

- 1** Go to scheduling.usu.edu and log in with your A# and Strong Password. Then find the "Event Services - Event Request" in the list, then click "Book Now" on the right side within the same line. To select your dates, find this image on the left side of your screen:



- 2** If your event is a single, one day event then enter in your desired date and time, then click the blue search button. If your event is multiple days in a row, weekly, or monthly you can use the recurrence button and make those selections as shown below. Click Apply Recurrence after you've specified it.

- 3** If a recurrence is applied, the system will take you back to the page below.

Select the locations you would like by clicking the green plus sign on the left side. On the right side you can see the green bars that say Filter Match, this shows what rooms best match your dates and availability.

If you have not chosen a recurrence, the red lines show the times you have selected. You'll be able to see the availability of the space on the calendar.

- 4** Once you click the green plus sign, the following box will pop up asking for the number of expected attendees and how you want the room set up. Fill in the boxes, then click "Add Room." You'll then be taken back to the calendar.

At the top of the page it shows what room you have selected, and if a recurrence is selected, how many of them are selected.

To move to the next step, click the blue Next Step button in the top right corner.

- 5** The next page takes you to the "Services" section of the form. This allows you to select desired equipment. In the Start and End time at the top of the page, please enter your event start time and event end time.

If you only need tables and chairs please select "Setup" for your service type. If ANY AV is needed, please select AV. On the rare occasion, you do not need equipment but need a technician, please select personnel.

Click the hyperlink to read the terms and conditions, just underneath the start and end times, then check the box.

Select your equipment by clicking the arrows on the right side which will open a list of available equipment

- 6** To choose equipment just click on the equipment, and a new box will pop up asking for quantity and special instructions specific to that equipment. If there is additional cost associated with any equipment, the price will be listed in this box.

Click Ok, and you will be taken back to the list of equipment. On the right side, you will see a summary of services that you have requested. If you have special instructions or specific set up notes, please enter them in under the Set Up Notes at the bottom of the page.

Click the blue Next Step button in the top right corner to go to the final page

- 7** The screen below will come up and you can add in all the information requested.**

- 8** Once the form is filled out, click the Create Reservation in the bottom right corner. A "Reservation Created" confirmation box will pop up and Event Services will be in contact soon to confirm your event.

CONGRATULATIONS
YOU'VE SUBMITTED AN
EVENT REQUEST!