

- 1** Go to scheduling.usu.edu and log in with your A# and Strong Password. Then find the "Light Pole Banner 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 the screen:



- 2** Click Recurrence. The following box will come up. You'll want the Repeats drop down bar to say "Daily". Then in the middle of the box where it says Start Date, select the day you want the banners to be put up and in the End Date enter when you would like them taken down. Finally, click the Apply Recurrence button in the bottom right corner.

- 3** The system will take you back to the page below. Click the blue Search button under the recurrence (circled below in red.)



- 4** Select the locations you would like by clicking the green plus sign on the left side. Then click the blue Next Step button in the top right corner.

- 5** The screen to the right will come up and you can add in all the information requested.**

- 6** Once the form is completely filled out, click the Create Reservation in the bottom right corner. This box will pop up and Event Services will be in contact soon to confirm your event.

CONGRATULATIONS
YOU'VE SUBMITTED A
LIGHT POLE BANNER REQUEST!