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.

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Image: Home Image: Event Wizard Image: Events FPS Conference New Event	Uccations & Organizations	
FPS Conference Facilities Planning and Scheduling Conference	Find and select EVENT LOCATIONS.	* * 🖬 🗅 🥹 🔀
Conference	🕈 Your Starred Locations	You may select more than one location using this search. HIDE A
FACILITIES PLANNING AND SCHEDULING 15 Attendees Expected	P Search by Location Name	Selected Locations
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	Advanced Search	

 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.

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	WDB-D G10 Woodburn Hall G10 Max Capacity: 35		Campus; General Purpose Classroom Course; Input Panel; Movable Seatin Day Course; Screen; Seating Table a - Instructor; Windows	Hidden ; Off Grid; One id Chairs; Table
	WDR-D.G11		Selected Occurrences: All Occurrenc Conflicts: None View and Modify Occurrence	es nces
	Saved Searches			
	Advanced Search			

- 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.

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	Advanced Search	

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

Find and select EVENT LOCATIONS.		
×	¥You must select at least one location	.
🕈 Your Sta	rred Locations	
🔎 Search b	y Location Name	
Saved Se	arches	
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 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.

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	Selected Occurrences: All Occurrences

- 7. Complete your event wizard to finish your event request.
- If you 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.

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Image: Willing in the second	Organizations	
FPS Conference Facilities Planning and Scheduling Conference	This request has been submitted. All requests are considere an email confirmation from the app	d tentative and are not confirmed until you receive Close Z ropriate scheduling office.
Conference FACILITIES PLANNING AND SCHEDULING 15 Attendees Expected Mon Jan 12 2015 2100 pm - Mon Jan 12 2015 2200 pm	Here's Some Information About Your Event Cotation Requests Pending Approval Location 'CH-D 303' requested for Jan 12 2015 01:00 PM. Location 'ESB-E 201' requested for Jan 12 2015 01:00 PM.	
Concel	What's Next? View Details View the Event Details page for this event. The full range of actions are available to you from there. Edit Need to make some more edits to this event? Click this button to start editing. Email Email the details of this event to its stakeholders or anyone edits.	More Event Options Image Electionships Image Relationships Image Relation
	Event Preferences The following locations were requested for this event: CHI-D 303 CHI-D 303 CHI-D 303 CHI-D 404 Remove Preferences	
	Event Tasks 2 Active Assignment Tasks	