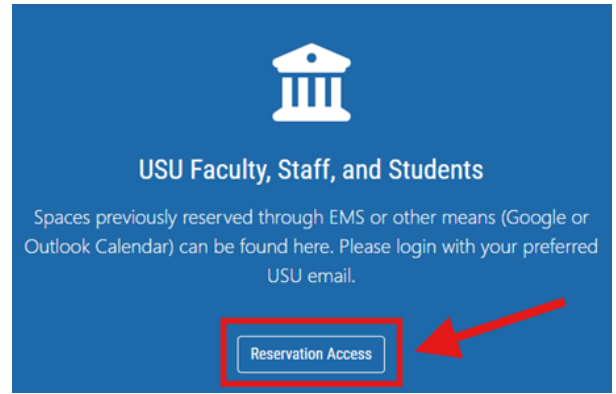


# How to Submit a Request in CourseDog

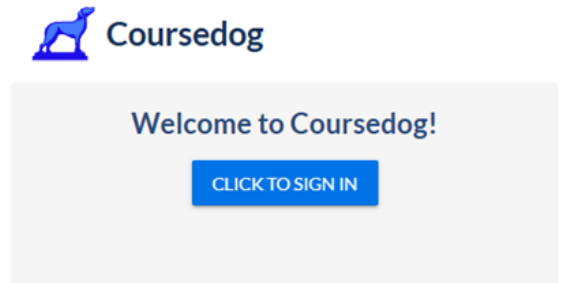
## Step 1: Access CourseDog

- Visit the [Reservations.usu.edu](https://Reservations.usu.edu)
- Click the **Reservation Access** button.



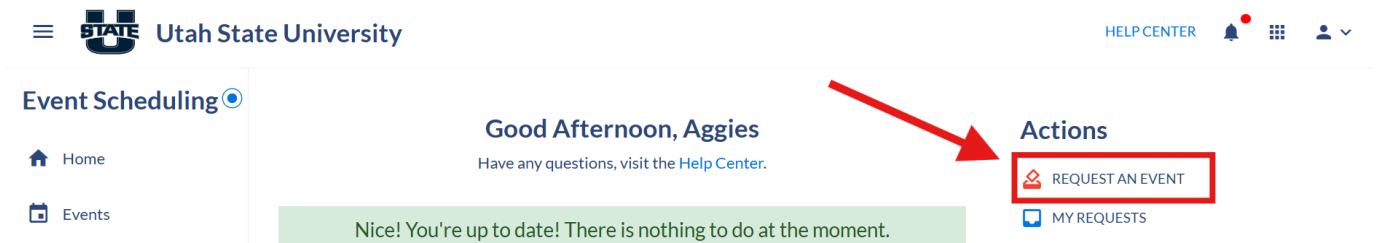
## Step 2: Log In

- You'll be directed to the CourseDog login page.
- Sign in using **SSO (Single Sign-On)** with your USU credentials.



## Step 3: Start a New Request

- After logging in, you'll land on your CourseDog homepage.
- On the right side of the page, click the red icon labeled **"Request an Event."**



## Step 4: Choose Your Request Type

You'll be taken to the **Request New Event** page.  
Use the dropdown menu to select your request type.

The three most common options are:

### a. Event on Campus

Typically used for full event planning:

- Reserve a space
- Choose room setup
- Request AV equipment or other resources
- Coordinate event details

### b. Meeting Space Request

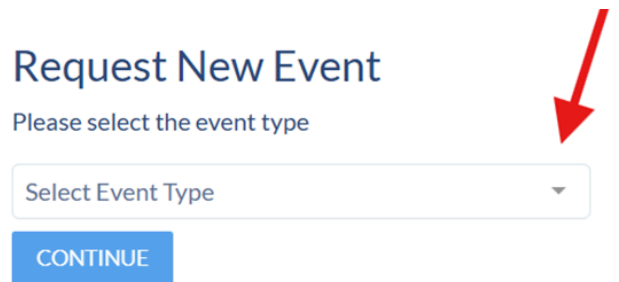
Best for smaller, internal gatherings:

- Office hours
- Staff or committee meetings
- Club or organization meetings

### c. Event Equipment Rental




Use this for:

- Renting equipment (without reserving a location)
- Tabling requests



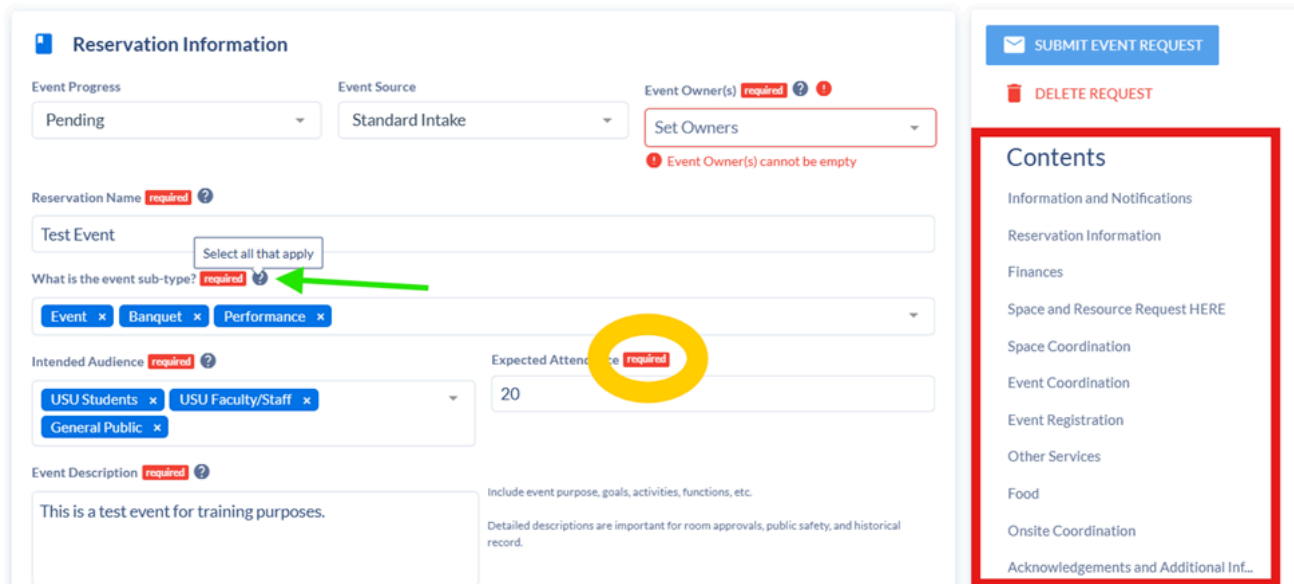
## Step 5: Fill Out the Form

While completing the form, look for these helpful icons:




-  **Green Arrow (left side)** – Hover over question marks for tips and explanations
-  **Red Box (right side)** – Click to jump to specific sections
-  **Yellow Circle (middle)** – Indicates required fields


### Request New Event



Event On Campus Event Form





**Reservation Information**


Event Progress: Pending | Event Source: Standard Intake | Event Owner(s): Set Owners (required)     
Event Owner(s) cannot be empty

Reservation Name: Test Event (required) 

What is the event sub-type? (required)    
Event x Banquet x Performance x

Intended Audience: USU Students x USU Faculty/Staff x General Public x (required) 

Expected Attendance: 20 (required) 

Event Description: This is a test event for training purposes. (required)   
Include event purpose, goals, activities, functions, etc. Detailed descriptions are important for room approvals, public safety, and historical record.

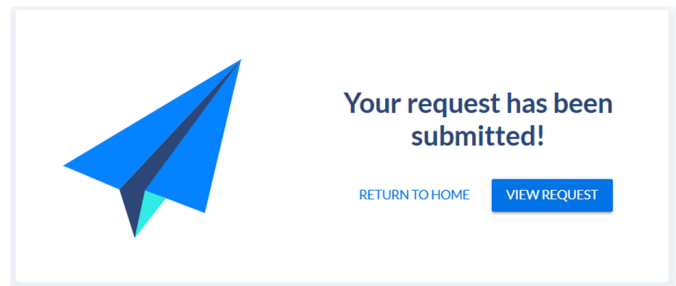
**Contents**

- Information and Notifications
- Reservation Information
- Finances
- Space and Resource Request HERE
- Space Coordination
- Event Coordination
- Event Registration
- Other Services
- Food
- Onsite Coordination
- Acknowledgements and Additional Inf...

[SUBMIT EVENT REQUEST](#) [DELETE REQUEST](#)

## Step 6: Submit and Review

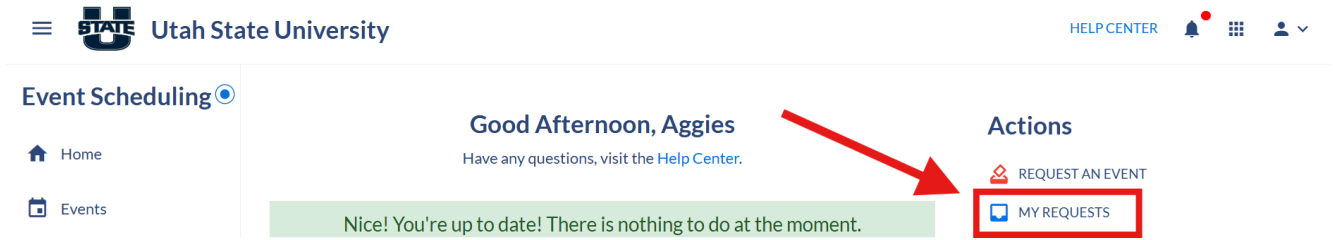
- After submitting, you'll be taken to a confirmation page
- From there, you can:
  - View your request
  - Return to the homepage



# After Submitting: Track Your Request

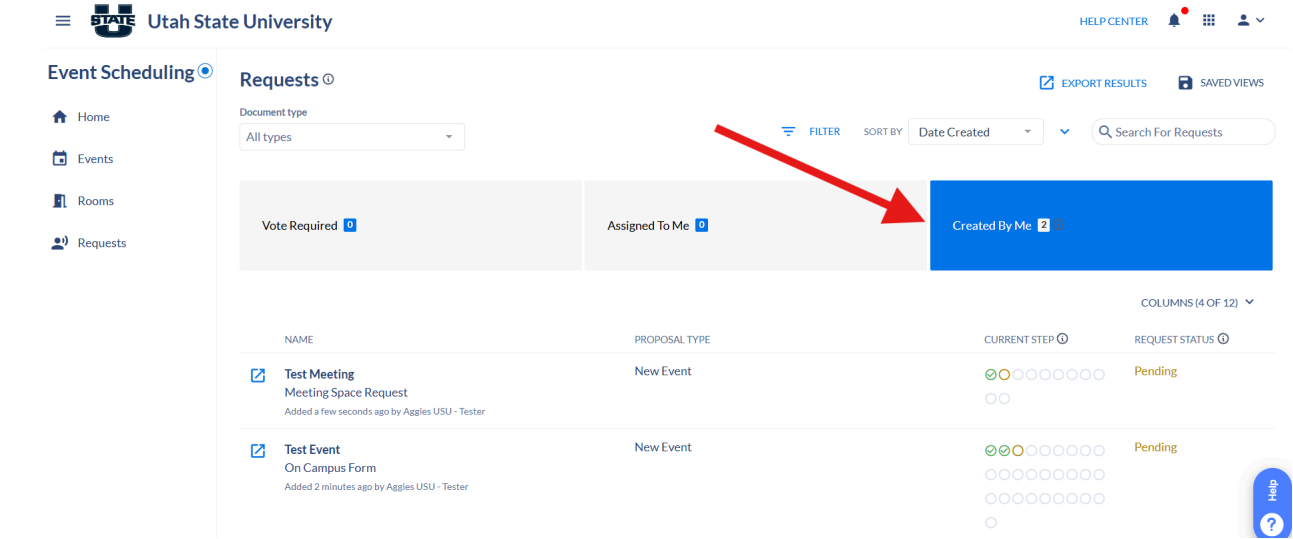
## Step 1: Go to “My Requests”

- Click the blue “My Requests” button on the right side of the homepage



## Step 2: View Your Requests



- Select the “Created by Me” tab

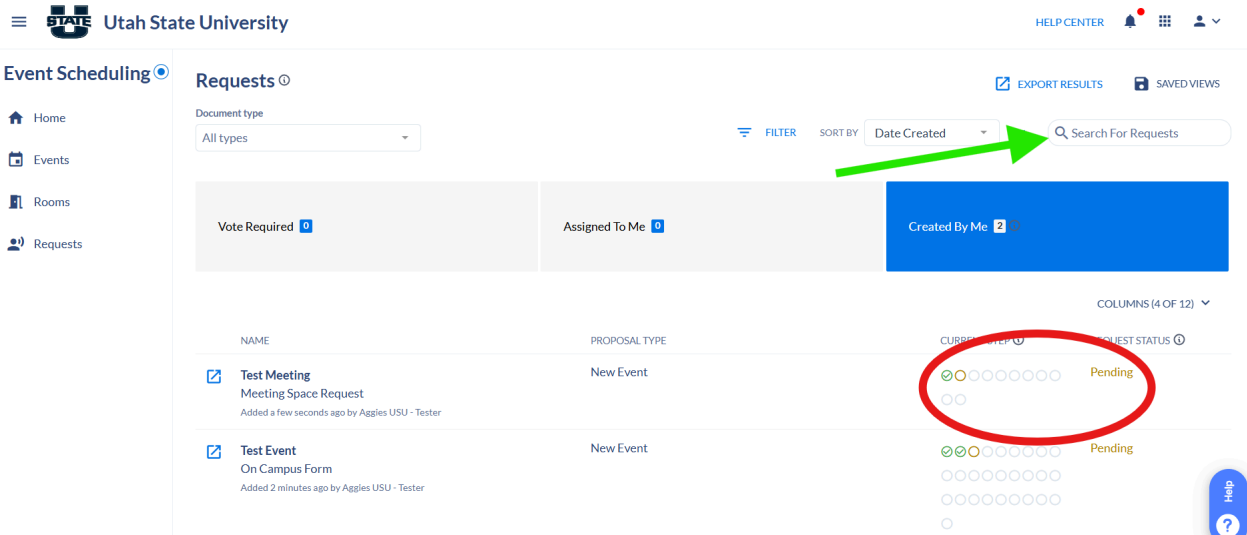


## Step 3: Check Request Status

You'll see all submitted requests and their current status.

Helpful tools:

-  **Green Arrow** – Search for a request by name
-  **Red Circle** – Shows workflow status (pending, approved, denied)



# Frequently Asked Questions

## ★ Who can see the details of my request?

All requests are automatically set to **Private**. This means only the following can view the details of your request:

- The request author
- Room approvers
- All service partners (Equipment Setup, A/V, Police, Building Managers, etc)

## ★ Do I need to include a detailed description?

Yes. Detailed descriptions are essential for approvals, Public Safety, and record keeping.

Not Helpful Description	Why It's Not A Helpful Description	Helpful Description
Staff Meeting	"Staff meeting" is too vague and can include a wide range of activities, goals, or functions. Room approvers and other reviewers do not have enough information to properly evaluate the request.	<b>Example 1:</b> Weekly staff meeting and training session. <b>Example 2:</b> Staff meet-and-greet with snacks and board games to encourage team bonding.
Private	No event details were provided, making it difficult for room approvers and public safety to assess the nature of the request.	<b>Example 1:</b> Dean candidate interviews. <b>Example 2:</b> Room reserved for auditions and interviews.

## ★ Where do I request the date, time, and location?

- Go to:
  - "Space and Resource Request **HERE**" section (events), or
  - the "Room and Resources" section (meetings)
- Click "+ Add New Meeting"

+ ADD NEW MEETING



From there, enter:

- Date
- Time
- Location

**Important:**

Start date and end date must be the **same day**.

## ★ What if I need multiple locations?

Use:

- + Add New Meeting (outlined in red)
- + Copy Existing Meeting (outlined in green)

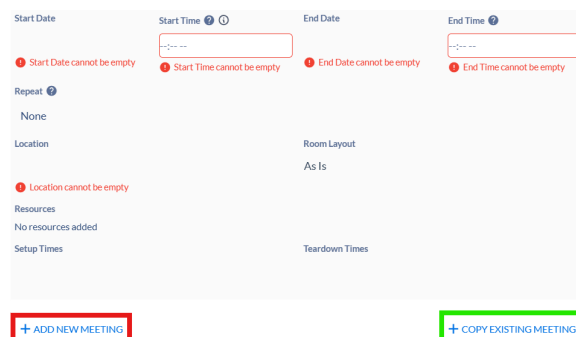
★ **What if my event has multiple dates?**

Option 1: Use the Repeat Feature found in the Space and Resource Section.

Recurrence Type	Usage	Example
Repeat Daily	Use this when the event happens every day.	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.	A department meeting occurs every Monday at 10 AM for the semester.
Repeat Weekdays	Use this when the event happens Monday through Friday.	A training session runs Monday–Friday at 9 AM for one month.
Repeat Until Date	Use this when you know the end date for the recurring event.	A lecture series meets every Wednesday until December 15.
Repeat After Occurrences	Use this when you know how many times the event should repeat.	A workshop repeats every Thursday for 6 sessions.

Option 2: Add or Copy Meetings

- + Add New Meeting (outlined in red)
- + Copy Existing Meeting (outlined in green)



★ **Why can't I submit my request?**

This may be due to a scheduling conflict.

Below are some common conflicts and suggested solutions:

Conflict	What it Means	How to Fix
Double Booked Location	The requested location has already been requested at your selected date and time.	Adjust dates and times requested or find a different location for your event/meeting.
Potential Repeat Field Issues	Your start date and end date do not match.	Adjust the start date and end date to the same date.
Events are not allowed to be scheduled within 14 days of the event.	Some request forms have a time restraint on how soon you can request your event/meeting.	If you have a request within the time limit, please reach out to Central Reservations for assistance.

**Need Help?**

Account access or training support: [coursedog@usu.edu](mailto:coursedog@usu.edu)  
 Reservation assistance: [events@usu.edu](mailto:events@usu.edu) or (435)797-0423