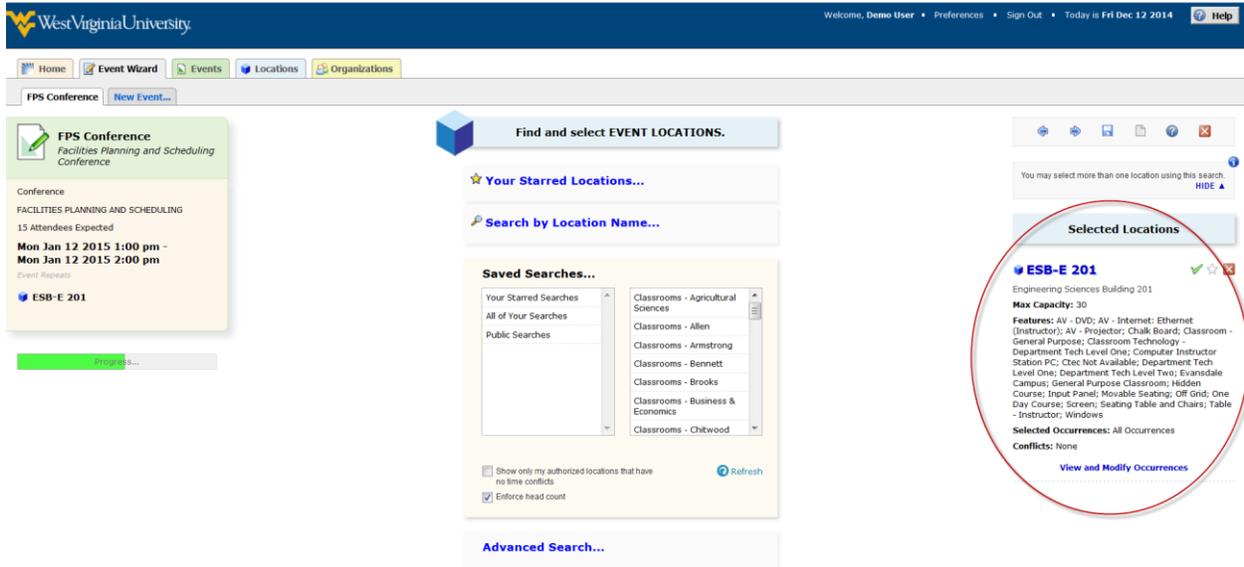
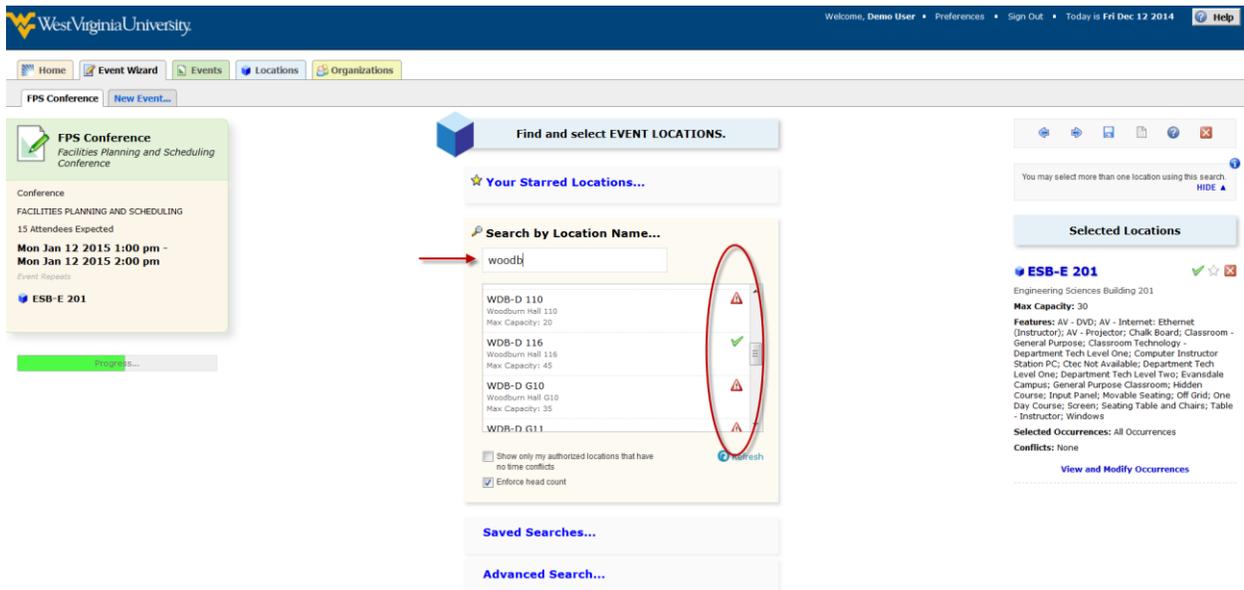


# How to Request Multiple Spaces for an Event Request

1. Once you get to the Location page of the Event Wizard, you may already have one space selected depending on what option you used to request the event.

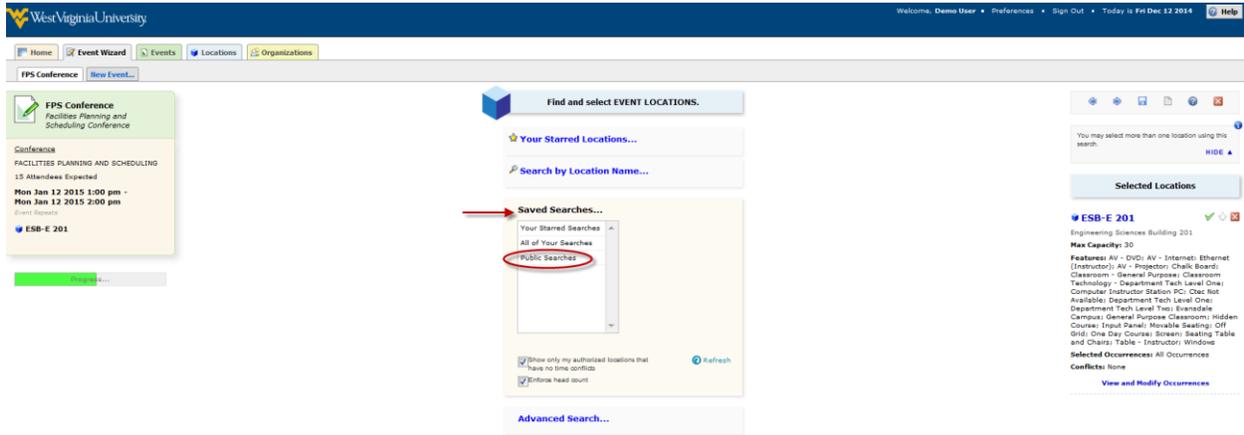


2. You can search for more spaces through the Event Locations option. You can use the "Search by Location Name" option and type in all or part of a building code or building name. A green check mark means the space is available during your day and time and the red triangle means it is NOT available.

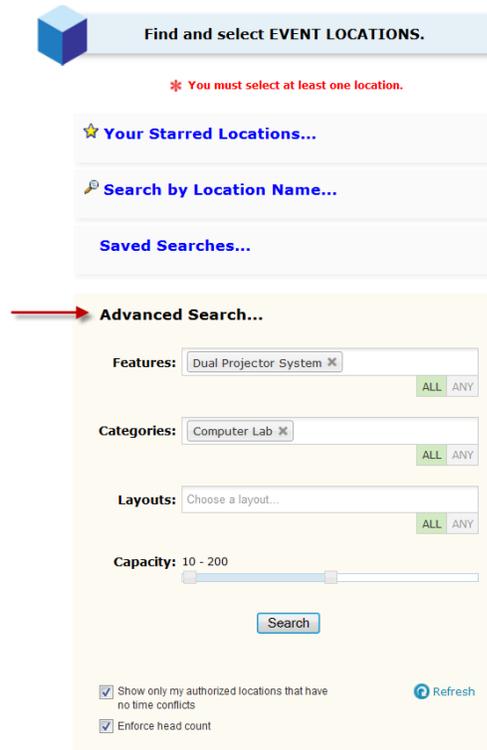


3. You can use “Your Starred Searches” option if you have searches set up.

4. You can click “Saved Searches” option and pick one of your saved searches. You can also use public searches that have already been set up by the administrator.



5. You can use “Advanced Searches” to search by Features, Categories, Layouts or Capacity.



- Once you have found the additional space(s) you want to select, double click on them. If they are available, they will move to the selected locations on the right hand side under your original location selection.

The screenshot shows the 'Find and select EVENT LOCATIONS' step in the Event Wizard. The central panel lists various locations with their details, such as 'CHI-D 303' (Chilwood Hall 303, Max Capacity: 15) and 'ESB-E 201' (Engineering Sciences Building 201, Max Capacity: 30). The 'Selected Locations' panel on the right shows the chosen locations, with red arrows indicating the selection process.

- Complete your event wizard to finish your event request.

- If your event request has no errors, you will receive this page confirming that your event has been submitted (but is still tentative). You will note that you are now requesting multiple locations and are waiting on multiple assignment tasks to be completed by the scheduler responsible for that space.

The screenshot shows the confirmation page after submitting the event request. The main message states: "This request has been submitted. All requests are considered tentative and are not confirmed until you receive an email confirmation from the appropriate scheduling office." The page includes sections for "Here's Some Information About Your Event", "What's Next?", "Event Preferences", and "Event Tasks". Red circles highlight the selected locations "CHI-D 303" and "ESB-E 201" in the "Event Preferences" section, and "2 Active Assignment Tasks" in the "Event Tasks" section.