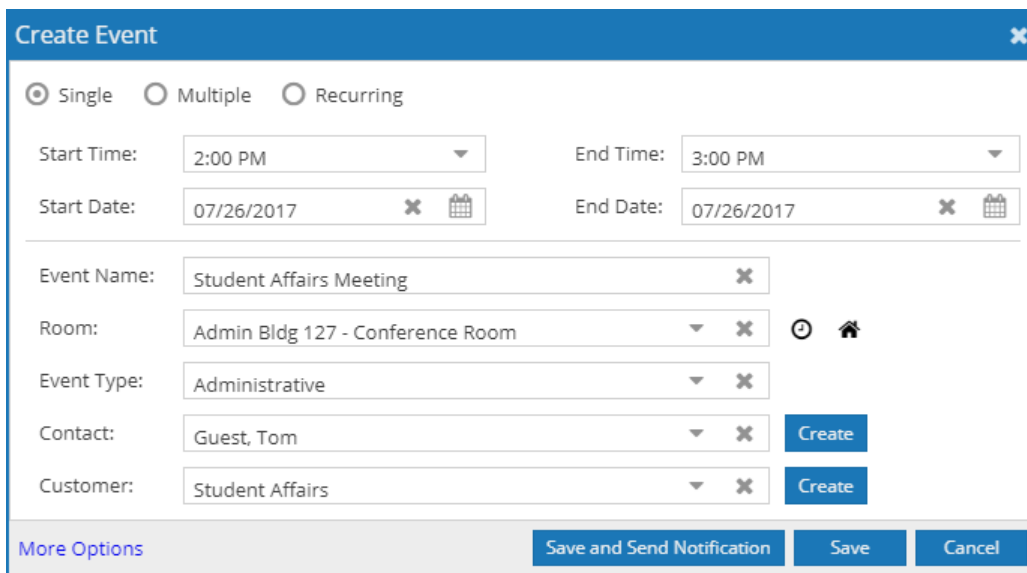


Create a Single Meeting Event

The event form is designed to make the creation of a simple, single meeting event as quick and easy as possible. The form defaults to Single meeting mode, and inherits as much information as possible based on your starting point. For example, if you start the event creation process by clicking and dragging on the scheduling grid, the event form will be pre-populated with date, times, and location. Unless changes are required, you may only need to complete a few fields and then save your event.

To complete the Single meeting creation:

1. Verify that start and end times and date are correct.



The screenshot shows a 'Create Event' dialog box with the following fields and options:

- Event Mode: Single, Multiple, Recurring
- Start Time: 2:00 PM (dropdown)
- End Time: 3:00 PM (dropdown)
- Start Date: 07/26/2017 (calendar icon)
- End Date: 07/26/2017 (calendar icon)
- Event Name: Student Affairs Meeting (text input with clear icon)
- Room: Admin Bldg 127 - Conference Room (dropdown with clear icon, Find Rooms icon, and Home icon)
- Event Type: Administrative (dropdown with clear icon)
- Contact: Guest, Tom (dropdown with clear icon) [Create button]
- Customer: Student Affairs (dropdown with clear icon) [Create button]
- Footer: [More Options] [Save and Send Notification] [Save] [Cancel]

2. Enter a name for your event.

3. Verify that your room is correct, or select a different room from the list.

If you know the name, number, or building for the room you would like to schedule, you may start typing it in the room field. The list will be populated with matching rooms.

For a more advanced room search, click the Find Rooms icon (house) and enter search criteria to select an available room.

Alternatively, if a specific room is required but not available at the time you have selected, you may click the Find a Time icon (clock) to explore available time options for the selected room.

4. Select an Event Type.

5. Select a Customer and Contact.

6. Click **Save**, or click **Save and Send Notification** to save and also send an event summary to the contact.

NOTE: Prior to saving, you may click the More Options link to switch to the full event form to edit additional details or interact with more advanced features which includes **Event Meeting Type** for reporting and calendaring categorization purposes.

7. Click **More Options** and select the meeting records desired to attach to an **Event Meeting Type** with checkmark(s)

All College Required Training (Reservation Number: 20181231-00002)

Event Information

Reservation #: 20181231-00002

*Event Name: All College Required Training
Description:

*Event Type: Dentistry All College Event
Event Status: Initial to Schedule by magruder

*Contact: Mueller, Viki
*Customer: College of Dentistry
Notify:

Est. Attend: 0
Private:
Featured:

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

+ Add Meeting Edit Selected Assign Rooms Assign Resources Drop Selected Delete Selected

<input checked="" type="checkbox"/>	Name	Status	Start Date	Start Time	End Time	End Date	Room	Room Config
<input checked="" type="checkbox"/>	All College Required Training		12/31/2018	04:30 PM	05:00 PM	12/31/2018	© DENTAL SCIENCE BUILDING 14B - ...	Standard

8. Click Edit Selected button.

9. Select desired **Event Meeting Type** from **Type** pull down menu and click **Apply**.

Home Calendars Academics Events Reporting Settings magruder

All Dentistry Celebration (Reservation Number: 20181231-00001)

Event Information

Reservation #: 20181231-00001

*Event Name: All Dentistry Celebration
Description:

*Event Type: Dentistry All College Event
Event Status: Scheduled by magruder

*Contact: Houser, Renee
*Customer: Classroom Scheduling
Notify:

Est. Attend: 0
Private:
Featured:

Meetings Additional Contacts Attachments Reminders Attendees Notes

+ Add Meeting Edit Selected Assign Rooms Assign Resources Drop Selected Delete Selected

<input checked="" type="checkbox"/>	Name	Status	Start Date	Start Time	End Time	End Date	Room	Room Config
<input checked="" type="checkbox"/>	All Dentistry Celebration	Scheduled	12/31/2018	04:30 PM	05:00 PM	12/31/2018	© DENTAL SCIENCE BUILDING 14B - ...	Standard

Edit Event Meetings

Event Meeting

Meeting Information

Name: [Blank] Start/End Date: Slide Start/End Time: Slide

Type: 1Standard Event
College of Dentistry

Description: D1 Activity
D2 Activity
D3 Activity
D4 Activity
END0
FAMD

Customer: Classroom Scheduling
Contact: Select...
Max Attend: [Blank] Act. Attend: [Blank]

Private Featured Room Required

Apply Cancel

10. Click Save and Close when complete.

Create a Multiple Meeting Event

The Multiple option is provided so that you can create an event with more than one meeting in the same event creation session. The process is virtually the same, except you may select multiple dates from a calendar, and optionally edit times for each meeting.

To create a multiple meeting event:

1. When the event form is displayed, select the Multiple option at the top.

The screenshot shows the 'Create Event' window with the 'Multiple' radio button selected. The start time is 11:00 AM and the end time is 12:00 PM. A calendar for July 2017 is displayed, with the 26th highlighted. A blue arrow points to the right arrow button on the calendar. To the right of the calendar is a 'Meetings' list with two entries: 'Wed, 07/26/2017, 10:00 AM to 11:00 AM' and 'Thu, 07/27/2017, 09:00 AM to 10:00 AM'. Below the calendar and meetings list are fields for Event Name, Room, Event Type, Contact, and Customer, each with a 'Create' button. At the bottom, there are buttons for 'More Options', 'Save and Send Notification', 'Save', and 'Cancel'.

2. Enter or verify your start and end times.

3. Click to select one or more dates from the calendar.

4. Click the arrow button to add your meeting(s) to the meeting list on the right.

Note that when adding meetings they are added with the times entered above. You may change your times as you are adding meetings to the list to create different meeting time/date combinations.

5. Finish filling out the event form as described above, and then save your event.

Click More Options for Event Meeting Type assignment.

Create a Recurring Event

The Recurring option allows you to create a series of event meetings that repeat in a pattern. To create this type of event, you must simply define your desired recurring pattern using the options provided.

To create a recurring meeting event:

1. When the event form is displayed, select the Recurring option at the top.

The screenshot shows the 'Create Event' dialog box with the 'Recurring' radio button selected. The 'Start Time' is set to 5:30 PM and the 'End Time' is 6:00 PM. Under 'Recurrence Pattern', the 'Daily' radio button is selected, and 'Every 1 day(s)' is chosen. The 'Start' date is 07/20/2017, and 'End after 10 occurrences' is selected. The 'Recurrence Summary' displays: 'Every 1 day(s) effective 07/20/2017 until 07/29/2017 from 5:30 PM to 6:00 PM.' Below this are input fields for 'Event Name', 'Room', 'Event Type', 'Contact', and 'Customer', each with a 'Create' button. At the bottom, there are buttons for 'More Options', 'Save and Send Notification', 'Save', and 'Cancel'. A blue arrow points to the 'More Options' button.

2. Enter or verify your start and end times.

3. Click to select a recurrence pattern time frame.

4. Configure the recurrence options applicable to the selected time frame.

5. Enter a start date.

6. Specify either a number of occurrences, or an end-by date.

7. Finish filling out the event form as described above, and then save your event.

Click More Options for Event Meeting Type assignment.