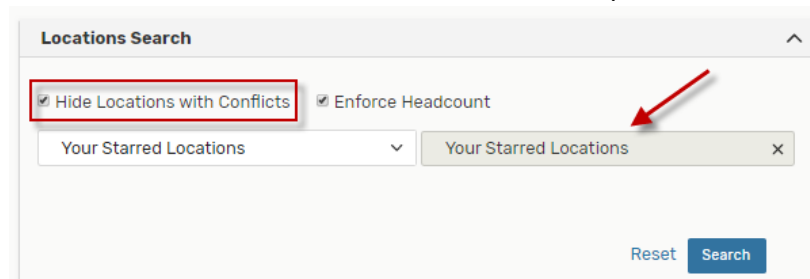# *How to Request Multiple Dates for an Event Request*
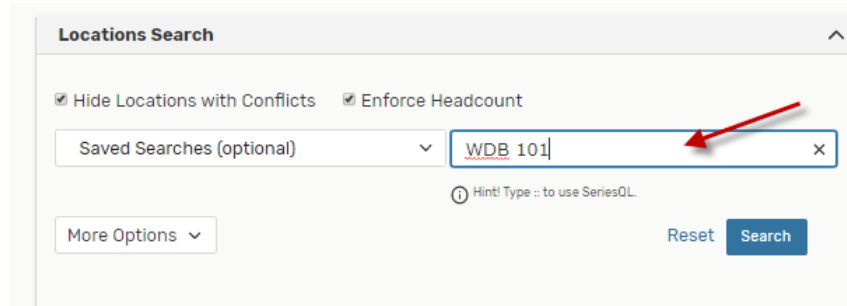
1. Enter the Event Location (required) you desire. You may search for a location by name, favorites, capacities, or using your searches. A blue "Request" box (Request) means it is available for every date and time. A gold "Request Available" box (Request Available) means it is available for some, **but 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

   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.

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.

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

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