

# EVENT / CALENDAR SCHEDULING

1. Begin by going to [calendar.centenary.edu](http://calendar.centenary.edu). Click on the “Submit Events” link at the top.

The screenshot shows the Centenary College calendar website. At the top, there is a navigation bar with the Centenary logo on the left and the word 'CALENDAR' in large white letters on a dark red background on the right. Below the navigation bar, there is a 'Display Format' dropdown menu set to 'Select'. To the right of this is the text 'All Categories'. Further right, there is a red arrow pointing to a blue button labeled 'Submit Events', which is circled in red. Below the navigation bar, there are icons for 'day', 'week', 'month', and 'year'. To the right of these icons are icons for 'subscribe', 'download', 'help', and 'print'. Below the navigation bar, there is a calendar for February 2017. The calendar shows the dates from the 29th to the 4th. To the right of the calendar is a 'Summary View' for the dates February 15 - 21, 2017. The summary view shows a list of events for Wednesday, February 15, 2017, including 'February Safety Meeting' (9:00 AM - 10:30 AM), 'Safety meeting', 'Eating Disorder Screening & Healthy Heart Program' (11:00 AM - 1:00 PM), 'Learn about healthy eating', 'UMSM' (11:00 AM - 1:00 PM), and 'Swim Lessons' (6:00 PM - 7:30 PM). Below the calendar and summary view, there is an 'Advanced Search' section with fields for 'From', 'To', 'Category(s)', 'Location(s)', and 'Keyword(s)', along with a 'SEARCH' button.

2. You must enter First Name, Last Name, Email Address, Event Name, and Event Description (see blue arrows below)

The screenshot shows the 'Submit an Event Request' form on the Centenary College calendar website. The form is titled 'Submit an Event Request (?)' and includes the instruction: 'Please complete the form below to submit your event request(s). Fields marked with an \* are required to complete the form submission.' Below the instruction is a link: 'Click Here to View the Submit an Events Tutorial'. The form is divided into two sections: 'Event Submitted By' and 'Event Information'. The 'Event Submitted By' section has five fields: 'First Name: \*', 'Last Name: \*', 'Email Address: \*', 'Phone #:', and 'Organization:'. The 'Event Information' section has three fields: 'Event Name: \*', 'Event Categorization: \*', and 'Event Description: \*'. Blue arrows point to the 'First Name', 'Last Name', 'Email Address', 'Event Name', and 'Event Description' fields. A red arrow points to the 'Event Categorization' dropdown menu.

If you DO NOT want this event to appear on the main website's calendar, select "ActiveData Calendar" in the Event Categorization section (red arrow).

3. To reserve the event space, begin by selecting your event date and time. Then click “GENERATE SCHEDULE.”

**Event Date(s)**

Start Date: \* 2/15/2017

End Date: \* 2/15/2017

RECUR PATTERN

CUSTOM SCHEDULE

**Event Time(s)**

All Day

Start Time:

End Time:

GENERATE SCHEDULE



**YOU MUST CLICK “GENERATE SCHEDULE” TO PROCEED**

4. After you have created the schedule for your event, a new box will appear with your “Current Schedule” listed, along with the option to add a room reservation. In order to RESERVE A ROOM, you must click “My event requires a room reservation” (see red arrow below).

**Event Date(s)**

**Current Schedule**

Select All Select All Future Deselect All

NEW SCHEDULE

	Start Date	End Date	Start Time	End Time	
Add / Delete <input checked="" type="checkbox"/>	2/20/2017	2/20/2017	9:00 AM	10:30 AM	<input type="checkbox"/> All Day

Please click save after modifying the list above so that scheduling changes are reflected in the facility search features below.

SAVE

**Event Facility(s)**

My event does not require a room reservation.

My event requires a room reservation.



I would like to request resources for my event.

- To search for available spaces, click the plus sign next to “Centenary College” (circled below) and select the room(s) you would like to reserve. Then click “Search.”

**Event Facility(s)**

- My event does not require a room reservation.
- My event requires a room reservation.

Clear Selections

Facility(s):

- Centenary College
- 2910 Centenary
- Anderson Choral Building
  - Atrium
  - Outdoor Breezeway
  - Room 116 - Camerata Room

Setup Option(s):

- All
- Auditorium
- Circle Tables of 10 each
- Circle Tables of 6 each

Feature(s):

- All
- A/V
- Blackboard
- Carpeted

Room Type(s):

- All
- Art Gallery
- Atrium
- Auditorium

Min Capacity:

Max Capacity:

←

If the rooms are available, they will appear in the “Available Room(s)” section immediately below.

- When you have found the rooms you would like to reserve, select and save each room ONE AT A TIME. Please do not alter the “Setup Time” or “Tear Down Time” for the space. Facilities staff will ensure that appropriate setup and tear down times are allotted for each event.

**Available Room(s)**

**Availability Level: Matching 1 Occurrences**

**Location - Building:** Centenary College - Anderson Choral Building

Select	Room	Room Type	Setup Option	Capacity	Setup	Tear Down
<input checked="" type="checkbox"/>	Atrium					

Setup Time:   Tear Down:   Setup Count:

Setup Notes:

The facility selection made has been saved.

- The room(s) you have successfully booked will appear in the box labeled “Schedule Facility Booking(s).”

**Rooms Selected for Your Event**

By default all of your event date(s)/time(s) will show below as "Unbooked". Click on the tab entitled "Unbooked" in order to select all date(s)/time(s) in your submission to find rooms that match all dates, or navigate to the top of the form under "Dates/Times Selected" in order to select only those dates for which you require a room reservation and click the "SEARCH" button to find rooms available for selected date(s)/time(s).

**Schedule Facility Booking(s)**

Atrium (1) Add More Rooms

Facility	Setup Option	Capacity	Room Setup	User Setup	User Tear Down	Room Tear Down	Setup Count	Setup Notes
Centenary College - Anderson Choral Building - Atrium <a href="#">(view)</a>			0 mins	0 mins	0 mins	0 mins		<a href="#">(View)</a>

RESET
SEARCH

I would like to request resources for my event.

If you need any resources, such as tables, chairs, or AV equipment you can add it at this time by clicking “I would like to request resources for my event” (circled above).

- Select the Resource Category from the drop down menu, and then add the resource you require. Fill in the appropriate quantities and add as much detail as possible in the “NOTES” section.

I would like to request resources for my event.

**Resource Category:**

Chairs ▼

**Resources/Items in Selected Category/Subcategory:**

Black Folding Chairs	▲	<span style="border: 1px solid #ccc; padding: 5px 10px; background-color: #003366; color: white;">ADD</span>
Centenary Room - Chairs	▬	
Hall of Fame Room - Chairs	▬	
Kilpatrick Auditorium - Chairs	▼	

Qty	Resource Name	Notes
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50	Black Folding Chairs	Set in rows with a center aisle	<span style="border: 1px solid #ccc; padding: 5px 10px; background-color: #003366; color: white;">DELETE</span>
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**Event Contact Information**

- Enter the Event Contact Information. Select “PREVIEW” in the lower left corner.

*PLEASE NOTE: Do not enter critical information or setup information in the “Internal Notes” section. Facilities Staff do not always see this information.*

10. Review the information under the “Facilities” and “Resources” tabs (see red arrows below). Review your date and time, and confirm that your location has been saved (see blue arrows below).

If all information is accurate, select “SUBMIT” button (circled in red).

**Preview Your Request (?)**  
Please review the event preview below and ensure that your event information is correct. If you would like to make changes, use the "BACK" button below to go back to the event entry form. To finalize your event submission, click the "SUBMIT" button below.

**Event Submitted By**  
*(This information will not be displayed with the event.)*  
**First Name:** Kris  
**Last Name:** Holland  
**Email Address:** kholland@centenary.edu  
**Phone #:** 3188695778  
**Organization:**

**Event Information**  
*(Select a tab to view the details selected for that event planning area. Click on the VIEW link on any detail area to view more information about that item.)*

Facilities Resources Marketing Internal

Details	Event Date/Time	Facility Request
<a href="#">View</a>	2/20/2017 (9:00 AM - 10:30 AM)	Anderson Choral Building - Atrium

**Event Facility Details:**

Booking ID:	N/A	Setup Notes:	<input type="text"/>
Location:	Centenary College		
Location Owner(s):	4		
Setup Option(s):	N/A	Room Features:	<input type="text"/>
Room Setup Time:	0 mins		
Room Teardown Time:	0 mins	Room Notes:	<input type="text"/>
Setup Time:	0 mins		
Tear Down:	0 mins		
Setup Count:	N/A		

**Event Details** [Go Back](#)

**Morning Meeting**

Start Date: 2/20/2017 Start Time: 9:00 AM  
End Date: 2/20/2017 End Time: 10:30 AM

**Event Description**  
Meeting for staff of the facilities and events teams.

**Location Information**  
Centenary College - Anderson Choral Building  
2911 Centenary Boulevard  
Shreveport, LA 71104  
Caddo  
Phone: 318-869-5011  
Room: Atrium

**Contact Information**  
Name: Kris Holland  
Phone: 3188695778

[BACK](#) [SUBMIT](#)

**CONGRATULATIONS! YOUR EVENT HAS BEEN SCHEDULED!**