Scheduling tips for the online request system

Scheduling & Events Operation, located on the main level of the Surbeck Center, works with students, staff, and faculty, as well as the community, to ensure optimum use of the Surbeck Center and other general use spaces of the university. Scheduling coordinates the use of university facilities and associated personnel, services, and equipment to support academic, student, community, and professional activities on campus. All scheduling of campus resources for meetings and events begins and ends with Scheduling & Events Operation.

When all information has been provided and the request has been successfully scheduled, an electronic confirmation will be emailed to the contact person reserving the space. Based on the information provided, all facilities, services, equipment and estimated charges will be reflected in the event confirmation. All customers need to review this confirmation to ensure its accuracy. If any additions or corrections to a reservation are required, please notify us immediately. All changes to your reservation must be provided to Scheduling & Events Operation at least forty-eight hours prior to the day of the event to avoid any protentional penalties.

Please note that your request is not confirmed until you receive confirmation from the Scheduling & Events Operation staff. If you have not received confirmation, contact Scheduling & Events Operation to follow-up on your request's status.

Additionally, the Scheduling & Events Operation staff must optimize the needs of all parties; this may involve reassignment of your event after confirmation. In the event this does need to happen, Scheduling & Events Operation will work with you to ensure your event happens with minimal disruption.
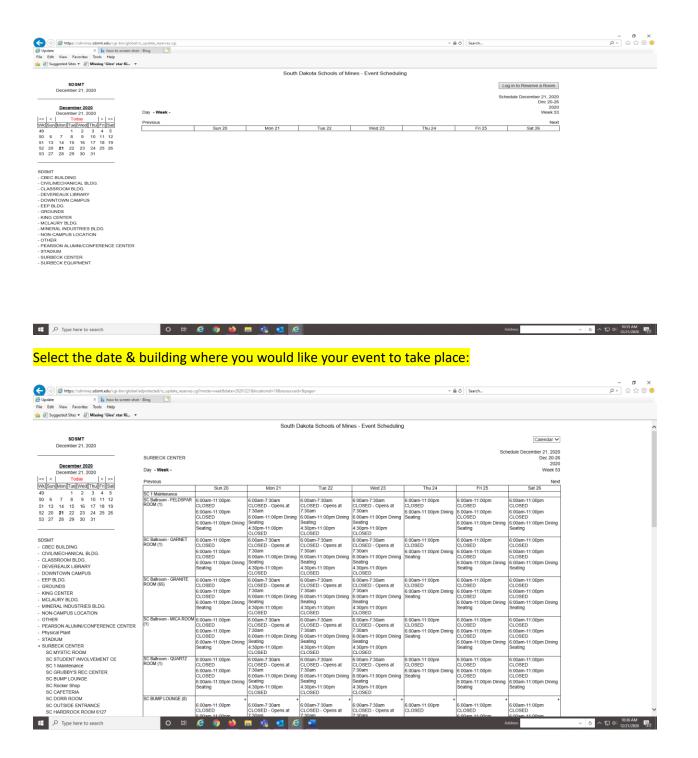
Tips for scheduling your event!

Log into the scheduling system:

https://www.sdsmt.edu/Campus-Life/The-Campus/Surbeck-Center/Scheduling-Rooms-or-Facilities/

https://sdmines.sdsmt.edu/cgi-bin/global/rs_update_reserves.cgi

Select the date & building where you would like your event to take place:

==You may also select the room to narrow down:==

Once you have determined which date, building and room you would like – ==click on the + in the top right hand corner of the room you wish to use:==

If you need more than 1 resource – click the link to add resources and select the additional resource from the drop down list. You may enter multiple rooms if needed.

Reservation Information

Reservation Title

# of Attendees:

Reservation Type:

Setup Info:

☐ Open Walls

Created By:
Stephanie Lindsley

Email:
Stephanie.Lindsley@sdsmt.edu

Phone:
(605) 394-6774

Date / Time

Date:
01/07/2021 (mm/dd/yy)

Start: End:
00 ▾ 00 ▾

Setup Cleanup
00 ▾ 00 ▾

Repeat: *No*

Resource Add Resource

SC DORR ROOM ▾

▾

Facilities Setup
▾

▾

Contact Information Search

First Name: Last Name:

Email:

Phone:

Dining / Speaker

Dining Services Needed: ○ Yes ○ No
All food and drink served on campus must be purchased through
Aramark Dining Services or group must have an approved food waiver.

Speaker: ○ Yes ○ No

Notes (private):

Organization Name:

Organization Website:

Speaker Name:

Speaker Title:

Speaker Topic:

Speaker Amount Paid:
$ 0.00

Speaker Funding Source:

Reservation History

Date/Time Action Performed By Email Phone

Save Approval Close

Enter requested information:

- Reservation Information
    - Title – how your reservation will appear on the Scheduler
    - # of Attendees – number of people attending the event
    - Setup Info – any additional information needed for your event
- Date/Time – date and time of the event
    - Start – actual start time of event
    - End – actual end time of event
    - Setup – if your event requires time for you to prepare. This will be the time your reservation will begin
    - Cleanup – if your event requires time after it is over. This will be the time your reservation ends.
    - Repeat – if you would like to reserve multiple dates for the same event, select repeat. Select the occurrence that applies to your event. For example, if your event meets each Monday until the

end of term – select weekly, enter the last day of the meeting, enter every 1 week and check Monday:

- o   NOTE - If your repeating event ends up with multiple conflicts, try another room, or contact usc@sdsmt.edu for help.

- Contact Information
  - o   First & Last Name
  - o   Email
  - o   Phone number
- Dining / Speaker

- o Dining Services Needed – will you be serving food or beverages at your event, yes or no
- o Speaker – will an outside person or group be speaking at your event, yes or no
  - If yes, please complete the information below

Click save when all fields are complete.

Once your request is approved, you will receive a confirmation email. Please keep for your records in case any questions arise.