

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.

Rooms You Can Request							
	7th North Section	2/2	ES - Banner Pole Locations	Ground	MT	1	
	Fine Arts Section	2/2	ES - Banner Pole Locations	Ground	MT	1	
	Library Section	2/2	ES - Banner Pole Locations	Ground	MT	1	
	Mall Sidewalk Section	2/2	ES - Banner Pole Locations	Ground	MT	1	
	Quad Section	2/2	ES - Banner Pole Locations	Ground	MT	1	
	TSC Section	2/2	ES - Banner Pole Locations	Ground	MT	1	

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

Light Pole Banner Requests My Cart (1) [Create Reservation](#)

1 Rooms 2 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type * ES - Banner Pole Request

Group Details

Group * Event Services - DPIESV

1st Contact (temporary contact)

1st Contact Name * (temporary contact)

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

2nd Contact (none)

**** If you are submitting a request for a department that is DIFFERENT from your**

- Select your main "Group"
- Find your name under the first contact, fill in the requested information
- Below that, there is a box that says, "What is the organization sponsoring the event?" please enter which group you're submitting for
 - For example: If my "Group" listed is Event Services but I'm submitting the request for USUSA, then I select Event Services under the group, find my name under the 1st contact and fill out the information, then make sure to list USUSA as the Sponsoring Organization below.

- 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!