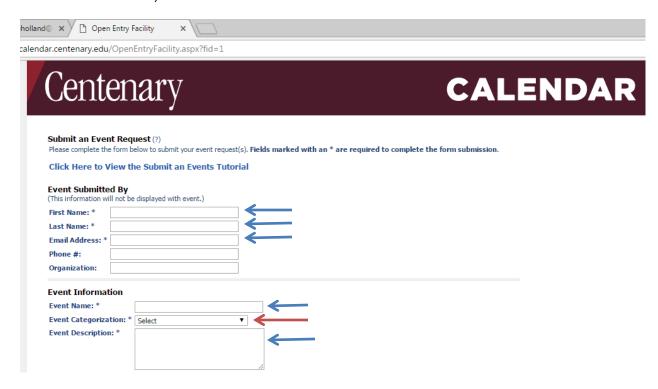
EVENT / CALENDAR SCHEDULING

1. Begin by going to calendar.centenary.edu. Click on the "Submit Events" link at the top.



2. You must enter First Name, Last Name, Email Address, Event Name, and Event Description (see blue arrows below)



If you DO NOT want this event to appear on the main website's calendar, select "ActiveData Calendar" in the Event Categorization section (red arrow).

To reserve the event space, begin by selecting your event date and time. Then click "GENERATE SCHEDULE."

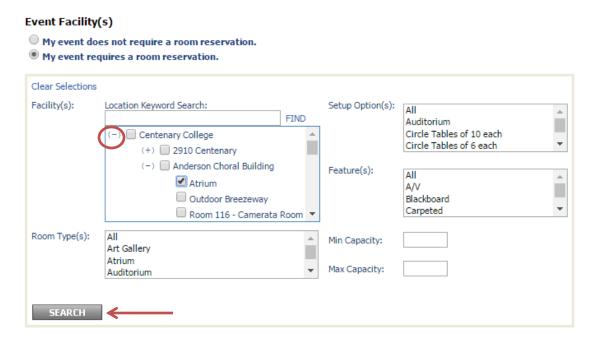


YOU MUST CLICK "GENERATE SCHEDULE" TO PROCEED

4. After you have created the schedule for your event, a new box will appear with your "Current Schedule" listed, along with the option to add a room reservation. In order to RESERVE A ROOM, you must click "My event requires a room reservation" (see red arrow below).

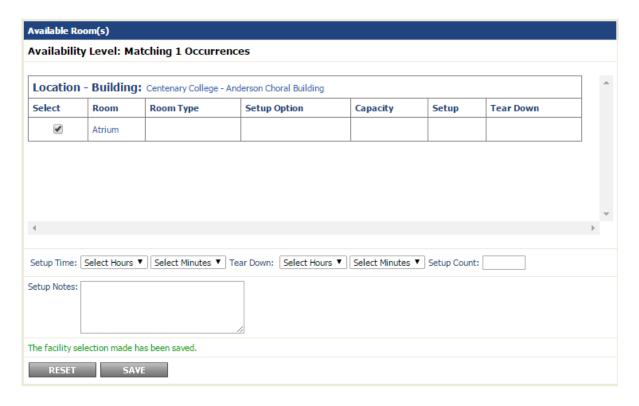


5. To search for available spaces, click the plus sign next to "Centenary College" (circled below) and select the room(s) you would like to reserve. Then click "Search."



If the rooms are available, they will appear in the "Available Room(s)" section immediately below.

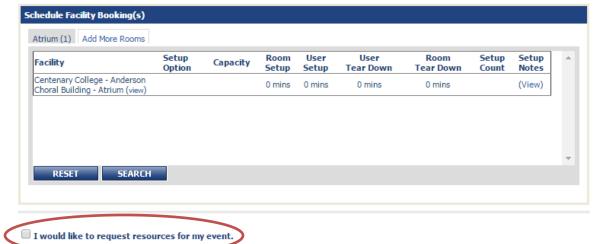
6. When you have found the rooms you would like to reserve, select and save each room ONE AT A TIME. Please do not alter the "Setup Time" or "Tear Down Time" for the space. Facilities staff will ensure that appropriate setup and tear down times are allotted for each event.



7. The room(s) you have successfully booked will appear in the box labeled "Schedule Facility Booking(s)."

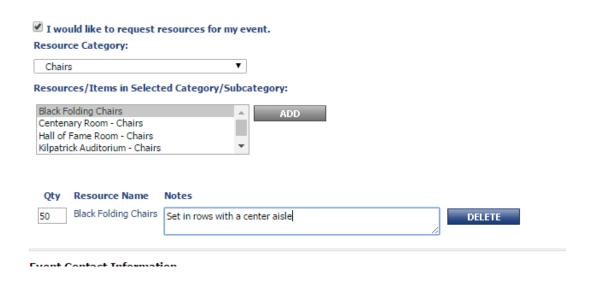
Rooms Selected for Your Event

By default all of your event date(s)/time(s) will show below as "Unbooked". Click on the tab entitled "Unbooked" in order to select all date(s)/time(s) in your submission to find rooms that match all dates, or navigate to the top of the form under "Dates/Times Selected" in order to select only those dates for which you require a room reservation and click the "SEARCH" button to find rooms available for selected date(s)/time(s).



If you need any resources, such as tables, chairs, or AV equipment you can add it at this time by clicking "I would like to request resources for my event" (circled above).

8. Select the Resource Category from the drop down menu, and then add the resource you require. Fill in the appropriate quantities and add as much detail as possible in the "NOTES" section.



Enter the Event Contact Information. Select "PREVIEW" in the lower left corner.

PLEASE NOTE: Do not enter critical information or setup information in the "Internal Notes" section.

Facilities Staff do not always see this information.

10. Review the information under the "Facilities" and "Resources" tabs (see red arrows below). Review your date and time, and confirm that your location has been saved (see blue arrows below).

If all information is accurate, select "SUBMIT" button (circled in red).

review You		* *	f		the terrological and the "DA Cid" by the
		ew below and ensure that your event is entry form. To finalize your event sub-			like to make changes, use the "BACK" button below.
vent Subm	itted By				
		displayed with the event.)			
First Name:	Kris				
Last Name:	Holland				
Email Address	s: kholland@c	entenary.edu			
Phone #:	3188695778	3			
Organization:		•			
	/				
Event Infori Select a tab to		ils selected for that event planning are	a Click on the I	/IEW link on any de	etail area to view more information about that
tem.)	K	is selected for that event planning are	ior circle or the v	1277 mm orrany de	and the territore members about the
Facilities R	esources Ma	arketing Internal			
Details	Event Date	nt Date/Time Facility Request		t	
View	/iew 2/20/2017 (9:00 AM - 10:30 AM)			Anderson Choral Building - Atrium	
Event Facil	ity Details:	:			
Booking ID:	•	N/A	Setup N	Intes:	
Location:	-		Setup N	otes.	
Location Owne	r(s):	4			
Setup Option(s		N/A			
Room Setup Ti	om Setup Time: 0 mins Ro		Room F	eatures:	
Room Teardow	n Time:	0 mins			
Setup Time:		0 mins			
Tear Down:			Room Notes:		
Setup Count:		N/A	Koomin	occs.	
Event Deta	ails				
					Go Back
Morning Meeti	-				
Start Date: 2/ End Date: 2/		art Time: 9:00 AM d Time: 10:30 AM			
Event Descrip Meeting for star		s and events teams.			
Location Info					
	ege - Anderso y Boulevard	n Choral Building			
Caddo Phone: 318-869 Room: Atrium					
Contact Infor	mation				
Name: Kris Hol Phone: 318869	land				
BACK	SUBMI	т)			

CONGRATULATIONS! YOUR EVENT HAS BEEN SCHEDULED!