

How to Request Multiple Spaces for an Event Request

1. At the Location Search portion of the event form, if there are multiple available locations, click "Reserve" to add multiple locations

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

GP iDesign Standard, Campus - Downtown GP iDesign Standard, Campus - Downtown

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
Reserve	CKH-D 200	Clark Hall 200	31	1/1	None
Reserve	EIE-D 503	Eiesland Hall 503	101	1/1	None
Reserve	EIE-D G24	Eiesland Hall G24	346	1/1	None
Reserve	EIE-D G26	Eiesland Hall G26	34	1/1	None
Reserve	EIE-D G27	Eiesland Hall G27	32	1/1	None
Reserve	LSB-D G21	Life Sciences Building G21	60	1/1	None
Reserve	WDB-D 102	Woodburn Hall 102	48	1/1	None

2. Those locations will appear in the list below

West Virginia University

25Live Pro Event Wizard Demo User

Go to Search Nothing recently viewed

FPS Conference **New Event...**

FPS Conference

Facilities Planning and Scheduling Conference

Primary Organization for this Event

15 Attendees Expected

Tue Apr 02 2019
14:00 - 15:00

Event Requests

ALH-E 612

Resources

Event Custom Attributes

Internal Notes

Terms of Use Policy

Tentative ID: 2019-AB2HFR

Add, remove or edit event locations.

Associated Locations...
Remove Location Preferences

Your Starred Locations...

Search by Location Name...

Saved Searches...

- Your Starred Searches
- All of Your Searches
- Public Searches**

Show only my authorized locations that have no time conflicts

Enforce headcount

Refresh

Advanced Search...

← Back

Next →

Cancel Save

You may select more than one location using this search.

Hide

Selected Locations

- ALH-E 612 ✓ ✕

Allen Hall 612
Max Capacity: 28

Features: Design Plug-In-Play, AV - Document Camera, AV - DVD, AV - Projector, Chalk Board, Classroom - General Purpose, Classroom Technology - (Design Standard), Class Standard, Department Tech Level One, Department Tech Level Two, Exposed Campus, General Purpose Classroom, Hidden Course, Design Standard Classroom, Input Panel, Movable Seating, Off Grid, One Day Course, Phone Screen, Seating, Tablet Arm Chairs

Conflicts: None

Layout:
Tablet Arm Chairs (Movable) [28]

Setup Instructions:
This is a general purpose classroom. Please contact scheduling@mail.wvu.edu or 295-0069

Attendance: 0