Book an Event

Tips for successfully submitting a room reservation/calendar request

http://www.saintpeters.edu/book-an-event/request

Login using your Saint Peter's University ID to see the form. This form is only for Saint Peter's students, faculty, and staff.

Section 1: Event Information

- **Event Categorization**: Select the department, club, or organization that is running or sponsoring the event; once approved, this event will show up in the "News & Events" page on their site. "Select Multiple" will open a new box allowing you to do just that. A later step will describe how to prevent your private event from showing on any calendars.
- **Upload Image (optional)**: Do you have a flyer for your event? How about a photo from a past event? Add it here, but make sure to keep it 80KB or less. Once approved, it will display alongside your calendar entry.
- **Image Alt Text** (required only if you have an image): brief description of your image
- **First-Last Names, Email, and Phone Number**: YOUR contact information**.** If you want to have someone else's contact information display on your calendar entry, select "My Event has different Contact Information." The field for "Organization" is reserved for Student Organizations to identify themselves.
- **Always click the blue button "Add Info" when you are done with this section!**

Section 2: Schedule Information

- **If you have a date/time in mind for your event**: Enter the start/end dates and times and designate if your event occurs once or repeats. **Click the "Choose Schedule" button.** (*Skip to Section 3.*)

OR

- **If there is a room you want for a future event, but haven't decided on a date**: Click the "Not sure but I'm flexible" button. Designate the room you want, a range of dates, and how long you'll need it; the form will show you the next available date.
  - **Want to reserve that slot you just found?**: Click the box next to your desired room and click "Select Room(s)." Enter your start/end time (colored boxes in the timeline are already taken) and click "Select Times." **Complete your selection by clicking "Choose Room and Schedule"** (*Skip to Section 4*).

Section 3: Room Information

(**TIP**: You can only edit this section once you have completed Section 2 by clicking "Choose Schedule")
- Choose **"I need a Room for my Event"** if you want to make a room reservation request.
- **The (+) symbol will expand your choices in this order**: Saint Peter's University > Buildings > Rooms. Don't check off anything until you've drilled down to the **specific room(s)** you're interested in.
- **Check the box next to the room's name** and click "**Look Up Availability**." It will search the rooms you've selected and display available rooms for your consideration.
- **Check off the box** next to the room you want to reserve and review the information in "**Setup Option**" (some rooms have multiple layout options which will display in a drop-down menu).
- By default, 30 mins are added to both the start and end of your event for Setup and Tear Down. If you need more than that, select new times in the **Setup Time** and **Tear Down Time** drop-down menus.
- Enter the number of guests in **Setup Count** box and click "**Confirm Room Selection**."
- You can continue to add rooms or, if you are finished, **click "Choose Rooms."**

TIP: Want to see which blocks are already booked?: Under "Advanced Options" there is a link to "View Room Availability."

Section 4: Other Information

- **Audience**: Who is invited? ("University Community" encompasses the entire list, excluding "Public")
- **Event Type**: This helps students to filter the information on our Event Calendar
- **Show this event on the Calendar**: If your event is private you may choose HIDE.

Submit

TIP: Be on the lookout for *blue buttons* in the bottom right corner of each section. If there is a button, it is waiting for you to submit your responses for that section.

Review your choices. Select "**Submit Request**."

Problems?

If the form reminds you to complete all required fields and you believe that you have, be on the lookout for the aforementioned blue buttons (or any empty fields shown with an asterisk).

Done?

You are not approved yet! After clicking "Submit Request" you will receive an automated email containing a "withdraw" link: click this if you need to cancel or modify your event once it has been submitted. You will get a second email once your request has been reviewed and approved/denied.

TIP: Review your confirmation email. If you intended to book a room and it is not shown in your confirmation email you have only requested a calendar listing. (If so, withdraw your request and try the form once more, taking special care to "Choose Rooms" at the end of your room search.)