

Selecting the Correct Form for Your Reservation

Coursedog allows employees and students to reserve classrooms, study rooms, conference rooms, and request spaces across multiple Utah State University (USU) campuses. Each form is protected by various 'Role Permissions', effectively allowing departments across campus to have their own forms for their own spaces. This also ensures that Logan Campus students and staff are not reserving spaces at other campuses, such as USU Eastern.

New users should visit reservation.usu.edu to learn more about Centralized Scheduling and how scheduling is being handled at Utah State University. For USU Employees and students who have not yet logged into Coursedog, select "reservation access," then sign in with your preferred USU Single Sign-On (SSO) email address.

USU Faculty/Staff

Spaces previously reserved through EMS or other means (Google or Outlook Calendar) can be found here. Please login with your preferred USU email.

[Reservation Access](#)

*TIP: Save coursedog.usu.edu to your bookmarks for quick access to your reservations.

*Note: By using this site, you *should* be automatically assigned the proper permissions based on your position and job responsibilities. Should you feel you are missing the proper permissions, please contact the USU Coursedog Team at coursedog@usu.edu or through the **#coursedog-request-module-support** Slack channel.

Once you are successfully logged in to the Coursedog Event Scheduling Module, you can begin reserving spaces across campus. To request an event, direct your eyes to the top right corner of the Coursedog homepage to find 'Request an event'.

Actions



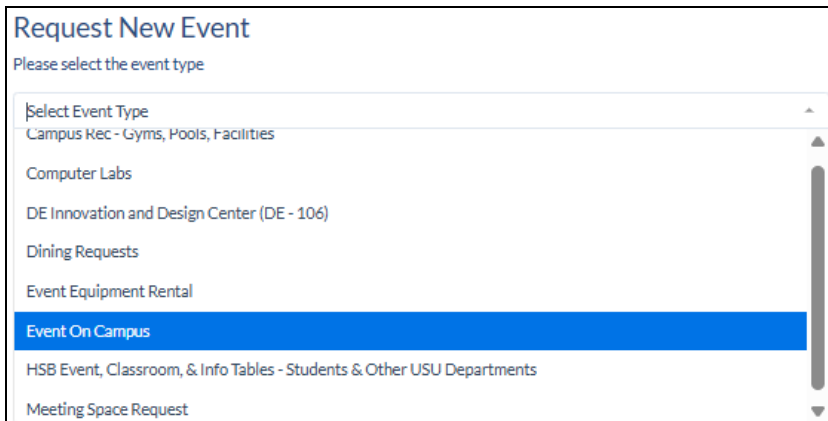
REQUEST AN EVENT



MY REQUESTS

Requesting a New Event

USU-Logan employees will automatically have access to a series of forms after selecting 'Request an Event'. Each form connects users with services and spaces across campus. Selecting a form depends on the complexity of the event (e.g., expected attendance, catering needs, desired resources, etc.). Please refer to the form flowchart to help determine which form best fits your desired event request.



The screenshot shows a web form titled "Request New Event". Below the title is a prompt: "Please select the event type". There is a dropdown menu labeled "Select Event Type" which is open, displaying a list of options. The options are: "Campus Rec - Gyms, Pools, Facilities", "Computer Labs", "DE Innovation and Design Center (DE - 106)", "Dining Requests", "Event Equipment Rental", "Event On Campus" (which is highlighted in blue), "HSB Event, Classroom, & Info Tables - Students & Other USU Departments", and "Meeting Space Request".

Logan Employees have access to **three** main forms, in order of most sophisticated to least.

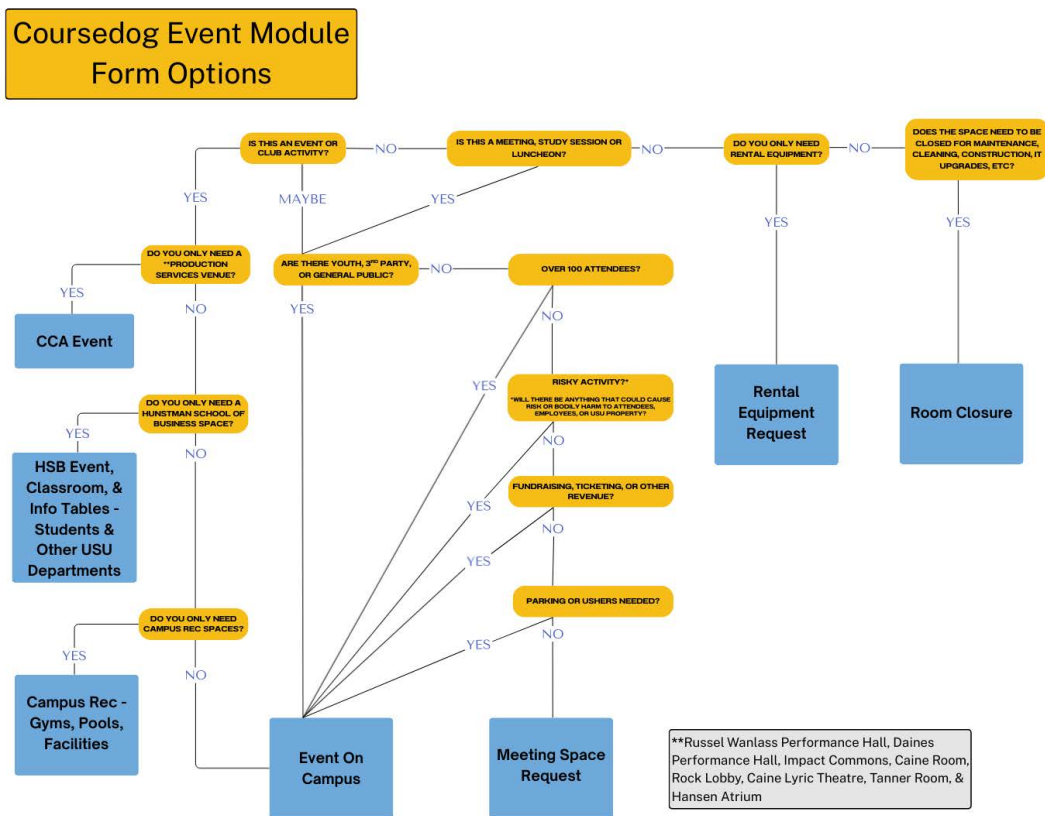
1. Event [On Campus](#) - This is owned and operated by the USU Office of Events. USU employees should use the Event on Campus form to centralize event planning, request campus services, and ensure proper coordination and safety notifications for larger (100+ in attendance) or complex events that may include risky activities, 3rd-party organizations, and multiple requested services.
2. [Meeting Space Request](#) - This form connects USU Logan Employees to available conference rooms and classrooms on the Logan Campus for short-notice events with minimal needs (i.e., think faculty meeting, SI Session, Club Event, etc.).
3. [Rental Equipment Request](#) - The Event Equipment Rental form is used when you only need equipment (like tables, chairs, or bins) without booking a room, such as adding resources to an already reserved classroom or supporting activities in untracked spaces.

Additional Forms made available to Logan Employees

4. [Dining On Campus](#) - Save on meals across USU dining locations by reserving pre-paid meal cards through this form for larger groups coming to campus.
5. [Campus Rec - Gyms, Pools, Facilities](#) - Use of Campus Recreation facilities and equipment (i.e., Aggie Legacy Fields, Multi-Purpose Gym, Fieldhouse, etc.) for departmental events.

Many USU colleges and departments have additional forms; please reach out to your Coursedog Training Facilitator for more information. To find who your Coursedog Training Facilitator is, please visit our website at reservations.usu.edu.

Please use the flowchart above to help determine which form best meets your needs. If you have any additional questions, please contact Central Reservations for help at events@usu.edu.



Event on Campus Form

USU employees should use the **Event on Campus** form for event requests that may involve a large number of moving pieces or plan on bringing a third party or youth on campus. Employees can be relieved of the planning workload through the use of an Office of Events (OoE) Event Coordinator. Each event submitted using this form will follow a Central Reservation decision tree; based on how the form is filled out, it will dictate whether a coordinator will be assigned (i.e., attendance over 100 people).

The **Event on Campus** form brings critical service partners into a single space, limiting the old ways of coordinating via email, phone, or office walk-ins. Users can request the following services through this form:

- USU Catering
- Event Setup
- Rental Equipment
- A/V Support
- Production Services (Caine School of the Arts)
- Guest Services (ushers)
- Box Office / Ticketing
- Overnight accommodations with the University Inn
- Overnight accommodations with Housing
- Event Registration
- Marketing
- USU Parking

Additionally, for peace of mind, based on how the form is filled out (i.e., expected attendance over 100, potentially risky activity, youth on campus, general public invited, etc.), critical departments like Public Safety, Emergency Management, and Risk will be notified of the event request. This will allow them to allocate proper resources to support your event.

Bookings that require any services (including, but not limited to, catering, setup, AV, coordination, etc.) must have all details finalized **14 days prior**.

Meeting Space Request Form

The **Meeting Space Request** form, on the other hand, should be used for reservations that require little to no coordination, think everyday meetings, a luncheon, or Supplemental Instruction (SI) sessions. This form is limited to indoor facilities like classrooms and conference rooms.

While this form is less complex, it can still link users with services such as:

- USU Catering
- Rental Equipment
- A/V support
- Event Setup (Dependant on Location)

If these services are not needed, the booking can be confirmed the same day. As with any form in the Coursedog Event Scheduling Module, public safety, emergency management, and risk will be included in the workflow if the reservation meets a specific criterion.

Bookings in the **Meeting Space Request** do not have a specific number of day's notice, and can be booked the same day. This is to support last minute/same day meeting requests. The timeline is based solely on the requested services and the time it takes for the room to be approved by a workflow participant. [See [Workflows](#)].

Reminder: Bookings that require any services (including, but not limited to, catering, setup, AV, coordination, etc.) must have all details finalized **14 days prior**.

Rental Equipment Request Form

While most USU Logan Campus forms allow users to request rental equipment, there will be times when a specific room (or outdoor space) does not need to be booked, and a department may just need equipment such as tables, chairs, or garbage bins. See more scenarios below for when this form is useful:

Scenario 1: As a faculty member, your bi-weekly class is doing a vendor-style presentation that needs additional tables in the classroom. As the room is already booked through the Registrar's office, you need a way to additionally book resources into the room.

Scenario 2: A department-specific activity is happening in a space that is not tracked in Coursedog, but you need tables and chairs delivered.

In these cases, the **Event Equipment Rental** form would make the most sense. It is important to note that event equipment rentals must be requested **14 days in advance** of your reservation.

Dining Request Form

For departments hosting outside guests, such as campus tours, museum tours, camps, or conferences, or conducting official university business, USU Dining Services offers a simple form to connect campus guests with the various dining locations on the Logan Campus. Ordering prepaid meal cards through this form offers lower prices at the Junction and Marketplace and can also reduce wait times for ordering food. In addition to dining support, this form can connect departments and their guests with USU Parking to coordinate parking spots or campus shuttles.

Campus Rec - Gyms, Pools, Facilities Form

Looking for a space to host your departmental retreat or run your coworkers through a confidence course? Are you a club advisor and looking for a recreation space for your club? Campus Recreation has opened up various spaces, including the Aggie Recreation Center, Nelson Fieldhouse, and their Aggie Legacy Fields. This form is open to all Logan employees and students, with priority given to students when using the Aggie Recreation Center.

Bookings must be made at least **14 days in advance** to use Campus Recreation facilities.

Other Departmental Forms

A significant advantage of Coursedog is its ability to create custom forms and workflows for colleges, departments, and services. Many USU colleges and departments have opted into forms tailored to their needs, allowing them to control their spaces and give priority booking to their employees.

Each College and Department in Coursedog is assigned a specific Coursedog Training Facilitator. Please visit our website, reservations.usu.edu, to find your assigned Training Facilitator. Training Facilitators are available for department-wide training and one-on-one sessions; these sessions can be held in person or over Zoom.

KNOWLEDGE CHECK

Scenario 1: You are working on a project with 8 other coworkers and need to schedule a meeting.

Answer: Meeting Space Request

Discussion: You and your coworkers are likely looking for a classroom or conference room to discuss the project and will not need any additional support.

Scenario 2: As a faculty member, you need extra tables and chairs outside your classroom for a mid-term presentation.

Answer: Equipment Rental

Discussion: If no other services are needed or stakeholders notified for an activity, this is the appropriate form.

2.1: As the semester progresses, the project generates some local interest. High school students have now been invited to view your students' projects. Which form should you use?

Answer: Event on Campus

Discussion: If invitees were only other students or USU employees, the "Meeting Space" Form would be appropriate. However, due to additional liability when youth are on campus, more stakeholders need to be notified (Police, Emergency Management, Risk, Parking, etc.), making the Event on Campus Form the most appropriate option.

Scenario 3: A local company has been invited to speak to a club for about 60 business students. You plan to rent only some tables on the Engineering Quad for a vendor fair. As the club president, what form should you fill out to ensure all stakeholders are informed?

Answer: Event on Campus or Equipment Rental

Discussion: Provided there is no fundraising or sales, the Equipment Rental form is appropriate here. Otherwise, the Event on Campus form will be best.

Although it's a small gathering, the Meeting Space Request form is intended only for indoor meeting spaces, such as conference rooms and classrooms.

Scenario 4: You are planning a department retreat before the start of the semester and want to use an outdoor space that will support multiple outdoor activities and not buy new outdoor games.

Answer: Campus Rec - Gyms, Pools, Facilities

Discussion: The Campus Rec - Gyms, Pools, Facilities is open to all departments and students to reserve Campus Recreation spaces. Campus Recreation has a handful of room packages available for rent, like pickleball, volleyball, futsal, etc. Because the Aggie Legacy Fields are owned by Campus Recreation and the convenience of the available equipment, the Campus Rec - Gyms, Pools, Facilities would make the most sense.

Scenario 5: You have invited 30 students from a local elementary school to campus for the day for a tour and a visit to the many museums.

Answer: Dining on Campus

Discussion: With a large group of young students coming to campus for the day, there are a number of considerations to make. Will they be eating on campus or bringing their own food? Will the school need a place to park its bus? The Dining on Campus would be best because, since you do not need to book one specific location, you may want to get meal cards for the students to eat on campus, and you will need parking support. This form connects departments to USU Dining Services and USU Parking to support campus visits from schools, companies, or even the public.

Learning Courshedog Form Functionality

Forms are what drive a workflow and determine who gets involved in your planned event. Aside from the obvious benefits of collecting historical event data, each question in every form is carefully curated to incorporate various parties (e.g., Catering, Risk, Rental Equipment, Police). For example, if your event may include risky activities, it would make sense that the USU Risk Management Department is aware of what may be happening on campus.

In this section, we will go over common fields you will encounter when submitting your reservation and why specific questions are very important. Additionally, we will offer tips and tricks along the way to help limit your frustration with the application.

Each form has individual cards, or sections, that collect various data points. For example, on the **Meeting Space Request** form, you will see cards for Event Information, Food, Room and Resource Requests, and Contacts. Let's focus on each of these individually.

Event Information

Event Info

Meeting Owners required

Set Owners

Meeting Owners cannot be empty

Organization required

Set Organization

Organization cannot be empty

Meeting Name required

Set Meeting Name

Meeting Name cannot be empty

Expected Head Count required

Set Expected Head Count

Expected Head Count cannot be empty

Meeting Description

Description displays on utilization reports

Detailed descriptions are important for room approvers, public safety, and historical record. Include meeting purpose, functions, etc

Intended Audience required

Intended Audience cannot be empty

Guest, VIP, Speaker or Presenter?

YES NO

Meeting Owners

Meeting Owners is a multi-select field that allows only individuals with Coursedog accounts to be selected. The purpose of this field is two-fold: it provides great data for reporting on who was involved in various events, but functionally, any account in the Meeting Owners field will have edit privileges once the event moves to an approved state.

Meeting Owners required

Coursedog USU Team

Coursedog Wizard

Organization

This field drives many back-end actions and is also a key field for after-the-fact reporting. The significance of this field can be broken into three main categories:

- Pricing: Organization and the associated Organization Type (e.g., USUSA Club, Department, 3rd-Party, etc.) help drive Coursedog's internal pricing features. For example, services like USU Rental Equipment may charge USU Departments a different rate than off-campus parties. The pricing that populates in the resource section is driven by the selected organization.
- Workflows: Based on the organization selected in the form may need force the request may need to follow a different workflow. For example, the History department is opening its conference room to outside departments (e.g., Social Work). History will allow its faculty and staff to get automatic approval if the room is available; whereas if Social

Work requests the conference room, the History Staff Assistant will need to approve the request.

- Reporting: The Coursedog Team can run various reports for all parties on campus. For example, a department requests a report for all events they have hosted with over 20 people. The easiest way for our team to isolate a department's events is through the Organization, then look at additional fields, such as Expected Attendance.

Meeting Name

The meeting name itself should reflect its purpose, such as a "Decision-making meeting," "Brainstorming meeting," or "Planning meeting," to inform attendees/services of the objective.

Expected Head Count

Expected Head Count is a critical driver of which rooms will populate when selecting a reservation location and a workflow trigger for Public Safety and Emergency Management, as well as a determinant of whether an event will require an Event Coordinator (Event on Campus form only).

- Each room in Coursedog has a capacity assigned to it. Should the Expected Head Count exceed the room's capacity, the room will not appear available. This saves the user time combing through rooms across campus that don't meet the event's requirements, while also ensuring that events do not violate fire code.
- Campus safety is improved through the use of Coursedog, given the application's ability to connect emergency services to campus locations with large gatherings. This allows them to know what resources need to be allocated to a particular event or what to expect when arriving on scene.

The screenshot shows the 'Select room' interface in Coursedog. It includes a search bar with the text 'main', a filter section with 'Filter By Type' and 'Filter By Features', and a list of rooms. The rooms listed are MAIN 006 - Classroom, MAIN 115 - Classroom, and MAIN 117 - Classroom. The 'CAPACITY' column for the first two rooms is highlighted with a green box.

Room Name	Type	Capacity	Cost	Building
MAIN 006 - Classroom	Classroom	30	\$0	Old Main
MAIN 115 - Classroom	Classroom	112	\$0	Old Main
MAIN 117 - Classroom	Classroom	38	\$0	Old Main

Meeting Description

The Meeting Description field is helpful to all parties involved in the event planning process, allowing them to understand the objectives of the reservation, who is involved, and items that may be useful to departments approving rooms, providing services, such as rental equipment, A/V, or emergency services.

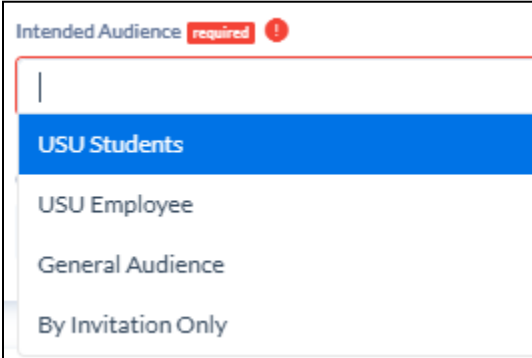
Determine which of the following would be considered a good meeting description.

Helpful	Not Helpful
"A moderated leadership panel featuring two USU alumni and one guest speaker discussing career growth, leadership development, and student engagement. The event will include a short Q&A. Approx. attendance 75–100."	"Leadership Panel" (Title repeated, no context provided)
"A student social event hosted by the College of Engineering with music, refreshments, and outdoor games. Intended for USU students and faculty. No outside speakers. Estimated attendance 150."	"Student Social"

Intended Audience

The Intended Audience field allows departments to track which groups are attending their events, and it also allows safety entities to know whether there will be youth on campus, whether we are expecting members of the community, so the security posture can be adjusted appropriately.

If you are expecting youth to attend your event, please ensure the Intended Audience and Event Description reflect that.



The screenshot shows a web form with a label "Intended Audience" followed by a red "required" tag and a red exclamation mark icon. Below the label is a dropdown menu. The menu is currently open, showing a search bar with a vertical line cursor. Below the search bar are four options: "USU Students" (highlighted in blue), "USU Employee", "General Audience", and "By Invitation Only".

Guest, VIP, Speaker, or Presenter

A series of questions will be asked if you indicate that a guest, VIP, speaker, or presenter will be on campus. If you plan to have either for your event, the form will ask you:

- What is your guest's name?**
- Is your guest a USU employee?**
- If not, will they have a security detail?**

Providing details about whether a guest will attend an event, their affiliation with the university, and whether they will have a security detail is critical for planning and safety. These answers help the university:

- **Assess Security Needs:** Determine if the guest's presence could require additional security measures due to anticipated public attention or response.
- **Coordinate with Campus Police:** Ensure law enforcement is aware of any armed individuals accompanying the guest as part of a security detail, so they can prepare appropriately and maintain a safe environment.

Room and Resource Requests

The 'Room and Resource Requests' card is consistent across all forms within Coursedog. Within this card, you will select each meeting date surrounding your event, the times, the location(s), repeat occurrences, the layouts you would like for your room, and any resources you would like (e.g., rental tables, chairs).

Room and Resource Requests

Start Date Start Time End Date End Time

Start Date cannot be empty Start Time cannot be empty End Date cannot be empty End Time cannot be empty

Repeat None

Location Room Layout

Location cannot be empty As Is

Resources

No resources added

+ ADD NEW MEETING + COPY EXISTING MEETING

Start Date cannot be empty
Start Time cannot be empty
End Date cannot be empty
End Time cannot be empty
Location cannot be empty

Room and Resource Request Fields

Add New Meeting/Copy Existing Meeting

To reserve a space, users must click on “+ Add New Meeting” to populate the date, times, and resources fields. If a user is making a reservation for multiple dates that share similarities (dates, locations, or times), the “+ Copy Existing Meeting” will copy the card most recently filled out, leaving it to the user to update the appropriate fields.

When **+ Add New Meeting** is selected, the card below will populate.

Room and Resource Requests

Start Date

Start Time ? ⓘ

End Date

End Time ?

Start Date cannot be empty

Start Time cannot be empty

End Date cannot be empty

End Time cannot be empty

Repeat ?

None

Location

Room Layout

Location cannot be empty

As Is

Resources

No resources added

Setup Times

Teardown Times

+ ADD NEW MEETING

+ COPY EXISTING MEETING

Start Date cannot be empty

Start Time cannot be empty

End Date cannot be empty

End Time cannot be empty

Location cannot be empty

Selecting **+ Copy Existing Meeting** will copy the fields below, streamlining the reservation process for those reserving multiple dates, locations, or times.

Room and Resource Requests

Start Date **required** ? ⓘ

Start Time **required** ?

End Date **required** ?

End Time **required** ?

Feb 13, 2026

09:00 AM

Feb 13, 2026

10:00 AM

Repeat ?

None

Location **required**

Room Layout

ECC 201

As Is

Resources

Microphone - Wired (1)

+ ADD NEW MEETING

+ COPY EXISTING MEETING

In this example, a USU employee wants to reserve two separate classrooms under the same reservation for the same date and time. Start by selecting **+ Copy Existing Meeting**. Once **+ Copy Existing Meeting** is selected, an additional meeting card will be populated with the previously entered information.

Room and Resource Requests

Start Date

Feb 13, 2026

Start Time

09:00 AM

End Date

Feb 13, 2026

End Time

10:00 AM

Repeat

None

Location

ECC 201

Room Layout

As Is

Resources

COLLAPSE ALL

AV ECC

Microphone - Wired (1)

Start Date

Feb 13, 2026

Start Time

09:00 AM

End Date

Feb 13, 2026

End Time

10:00 AM

Repeat

None

Location

ECC 201

Room Layout

As Is

Resources

Microphone - Wired (1)

+ ADD NEW MEETING

+ COPY EXISTING MEETING

Continuing with the example, the employee wants to book two spaces in the Eccles Conference Center, ECC 201 and 203, for the same date and time. Now that there are two cards with the correct dates and times, the only field left to update is Location. Click the bottom meeting card to allow changes, then select the location to populate the room selection tab. Search for ECC 203 and select it.

Room and Resource Requests

Start Date

Feb 13, 2026

Start Time

09:00 AM

End Date

Feb 13, 2026

End Time

10:00 AM

Repeat

None

Location

ECC 201

Room Layout

As Is

Resources

COLLAPSE ALL

AV ECC

Microphone - Wired (1)

Start Date

Feb 13, 2026

Start Time

09:00 AM

End Date

Feb 13, 2026

End Time

10:00 AM

Repeat

None

Location

ECC 203

Room Layout

As Is

Resources

Microphone - Wired (1)

+ ADD NEW MEETING

+ COPY EXISTING MEETING

Knowledge Check

Let's say you are hosting a two-day event, and want to repeat the same location and time for the following day. What are your options to add a second day to a reservation?

1) Clicking **+ Copy Existing Meeting** and changing the dates to the next day would be the most efficient way to complete your space reservation. This will copy all items from the reservation card, allowing you to change only certain fields. In this instance, only the dates would need to be changed.

2) The same can be done by clicking **+ Add New Meeting**, but then requires you to fill out every field again in a reservation card.

Start Date/End Date

While this may seem straightforward, Start Date and End Date indicate the date for a single meeting within a reservation. If a user were to set the Start Date to February 13, 2026, and the End Date to February 15, 2025, this would book a space for 48 hours straight. To avoid doing this, users must have a meeting card for each individual meeting. Below is what the reservation would be like following the recent example.

Room and Resource Requests

Start Date	Start Time  	End Date	End Time 
Feb 13, 2026	10:00 AM	Feb 13, 2026	12:30 PM
Repeat 			
None			
Location		Room Layout	
ECC 201		As Is	
Resources			
No resources added			

Start Date	Start Time 	End Date	End Time 
Feb 14, 2026	10:00 AM	Feb 14, 2026	12:30 PM
Repeat 			
None			
Location		Room Layout	
ECC 201		As Is	
Resources			
No resources added			

Start Date required 	Start Time required 	End Date required 	End Time required 
Feb 15, 2026	10:00 AM	Feb 15, 2026	12:30 PM
Repeat 			
None			
Location required		Room Layout	
ECC 201		As Is	
Resources			
			

[+ ADD NEW MEETING](#)

[+ COPY EXISTING MEETING](#)

Start Time/End Time

The Start Time and End Time in each meeting card should represent what is happening at that given time. For example, if a user is hosting a department meeting from 2:00 PM to 3:00 PM, there should be a meeting card that has those times.

What if setup and tear-down times are needed before and after the meeting? In most cases, a form will have a space for setup and tear-down times. Otherwise, it is recommended to select **+ New Meeting** and add those times for setup and tear down.

Room and Resource Requests

Start Date **required** ? !

Set Start Date

! Start Date cannot be empty

Start Time **required** ? !

--:--

! Start Time cannot be empty

End Date **required** ? !

Set End Date

! End Date cannot be empty

End Time **required** ? !

--:--

! End Time cannot be empty

Repeat ?

None

Location **required** !

! Location cannot be empty

Room Layout

As Is

Resources

Setup Times

Teardown Times

+ ADD NEW MEETING

+ COPY EXISTING MEETING

Setup Times (1) X

Start Date

Start Time

--:--

End Date

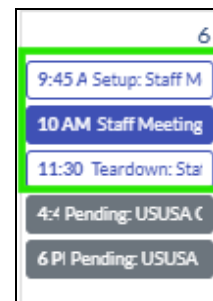
End Time

--:--

+ ADD NEW SETUP TIME

SAVE

Using the Setup and Teardown Times field will streamline the reservation process and specifically block out times on the room calendar to indicate the event phase.



Repeat

The Repeat field on a meeting card can be used to expedite bookings that recur over a semester, month, or week. Coursedog offers additional functionality for selecting a recurrence pattern:

- **Repeat Daily:** Use this when the event happens every day.
 - **Example:** A study group meets every day at 3 PM for two weeks.
- **Repeat Weekly:** Use this when the event happens on the same day(s) each week.
 - **Example:** A department meeting occurs every Monday at 10 AM for the semester.
- **Repeat Weekdays:** Use this when the event happens Monday through Friday.
 - **Example:** A training session runs Monday–Friday at 9 AM for one month.
- **Repeat until selected date:** Use this when you know the end date for the recurring event.
 - **Example:** A lecture series meets every Wednesday until December 15.
- **Repeat after # of occurrences:** Use this when you know how many times the event should repeat.
 - **Example:** A workshop repeats every Thursday for 6 sessions.

Location

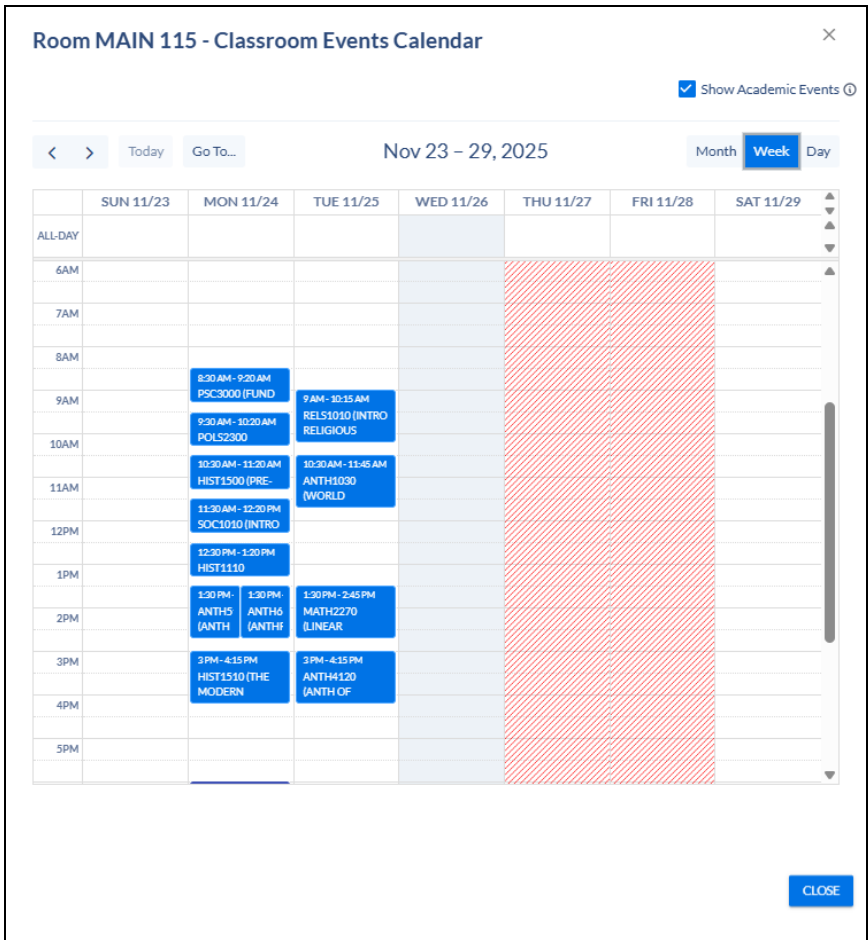
To select a location for your event, click into the Location field and choose a room. You can filter by:

- **Availability:** Rooms that appear after the date and time are selected depend on the timing of the event, room capacity, and room permissions. If a room does not populate, there are a number of considerations. Is the room already reserved during that time? Does the expected head count of the event exceed the capacity of the room? Do I have the right permissions to view the room?
 - Users can view the room calendar by selecting the blue calendar next to a room.

MAIN 115 - Classroom				
TYPE	CAPACITY	COST	BUILDING	
Classroom	112	\$0	Old Main	

NOTE: When booking a classroom, it's helpful to toggle Show Academic Events (located in the top-right corner) to view the full calendar for that space. This ensures you can see any scheduled academic classes or events that might not appear by default. If a classroom looks available but you're unable to select it, check whether Show Academic Events is turned on—this often explains why the room is blocked even though it appears free.

Additionally, blackout dates show in the calendar with the candy-cane pattern. Users cannot book classes during blackout dates. Blackout dates are often used by the registrar for holidays, academic scheduling and course finals.



- **Room Type:** Campus locations can be refined by searching by the room type. Users can search for conference rooms, classrooms, outdoor spaces, etc.

Select room

☑ Show Only Available Rooms

clad

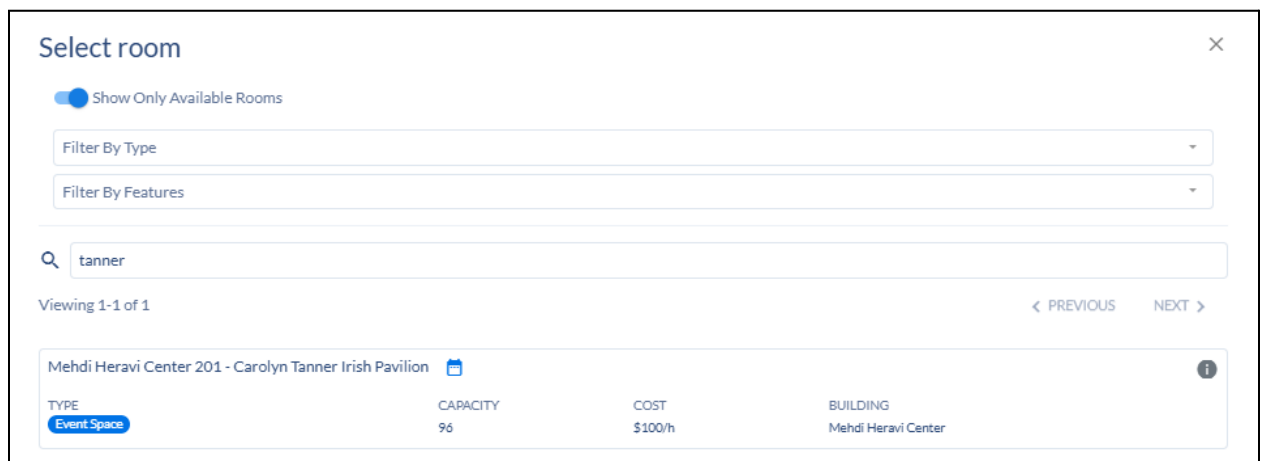
- Classroom**
- Class Laboratory
- Classroom Service
- Classroom Laboratory
- Class Laboratory Service
- Research/Nonclass Laboratory
- Research/Non-Class Laboratory

- **Room Features:** Search for rooms with the equipment needed, such as projectors, whiteboards, TVs, or HDMI connections.



The screenshot shows a 'Select room' dialog box. At the top, there is a toggle switch labeled 'Show Only Available Rooms' which is turned on. Below this is a 'Filter By Type' dropdown menu. The dropdown is open, showing a list of options: 'Projector Screen' (highlighted in blue), 'Projector Screen - 8'x6'', 'Projector Screen 12'x7.5'', 'Projector Screen - Drop Down', and 'Projector Screen - Pull Down'. The dialog box has a close button (X) in the top right corner.

- **Search for a specific room by name:** Users can locate a space by typing in keywords, such as the abbreviated building, the room number, or, at times, the commonly used name for the room.



The screenshot shows the 'Select room' dialog box with the 'Filter By Type' dropdown closed and a 'Filter By Features' dropdown added below it. A search bar with a magnifying glass icon contains the text 'tanner'. Below the search bar, it says 'Viewing 1-1 of 1'. To the right of this text are links for '< PREVIOUS' and 'NEXT >'. Below the search results, there is a table with one row of data:

Mehdi Heravi Center 201 - Carolyn Tanner Irish Pavilion			
TYPE	CAPACITY	COST	BUILDING
Event Space	96	\$100/h	Mehdi Heravi Center

The dialog box also has a close button (X) in the top right corner.

The **Show Only Available Rooms** toggle is automatically on to control what you see: when on, only rooms that are free during the requested time frame will appear; when **off**, all rooms will display, even if they have conflicts.

When the toggle is off, rooms with double-booking conflicts will appear with a red border, and rooms with blackout dates on any selected date will also show a red border, along with a note explaining the conflict. You can select any room regardless of permissions, but you cannot submit the request or add the event unless you have the appropriate permissions.

Room Layout

Each meeting card in Coursedog will request a specified Room Layout for an event. This field is primarily for the service providers responsible for delivering equipment and setting up for an event.

Room Layout

Set Room Layout

AS IS

Classroom

Conference Room

Empty

Hollow Square

Theater

U - Shape

Banquet

Resources

Coursedog streamlines the reservation process and connects users to service providers who help make events successful. Within the Meeting and Resource Request, users can request equipment such as rental tables and chairs, A/V equipment, tablecloths, etc. Each resource will display fields to identify the equipment supplier (e.g., Events Rental Equipment, USU Catering), the associated cost, and the quantity available to the user at the time of booking.

Select Resources

×

You can select as many resources as you want.

[Click here](#) to deselect all values.

Viewing 1-25 of 116 ← PREVIOUS NEXT →

AV Labor				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Service	Event Ops Labor	\$37	99999	
Setup Labor				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Service	Event Ops Labor	\$37	99999	
Corded Microphone				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Equipment	AV WSC	\$1	9999	
HDMI Cable				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Equipment	AV Spec	\$1	9999	
Laptop				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Equipment	AV WSC	\$1	9999	
Projector and Screen				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Equipment	AV Spec	\$1	9999	
Chairs - White Plastic All Purpose (rental)				

NO RESOURCES NEEDED

SAVE

Name: Searching by name is an efficient way to locate a desired resource; however, it can be overwhelming to see the number of results that may appear after a search. Using the additional fields in the single resource can help isolate what the user is looking for.

- In the example below, notice how a simple search for a table can bring up 50+ matches. Using the **Category** will quickly identify the desired resource.
- **Pro tip:** Users looking for rental equipment should look for the resource with “(rental)” in the name or “Rental Equipment” in the category field.

Select Resources

×

You can select as many resources as you want.

[Click here](#) to deselect all values.

Viewing 1-25 of 51 ← PREVIOUS NEXT →

Table - 8 ft banquet (rental) 				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Equipment	Rental Equipment	\$1.5	370	

Table - Round (rental) 				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Equipment	Rental Equipment	\$1.5	137	

Table - 8' 				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Equipment	Setup TSC	Not Found	127	

Table - 5' (Brown Classroom Tables) 				
TYPE	CATEGORY	COST	QTY AVAILABLE	
Equipment	Setup ECC	Not Found	123	

- **Type:** There are only two options, equipment or service. Everyday users should only concern themselves with adding equipment, and service providers will apply their charges (service resources) once the service is rendered.
- **Category:** Categories identify who owns the equipment or service. Searches by provider or location can help isolate a resource.
 - For example, below, the user searched specifically for USU Event's Rental Equipment by simply searching "Rental". Similarly, a user looking for catering-specific equipment could refine the search by typing "Catering" into the resource search box.

Select Resources ×

You can select as many resources as you want.

[Click here](#) to deselect all values.

Q

Viewing 1-5 of 5
 ◀ PREVIOUS
NEXT ▶

Chairs - White Plastic All Purpose (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$0.6	2650

Table - 8 ft banquet (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$1.5	370

Table - Round (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$1.5	137

Table - 6ft banquet (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$1.5	46

Table - Highboy/Cocktail (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$2.5	20

NO RESOURCES NEEDED
 SAVE

- **Cost:** Each resource has an associated cost (can be \$0). The price of a resource is determined by the Organization selected in the form. Each resource owner has defined pricing groups based on the requester's department.
- **Quantity Available:** The quantity of a resource is dynamically updated based on the selected date/time. Similar to rooms, users can select the blue calendar next to a resource to view dates and times a resource is in use. To be clear, quantity available is not indicative of total inventory.
- **Resource Notes:** Notes about individual resources help providers with event setup or specific use cases. Useful notes could be, "please put the table under the window" or "map of layout attached".

Select Resources (1) ×

Selected: Table - 8 ft banquet (rental) (10)

You can select as many resources as you want.

[Click here](#) to deselect all values.

Viewing 1-5 of 5 ← PREVIOUS NEXT →

Chairs - White Plastic All Purpose (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$0.6	2650

Table - 8 ft banquet (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$1.5	10 of 370

NOTES

please place tables in accordance to the attached layout map; two tables together under the window

Table - Round (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$1.5	137

Table - 6ft banquet (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$1.5	46

Table - Highboy/Cocktail (rental)

TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	Rental Equipment	\$2.5	20

NO RESOURCES NEEDED

SAVE

The selection of resources, especially the intended resource, in the initial request significantly impacts an event's workflow, including or excluding the resource owners.

- **Example 1:** A user is requesting rental tables for an event being held on the quad. Because the user did not pay attention to the Resource Category, they accidentally reserved Campus Recreation tables.
 - **Impact:** Instead of involving USU's Rental Equipment team in the workflow to approve the resource, Campus Recreation is involved and will ultimately reject the request, delaying the event approval process.
- **Example 2:** A user is tasked with reserving a space for an upcoming department event and forgot to request AV equipment in the meeting card's resource field. After submitting the request, the user realizes the microphones and speakers were not requested. In an effort to ensure the event has the necessary AV equipment, the user edits their request and adds those resources.
 - **Impact:** Because, at the time of submission, AV resources were not included, owners of the AV equipment were not looped into the workflow and are therefore unaware that their equipment was requested for the event date. Requesting resources from the start is always recommended, but not always possible. To fix this, the workflow must be adjusted. The next portion of training will go into detail on resolving this issue.

Service Partner Coordination

Once the meeting times, locations, and resources (if applicable) are filled out, users can use the follow-on fields to support service partner coordination. Users can select their preferred USU Rental Equipment drop-off/pick-up option and request AV support.

Rental Service Type Requested	Setup and Layout Maps	
Delivery and Pick Up Only Delivery and set Client Pick Up & Return	Delivery and Pick Up Only Equipment Techs will deliver equipment to location. Client will setup equipment AND return equipment to the same situation it was delivered in.	ADD FILES
	Deliver and Set Equipment Techs will deliver equipment to location, set equipment as asked in this request, then return to collect equipment.	
	Client Pick Up & Return Client will arrive at the Eccles Conference Center with an appropriate vehicle to transport equipment and enough people to load the vehicle in a timely manner.	
What time can the equipment be picked up?		

Additional AudioVisual Support Options	
Tech Before Event	
Tech Before and During Event	
Livestream	
Zoom One-Way	
Zoom Two-Way	
House sound	
AV Consultation Needed	
SUPPORT	NOTES
Tech Before Event	Techs before event can setup AV equipment and make sure mics and computers are connecting.
Tech Before and During Event	Tech during ensure continued AV success.
Livestreaming	Live manned camera feed. Often used for performances or large presentations and events.
Zoom One-Way	One way is often used for listening to presentations. Zoom capability is listed in the room description.
Zoom Two-Way	Mic support is given for the room. Participants can utilize mics in the room. Zoom capability is listed in the room description.

KNOWLEDGE CHECK

Scenario 1: You are booking a classroom that looks available, but you cannot select it. What can you do to diagnose the reason?

Discussion: Make sure “Show Academic Events” is toggled and check the room calendar (blue calendar icon) to get the full picture of the room schedule. If it appears available, check the expected headcount of your event and the capacity of the desired room.

Scenario 2: You are hosting a symposium for your department and need to book two classrooms at the Eccles Conference Center for the same date and time. What should you do?

Discussion: Because these reservations are for the same symposium, these rooms should be booked under the reservation, but each location should their own meeting card. Using + Copy Existing Meeting allows you to duplicate the date and time, then update the location in the second meeting card.

Scenario 3: You need rental tables for an outdoor event. How can you make sure you select the correct provider?

Discussion: Two options: A user can look for (rental) in the display name or use the Resource Category to identify who owns the equipment. Selecting the correct category (e.g., USU Event’s Rental Equipment) ensures the right provider is included in the workflow when the request is submitted.

Scenario 4: You forgot to request AV equipment when submitting your event request. What is the impact?

Discussion: If AV resources are not included at submission, the resource providers will not be looped into the workflow and may be unaware of the request, risking the equipment not showing up for the event. Adding resources later in the event approval process can delay approval and require workflow adjustments.

Scenario 5: You are hosting a lecture series every Wednesday until December 15. How should this be booked?

Discussion: This lecture series should fall under the same reservation, meaning there will be multiple meeting cards for each meeting date. A user can either, a) Enter the first date of the event, then add each following meeting by selecting **+ Add New Meeting** or **+ Copy Existing Meeting**, or b) use the repeat field to select the day of the week this event will fall on, then either select the end date or give a total number of occurrences before the reservation ends.

Contacts

Every form within Coursedog requires at least one contact for the reservation. The Author (the user submitting the request) will have their information automatically populated into the contact card. Should the author of the reservation not be onsite contact for the reservation, please ensure that is indicated in the **'Onsite Contact? Y/N'** box.

Contacts

Name
Jane Doe

Email
Jane.Doe@usu.edu

Phone
—

Onsite Contact? (Y/N)
N

Send Email Notifications
Yes

Name
John Doe

Email
John.Doe@usu.edu

Phone
(555) 555-5555

Onsite Contact? (Y/N)
Y

Send Email Notifications
YES NO

+ ADD NEW CONTACT

Adding Event Contacts

To add multiple event contacts, a user can select **+ Add New Contact** in the bottom left of the contact card. There is no limit to how many contacts can be added; ideally, the reservation will have an on-site contact, specifically to help Public Safety in case of an emergency or if campus service partners need to get a hold of someone for questions, and a general contact (someone who can answer basic questions or provide invoice details).

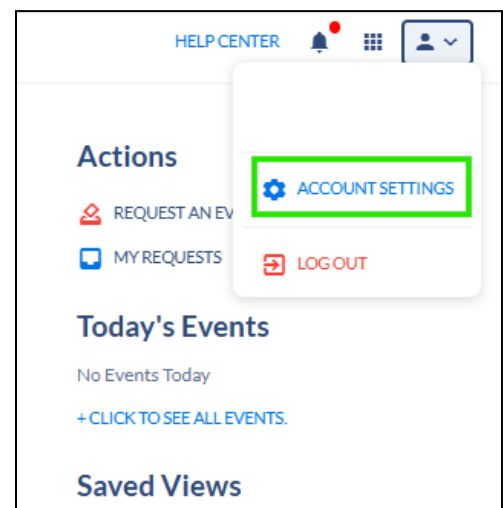
If a user's information does not automatically populate into the contact fields (typically the phone number), reach out to coursedog@usu.edu with the desired information so the Coursedog team can update the profile.

Receiving Event Notifications

If a contact wants to receive event notifications, make sure the **Send Email Notifications** field is set to **Yes**. When this is enabled, that contact will receive automated emails from **no-reply@coursedog.com**. These notifications include updates such as changes to the event request or when the request moves to an approved status. Each email also contains a convenient link that takes the contact directly to the request in Coursedog, where they can review details or check the **Activity** tab for recent changes.

Requests made on the **Event on Campus** form can have up to sixty steps in the workflow, which can be taxing on the inbox. If emails become too overwhelming, users can opt to receive a daily digest. This would provide a single email with a breakdown of request changes or items needing attention. These changes can be made in **Account Settings**.

After selecting **Account Settings**, users must scroll to the bottom of the page to locate **Request Email Notification Preferences** and toggle **Events** to Daily Digest.



Request Email Notification Preferences		
PRODUCT	IMMEDIATE	DAILY DIGEST ⓘ
Scheduling	☒	☐
CourseDemandProjections	☒	☐
Events	☐	☒
IntegrationsHub	☒	☐
Curriculum	☒	☐
Catalog	☒	☐

KNOWLEDGE CHECK

Scenario 1: You are asked to schedule a meeting for your boss that you will not be attending. Who would be the best person to list as the requestor?

Answer: Your boss or someone else that will be onsite during the meeting

Scenario 2: You are planning a request with you and another committee member. Who should be listed as the requestor?

Answer: Ideally both, but at least one person that will be onsite making request decisions is required.

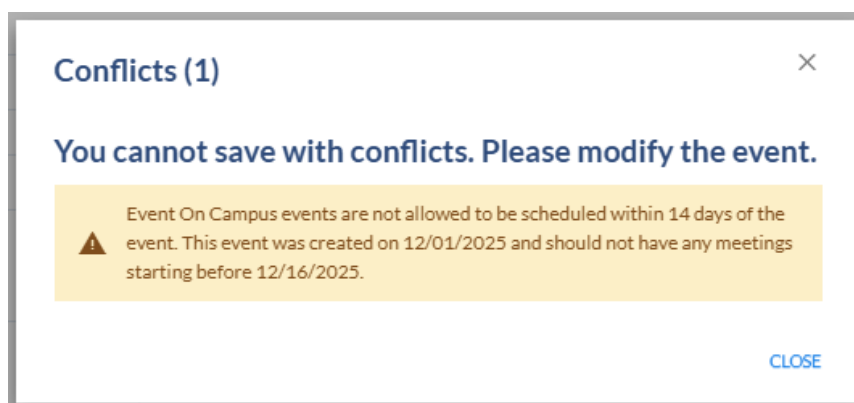
Conflicts

Users of Coursedog will be alerted to booking conflicts when applicable. These conflicts can range from submitting a request too close to the event date to double bookings or resource inventory issues. These conflicts will prevent the user from submitting a request until changes are made. Below are some examples of what a standard user will see:

Bookings less than the allowed timeframe

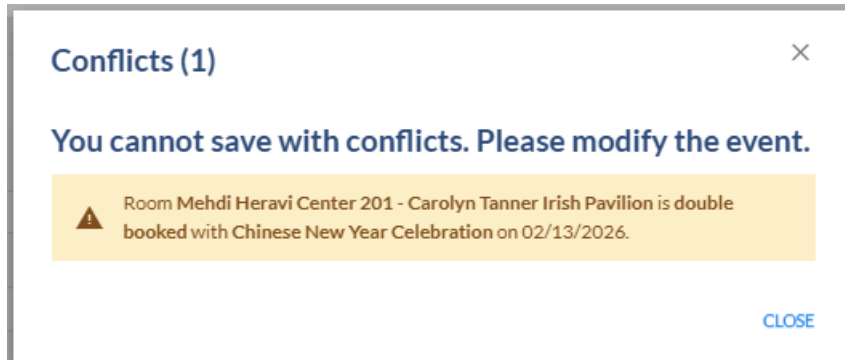
Forms across campus have varying notice periods for submitting a request. Below are the minimum timelines for the Logan-based forms for Logan Employees and Students. Please note that these time limits are based on a request having little to no services provided.

- **Events on Campus** - 14 Days
- **Event Equipment Rental** - 14 Days
- **Campus Rec - Gyms, Pools, Facilities** - 14 Days
- **Meeting Space Request** - 0 Days
- **Study Rooms** - 0 Days



Double Bookings

Bookings cannot override other events or academic courses. A room that *appears* to be available is likely missing the '**Show Academic Events**' toggle. This would result in the room calendar only showing scheduled events, not courses taking place in that specific space. It is recommended to always check '**Show Academic Events**'.



Resource Request Exceeds Inventory

Each resource shows a quantity available for the selected date and time. Should a user receive this conflict notification, it is recommended to go back to the resources field in the Meeting & Resource Requests card to fix the quantity requested.

