

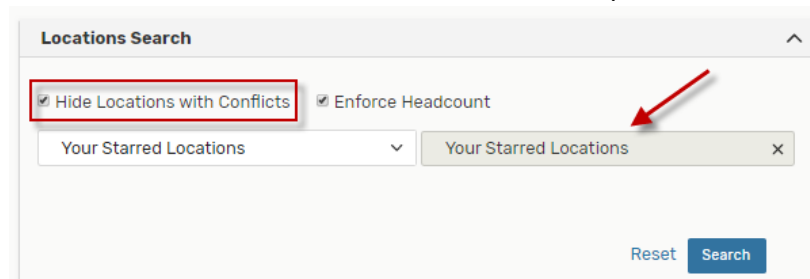


How to Request Multiple Dates for an Event Request

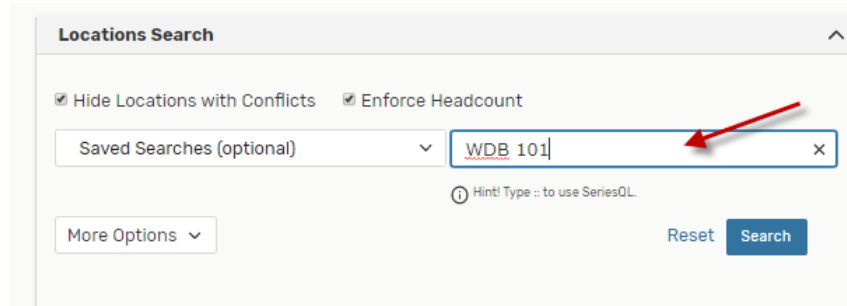
1. Enter the Event Location (required) you desire. You may search for a location by name, favorites, capacities, or using your searches. A blue “Request” box () means it is available for every date and time. A gold “Request Available” box () means it is available for some, **but not all**, dates and times. No box with the word “unavailable”, obviously means that the room is not available. All search options are shown below:

- a. **Search your Starred Locations:** You can search through a list of your starred (favorited) locations. This is the default option



The screenshot shows the 'Locations Search' interface. At the top, there are two checkboxes: 'Hide Locations with Conflicts' (checked and highlighted with a red box) and 'Enforce Headcount' (checked). Below these are two search options: 'Your Starred Locations' (selected) and 'Your Starred Locations' (with an 'x' icon). At the bottom right, there are 'Reset' and 'Search' buttons. A red arrow points to the 'Your Starred Locations' search option.

- b. **Search by Location Name:** You can type in all or part of a building code or building name. You can check “Hide Locations with Conflicts” box to exclude the unavailable rooms.



The screenshot shows the 'Locations Search' interface. At the top, there are two checkboxes: 'Hide Locations with Conflicts' (checked) and 'Enforce Headcount' (checked). Below these are two search options: 'Saved Searches (optional)' and 'WDB 101' (selected and highlighted with a red box). At the bottom left, there is a 'More Options' dropdown. At the bottom right, there are 'Reset' and 'Search' buttons. A red arrow points to the 'WDB 101' search option. A hint below the search box reads: 'Hint! Type -- to use SeriesDL'.

- c. **Saved Searches:** You can click on this option and pick one of your saved searches. There are some public searches in this option that might be helpful such as General Purpose Classrooms.

- d. **Advanced Search:** You can also search by Features, Categories or Capacity.

After finding the preferred room, click on that to select the room. You may search and request more than one location for your event with the same date and time by searching and selecting additional spaces. You may reserve a location that is smaller than your expected head count if you are reserving multiple spaces.

Add	Name	Title	Capacity	Availability	Conflict Details
Request	ARM-D 206	Armstrong Hall 206	48	8/8	None

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Items per page 25

Event Locations - Required ⓘ

Locations Search

Hide Locations with Conflicts Enforce Headcount

GP Classrooms, Campus - Downtown GP Classrooms, Campus - Downtown

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	ARM-D 206	Armstrong Hall 206	48	8/8	None

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First Previous 1 Next Last

Items per page 25

[ARM-D 206](#)

Location Title: Armstrong Hall 206

Capacity: 48

Included dates: Thu Oct 17 2019, Tue Oct 22 2019, Tue Oct 29 2019, Thu Oct 31 2019, Tue Nov 05 2019, Thu Nov 07 2019, Tue Nov 12 2019, Thu Nov 14 2019

- In order to select multiple locations, select another location from the list. All the rooms you have selected will appear in the list below

ARM-D 206

Location Title: Armstrong Hall 206

Capacity: 48

ARM-D 209

Location Title: Armstrong Hall 209

Capacity: 210

- To remove a room from the list, click the "Remove" button

ARM-D 206

Location Title: Armstrong Hall 206

Capacity: 48

ARM-D 209

Location Title: Armstrong Hall 209

Capacity: 210