How to login to SIS: SIS-only users go to: http://buckeyelink.osu.edu/facultystaff.html, click on “Student Information System (main page)”, login using your lastname.# and password.

Schedule an Event

Path: Main Menu → Campus Community → Campus Event Planning → Event Management → Events

1. Navigate to the Events page in the Campus Community module.
   - Click the Add a New Value Tab.
   - Click Add.
   - The system will populate the Event ID field with a number after the event request is saved.

2. Complete the following fields on the Event tab:
   - Status (defaults to Requested when the request is new, and cannot be changed by requester)
   - Description (title of the event)
   - Short Description
   - Event Type (default is Meeting)
   - Academic Institution (do not change default)
   - Event Manager (defaults to requester)
   - Comment (optional)
3. **Click the Meeting Detail tab.** Complete the following fields:

- **Description**
- **Short Description**
- **Campus Meeting Type**
- **Meeting Start and End Date**: Create a one day event by selecting the same **Meeting Start Date** and **End Date**. The day of the week checkbox will default. When choosing a range of dates, select the days of the week in the range.
- **Meeting Start Time** and **End Time**
- **Expected Attendance**
- Use the **Comment** box to include special instructions or other email addresses of those needing to receive the confirmation in addition to the requester.

4. **Click the Find link next to Facility ID.**

- The **Search Option** box will default to **Fixed Start/End Time**. **See Step 8 for flexible start time options.**
- The **General Assignment** dropdown box will default to **Yes**. **Yes** should remain as this will return General Assignment rooms (in which the Scheduling Office can schedule) in the results.
  o For a list of General Assignment rooms available through the Scheduling Office, please visit our website at [http://registrar.osu.edu/scheduling/index.asp](http://registrar.osu.edu/scheduling/index.asp) and select the appropriate term under the “Classrooms Information” header
- Fill in the **Room Capacity** boxes.
  o Select a range rather than entering an exact number in both fields.
- Use the **Room Characteristic** boxes to specify needs for a room.
  o The “51” characteristic is “Laptop Required”, meaning the room has a projector and connections for a laptop computer. The “52” characteristic is “Computer Provided”, meaning the room is equipped with a computer and projector.
  o Never search for a room with both the “51” and “52” characteristic as these values are mutually exclusive. The same is true for the furniture characteristics 30, 31, 32 and 33.
5. **Click the Fetch Facilities button.**

The Facility Search Results page will display all available rooms on campus meeting the criteria.

6. **Select a checkbox for the desired facility for your event.**

   - Note that the deadline to approve events that fall outside of the normal building hours is **Wednesday afternoon** for Fri-Sun events and **Friday afternoon** for Mon-Thu events.

7. **Click OK.**

   You will be returned to the Meeting Detail tab and the room you selected will be populated in the Facility ID field.
8. For a flexible start time, change Search Option box to Meeting Length.
   - **From Time**: Specify the earliest the meeting can start
   - **End Time**: Specify the latest the meeting can run
   - **Meeting Length (Minutes)**: Specify the desired length of the meeting in minutes

9. **Click the Fetch Facilities button.**
   The Facility Search Results tab displays. The far right column will display the 90 minute time period in which the specified room is available between 9am and 3pm. Times listed are in military time (i.e. 3:00pm = 15:00).

10. **Select a checkbox for the desired facility for your event.**
    Note if there are two or more times available for one room, clicking on the check box will select the earliest time for the space. To select the later time, make note of the time and manually adjust it on the Meeting Detail tab.

11. **Click OK.**
    You will be returned to the Meeting Detail tab and the room you selected will be populated in the Facility ID field.
12. To add more rooms to a request or to make multiple requests on one form, click the blue plus (+) sign in the top right corner of Meeting Detail tab. Leave the Copy Row check box checked to replicate current screen on next row of request. The next row will have the same information with a blank Facility ID box to allow another room to be entered. The information (date, time, description, etc.) on the second row and all preceding rows can also be altered or adjusted as needed. Users are able to enter as many rows as needed on one request.
13. Click the Meeting Sponsor tab.

- The **Campus Coordinator** will populate to the requester’s name. This is also the person who will receive the event confirmation once the Scheduling Office confirms the event.
- Populate the **Department** field with proper department code (use magnifying glass to locate department).
- Please do not populate the **Other Coordinator** box. The Scheduling Office uses this box internally.
- If the event confirmation needs to be emailed to someone else in addition to the requester, populate the **Comment** box on the **Meeting Detail** tab with the other person’s e-mail address.

14. Click Save.

An Event ID (shown at top) is generated when the record is saved. This is how to know the event is requested and the Scheduling Office will email a confirmation in due time.
15. Review requested events.

Path: Campus Community → Campus Event Planning → Event Management → Events

- Select a Status of Requested.
- Click Search.
- View the list of meetings that you have requested.
- To see if your event has been approved, select a Status of Approved.

![Events Search](image)

16. Select an event to cancel.

- Change the Status to Cancelled.
- You will receive a message asking if you are sure you want to cancel the event.

![Event Cancellation](image)

- Click OK to cancel the Event ID and then click Save.
- The room will be unscheduled, but the request remains intact.
17. To approve an event in one of your department’s rooms, you will need to request special access from the Scheduling Office. Once your access is processed, follow these steps:

- After saving your event request, navigate to the **Meetings** path on the top Menu

- Change the **Status** of the request to **Approved** in the top right corner.

- Once an event is in **Approved** status, it will show on the Room Matrix.
Using the Room Matrix to View a Room Schedule and Find Available Spaces

**IMPORTANT INFORMATION**

**Approving events for departmentally-owned spaces**
- Departments will be granted the ability to schedule departmentally owned spaces upon request. The Scheduling Office will determine the level of access.

**Requesting space for student organizations**
- All student organization event requests MUST go through the Ohio Union Event Staff.

**Events “On Hold” and event approval timeline**
- If your event is placed in “On Hold” status, it is because the Scheduling Office has not yet started to approve non-credit class events for that semester. The Scheduling Office will start approving events for the semester approximately one week after the last student enrollment appointment window opens, with the exception of Autumn semester. Autumn events will be approved approximately two months prior to the start of the term. For a more detailed timeline, please visit the Scheduling Office website: [http://registrar.osu.edu/scheduling/index.asp](http://registrar.osu.edu/scheduling/index.asp). Under Important Scheduling Information, click on the Scheduling Calendar for the current year. The Event Request approval timeline is line number 14 on the document.

**Using the Room Matrix to View a Room Schedule and Find Available Spaces**

Path: Main Menu → Campus Community → Campus Event Planning → Event Management → Room Matrix

1. **Navigate to the Room Matrix page.** Complete the following fields:
   - **Facility ID** (using the magnifying glass, select a value where the **Facility Type** is **Classroom**)
   - **Show Week of**
   - **Start Time** (modify values if necessary)
   - **End Time** (modify values if necessary)

2. **Click Refresh Calendar.**
Orange entries on the room matrix represent combined sections or overlapping reservations.

3. **Adjust Display Options.**

   Select a variety of options from the bottom of the matrix (e.g. select Tuesday and Thursday only, uncheck Show Events.)

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3. **Adjust Display Options.**

   Select a variety of options from the bottom of the matrix (e.g. select Tuesday and Thursday only, uncheck Show Events.)

4. **Click Refresh Calendar.**

   The page is refreshed with only the edited options displaying – in this example, Tuesday and Thursday classes in JR0270.
Important steps for returning accurate results

- After entering a Facility ID, always remember to click Refresh to return results for that space. Not doing so will result in a false return.

- The default Start and End times on the Room Matrix are 8am to 6pm. To see results before 8am and after 6pm, change the times and click Refresh.