

Scheduling tips for the online request system

Scheduling & Events Operations, located on the main level of Surbeck Center, works with students, staff, faculty, and the community to ensure optimum use of 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 & Event Operations.

When all information has been provided and the request has been successfully submitted, 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 & Event Operations 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 & Event Operations staff. If you have not received confirmation, contact Scheduling & Event Operations to follow-up on your request's status.

The Scheduling & Event Operations 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 & Event Operations will work with you to ensure your event happens with minimal disruption.

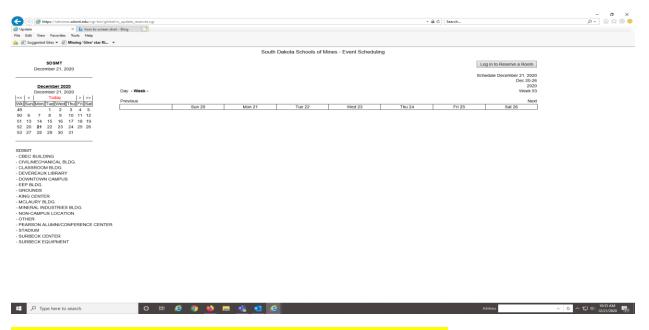
Useful Links:

Scheduling and Event Operations

Scheduling System-Click Here

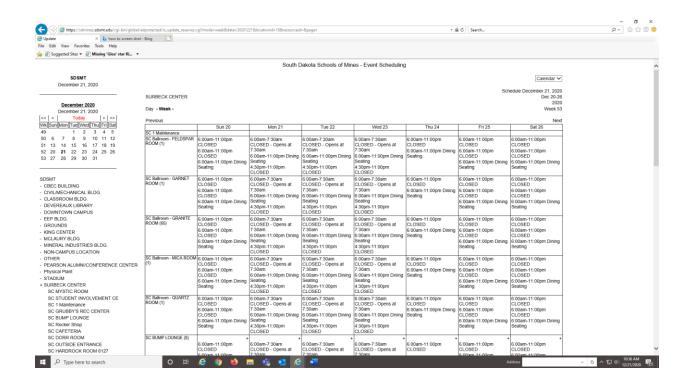


HOW TO SCHEDULE A ROOM:



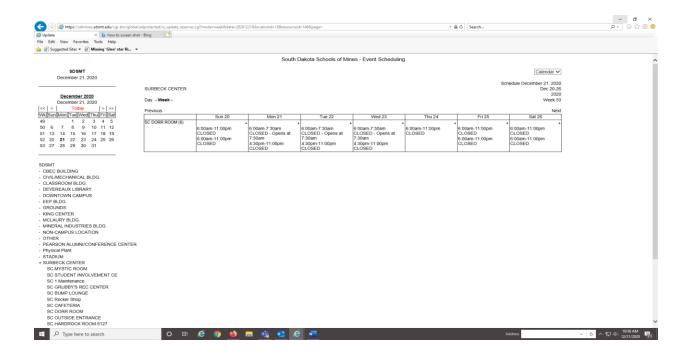
Select the date & building where you would like your event to take place:



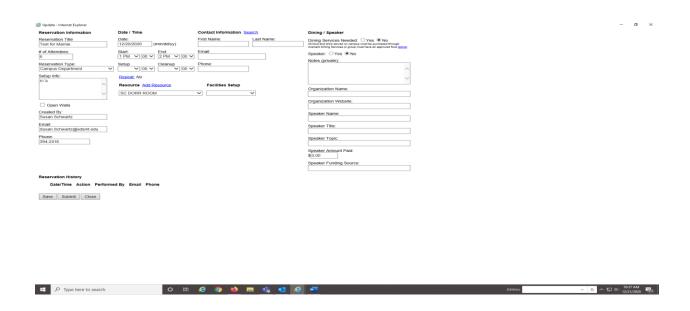


You may also select the room to narrow down:





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.

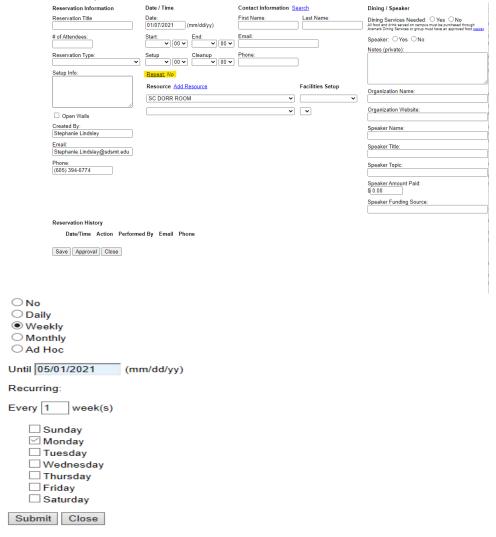
Reservation Information	Date / Time	Contact Information S	<u>earch</u>	Dining / Speaker
Reservation Title	Date: 01/07/2021 (mm/dd/yy)	First Name:	Last Name:	Dining Services Needed: Oyes No All food and drink served on campus must be purchased through Aramark Dining Services or group must have an approved food waiver.
# of Attendees:	Start: End: V 00 V	Email:		Speaker: ○Yes ○No Notes (private):
Reservation Type:	Setup Cleanup V 00 V	Phone:		Notes (private).
Setup Info:	Repeat: No			
	Resource Add Resource SC DORR ROOM	•	Facilities Setup	Organization Name:
Open Walls		~	•	Organization Website:
Created By: Stephanie Lindsley				Speaker Name:
Email: Stephanie.Lindsley@sdsmt.edu				Speaker Title:
Phone: (605) 394-6774				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
 - o Title how your reservation will appear on the Scheduler
 - o # of Attendees number of people attending the event
 - o If external guests or minor will be attendance
 - Setup Info any additional information needed for your event
- Date/Time date and time of the event
 - Start actual start time of event
 - o 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:



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

- Contact Information
 - 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.