



How to login to SIS: SIS-only users go to: <https://buckeyelink2.osu.edu/>, 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.

Event ID: 000000000 OUR Meeting

Meeting Detail Find | View All First 1 of 1 Last

\*Event Meeting: 1  Primary Meeting  Copy Row + -

\*Description:

Short Description:  \*Campus Meeting Type:  M Tu W Th F Sa Su

Meeting Start Date:  Meeting End Date:

Meeting Start Time:  End Time:  Contact Minutes:

Expected Attendance:  Maximum Attendance:  Nbr of Attendees: 0

Facility ID  Find Room Capacity:

Comment:

### 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.
  - For a list of General Assignment rooms available through the Scheduling Office, please visit our website at <http://registrar.osu.edu/scheduling/index.asp> and select the appropriate term under the "Classrooms Information" header
- Fill in the **Room Capacity** boxes.
  - Select a range rather than entering an exact number in both fields.
- Use the **Room Characteristic** boxes to specify needs for a room.
  - 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.
  - 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.

Facility Search Criteria | Facility Search Results

Academic Institution: The Ohio State University

**Meeting Criteria**

\*From Date: 05/08/2017 \*End Date: 05/08/2017 \*Search Option: Fixed Start/End Time

\*Meeting Start Time: 2:00PM \*Meeting End Time: 4:00PM

M Tu W Th F Sa Su

**Facility Criteria**

Facility Type:

\*General Assignment: Yes Room Capacity From: 20 Room Capacity To: 30

Academic Organization:

Facility Partition:

Location Code:

Building:

Room Characteristic1: 52 Computer Provided

Room Characteristic2: 30 Moveable Tablet Arm Chairs

Room Characteristic3:

Facility ID:

Fetch Facilities

**5. Click the Fetch Facilities button.**

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

Facility Search Criteria | Facility Search Results

Academic Institution: The Ohio State University

The following facilities match your search criteria. From Date: 05/08/2017, End Date: 05/08/2017, Meeting Start Time: 2:00PM, Meeting End Time: 4:00PM, Day of Week: Mon, General Assignment: Yes, Room Capacity From: 20, Room Capacity To: 30, Room Characteristic: 52, Room Characteristic2: 30,

Select	Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
<input type="checkbox"/>	Hagerty	0071	HH0071	20	1B		Y	21	CS-COLMBUS
<input type="checkbox"/>	Hagerty	0045	HH0045	20	1B		Y	21	CS-COLMBUS
<input type="checkbox"/>	Derby	0024	DB0024	22	1B		Y	16	CS-COLMBUS
<input type="checkbox"/>	EnrsnClrm	238	EC0238	22	1B		Y	11	CS-COLMBUS
<input type="checkbox"/>	EnrsnClrm	248	EC0248	22	1B		Y	11	CS-COLMBUS
<input type="checkbox"/>	EnrsnClrm	314	EC0314	23	1B		Y	11	CS-COLMBUS
<input type="checkbox"/>	EnrsnClrm	306	EC0306	23	1B		Y	09	CS-COLMBUS
<input type="checkbox"/>	Derby	0062	DB0062	23	1B		Y	16	CS-COLMBUS
<input type="checkbox"/>	EnrsnClrm	318	EC0318	23	1B		Y	11	CS-COLMBUS
<input type="checkbox"/>	EnrsnClrm	212	EC0212	24	1B		Y	11	CS-COLMBUS
<input type="checkbox"/>	EnrsnClrm	204	EC0204	24	1B		Y	11	CS-COLMBUS
<input type="checkbox"/>	EnrsnClrm	304	EC0304	24	1B		Y	11	CS-COLMBUS

**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

**Facility Search Criteria** | **Facility Search Results**

Academic Institution: The Ohio State University

**Meeting Criteria**

\*From Date: 05/08/2017  \*End Date: 05/08/2017  \*Search Option: Meeting Length

\*From Time: 9:00AM  \*End Time: 3:00PM  M  Tu  W  Th  F  Sa  Su

Meeting Length (Minutes): 90

**Facility Criteria**

Facility Type:

\*General Assignment: Yes  Room Capacity From: 20  Room Capacity To: 30

Academic Organization:

Facility Partition:

Location Code:

Building:

Room Characteristic1: 52   Computer Provided

Room Characteristic2: 30   Moveable Tablet Arm Chairs

Room Characteristic3:

Facility ID:

## 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.

Event ID: 00000000

Meeting Detail Find | View 1 First 1-2 of 2 Last

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\*Event Meeting:   Primary Meeting  Copy Row + -

\*Description:

Short Description:  \*Campus Meeting Type: Meeting  M Tu W Th F Sa Su

Meeting Start Date:   Meeting End Date:

Meeting Start Time:  End Time:  Contact Minutes: 120

Expected Attendance:  Maximum Attendance:  Nbr of Attendees: 0

Facility ID:   [Find](#) Derby Hall 0048 Room Capacity: 30

Comment:

---

\*Event Meeting:   Primary Meeting  Copy Row + -

\*Description:

Short Description:  \*Campus Meeting Type: Meeting  M Tu W Th F Sa Su

Meeting Start Date:   Meeting End Date:

Meeting Start Time:  End Time:  Contact Minutes: 120

Expected Attendance:  Maximum Attendance:  Nbr of Attendees: 0

Facility ID:   [Find](#) Smith Lab 1042 Room Capacity: 30

Comment:

### 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.

Event Meeting Sponsor

Event ID: 00000000 OUR Meeting

Meeting Sponsor Find | View All First 1 of 1 Last

Event Meeting: 1

Contact Information

Campus Coordinator: [input] Tester, Tracy M

Department: 07660 Psychology

Org ID: [input]

Organization Contact: [input]

Other Coordinator: [input]

Name: [input]

Phone: [input]

### 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.

Event Meeting Sponsor

Event ID: **000181718** OUR Meeting

Meeting Detail Find | View All First 1 of 2 Last

\*Event Meeting: 1  Primary Meeting  Copy Row

\*Description: OUR Meeting

Short Description: OUR Mtg \*Campus Meeting Type: Meeting M Tu W Th F Sa Su

Meeting Start Date: 05/08/2017 Meeting End Date: 05/08/2017

Meeting Start Time: 2:00PM End Time: 4:00PM Contact Minutes: 120

Expected Attendance: 25 Maximum Attendance: [input] Nbr of Attendees: 0

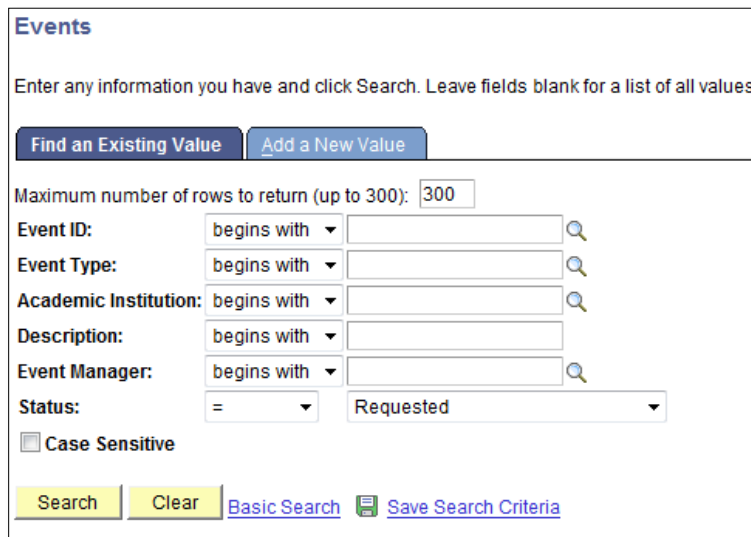
Facility ID: DB0048 Find Derby Hall 0048 Room Capacity: 30

Comment: [input]

## 15. Review requested events.

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

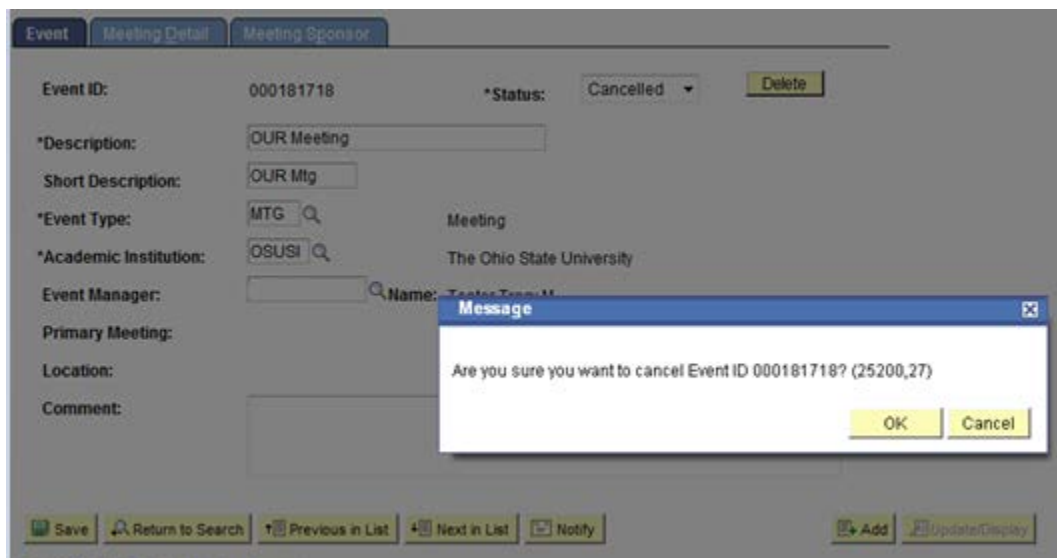
- Select a **Status** of **Requested**.
- Click **Search**.
- View the list of meetings that you have requested.
- To see if your event has been approved, select a **Status** of **Approved**.



The screenshot shows the 'Events' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A text box indicates 'Maximum number of rows to return (up to 300): 300'. There are several search fields with dropdown menus and search icons: 'Event ID:', 'Event Type:', 'Academic Institution:', 'Description:', and 'Event Manager:'. The 'Status:' field is set to '=' and 'Requested'. There is a checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

## 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.



The screenshot shows the 'Event' detail page. The 'Event ID' is 000181718 and the '\*Status' is 'Cancelled'. There is a 'Delete' button. The '\*Description' is 'OUR Meeting', 'Short Description' is 'OUR Mtg', '\*Event Type' is 'MTG', and '\*Academic Institution' is 'OSUSI'. A 'Message' dialog box is open in the foreground, asking 'Are you sure you want to cancel Event ID 000181718? (25200,27)' with 'OK' and 'Cancel' buttons. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

- 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

The screenshot shows the 'Meeting Detail' form in the 'Event Management' system. The breadcrumb trail is: Favorites > Main Menu > Campus Solutions > Campus Community > Campus Event Planning > Event Management > Events. The form has tabs for 'Event', 'Meeting Detail', and 'Meeting Sponsor'. The 'Meeting Detail' tab is active, showing the following information:

- Event ID: 000181718 OUR Meeting
- Meeting ID: 200275509
- Event Meeting: 1
- Description: OUR Meeting
- Short Description: OUR Mtg
- Meeting Date: 05/08/2017
- Meeting Start Time: 2:00PM
- Expected Attendance: 25
- Facility ID: Find
- Comment: [Empty text area]

Additional fields include: Primary Meeting (checkbox), Copy Row (checkbox), Campus Meeting Type: Meeting, Meeting End Date: 05/08/2017, Meeting End Time: 4:00PM, Contact Minutes: 120, Maximum Attendance, Nbr of Attendees: 0, and Room Capacity. A weekly schedule grid shows the meeting is scheduled for Monday (checked) and other days are unchecked.

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

The screenshot shows the 'Meeting Detail' form with the status updated to 'Approved'. The breadcrumb trail is: Meeting Detail > Meeting Sponsor > Meeting Location > Meeting Resources > Meeting Staff. The form fields are now interactive, with input boxes for various details:

- Event ID: 000181718 OUR Meeting
- \*Status: Approved
- \*Event Meeting: 1
- \*Description: OUR Meeting
- Short Description: OUR Mtg
- Meeting Start Date: 05/08/2017
- Meeting Start Time: 2:00PM
- Expected Attendance: 25
- Facility ID: DB0048 (Derby Hall 0048)
- Comment: [Empty text area]

Additional fields include: Primary Meeting (checkbox), Campus Meeting Type: Meeting, Meeting End Date: 05/08/2017, Meeting End Time: 4:00PM, Contact Minutes: 120, Maximum Attendance, Nbr of Attendees: 0, and Room Capacity: 30. The weekly schedule grid shows the meeting is scheduled for Monday (checked) and other days are unchecked.

- Once an event is in **Approved** status, it will show on the Room Matrix.





## 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>. 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.

## Room Matrix

Search Options

Facility ID   JR 0270

Show Week of   Start Time  End Time

Start   End

Time	Monday Apr 15	Tuesday Apr 16	Wednesday Apr 17	Thursday Apr 18	Friday Apr 19	Saturday Apr 20	Sunday Apr 21
8:00AM							
9:00AM	MATSCEN 3261 - 9896 Lecture 9:10AM - 10:05AM Journalism Building 0270	ECON 5420 - 12976 Lecture 9:35AM - 10:55AM Journalism Building 0270	MATSCEN 3261 - 9896 Lecture 9:10AM - 10:05AM Journalism Building 0270	ECON 5420 - 12976 Lecture 9:35AM - 10:55AM Journalism Building 0270	MATSCEN 3261 - 9896 Lecture 9:10AM - 10:05AM Journalism Building 0270		
10:00AM	CLAS 2204 - 14023 Lecture 10:20AM - 11:15AM Journalism Building 0270	ECON 5420 - 12977 Lecture 9:35AM - 10:55AM Journalism Building 0270	CLAS 2204 - 14023 Lecture 10:20AM - 11:15AM Journalism Building 0270	ECON 5420 - 12977 Lecture 9:35AM - 10:55AM Journalism Building 0270	CLAS 2204 - 14023 Lecture 10:20AM - 11:15AM Journalism Building 0270		
11:00AM	CSFRST 4585 - 13300 Lecture 11:30AM - 12:25PM Journalism Building 0270	ECE 4900 - 16719 Lecture 11:10AM - 12:30PM Journalism Building 0270	CSFRST 4585 - 13300 Lecture 11:30AM - 12:25PM Journalism Building 0270	ECE 4900 - 16719 Lecture 11:10AM - 12:30PM Journalism Building 0270	CSFRST 4585 - 13300 Lecture 11:30AM - 12:25PM Journalism Building 0270		
12:00PM							
1:00PM	MATH 1149 - 30423 Lecture 12:40PM - 1:35PM Journalism Building 0270	CRPLAN 6500 - 20054 Lecture 12:45PM - 2:05PM Journalism Building 0270	MATH 1149 - 30423 Lecture 12:40PM - 1:35PM Journalism Building 0270	CRPLAN 6500 - 20054 Lecture 12:45PM - 2:05PM Journalism Building 0270	MATH 1149 - 30423 Lecture 12:40PM - 1:35PM Journalism Building 0270		
2:00PM	ECE 3020 - 16682 Lecture 1:50PM - 2:45PM Journalism Building 0270	CLAS 3215 - 14057 Lecture 2:20PM - 3:40PM Journalism Building 0270	ECE 3020 - 16682 Lecture 1:50PM - 2:45PM Journalism Building 0270	CLAS 3215 - 14057 Lecture 2:20PM - 3:40PM Journalism Building 0270	ECE 3020 - 16682 Lecture 1:50PM - 2:45PM Journalism Building 0270		
	BIOMEDE 4902 - 4791		BIOMEDE 4902 - 4791		BIOMEDE 4902 - 4791		

❖ 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.)

Display Options

Monday  Thursday  Sunday

Tuesday  Friday  Show AM/PM  Show Classes

Wednesday  Saturday  Show Class Title  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.

## Room Matrix

**Search Options**

Facility ID   JR 0270

Show Week of   Start Time  End Time

Start   End

Time	Tuesday Apr 16	Thursday Apr 18
8:00AM		
9:00AM		
10:00AM	<p>ECON 5420 - 12976 Lecture 9:35AM - 10:55AM Journalism Building 0270</p> <hr/> <p>ECON 5420 - 12977 Lecture 9:35AM - 10:55AM Journalism Building 0270</p>	<p>ECON 5420 - 12976 Lecture 9:35AM - 10:55AM Journalism Building 0270</p> <hr/> <p>ECON 5420 - 12977 Lecture 9:35AM - 10:55AM Journalism Building 0270</p>
11:00AM	<p>ECE 4900 - 16719 Lecture 11:10AM - 12:30PM Journalism Building 0270</p>	<p>ECE 4900 - 16719 Lecture 11:10AM - 12:30PM Journalism Building 0270</p>
12:00PM		
1:00PM	<p>CRPLAN 6500 - 20054 Lecture 12:45PM - 2:05PM Journalism Building 0270</p>	<p>CRPLAN 6500 - 20054 Lecture 12:45PM - 2:05PM Journalism Building 0270</p>
2:00PM	<p>CLAS 3215 - 14057 Lecture 2:20PM - 3:40PM Journalism Building 0270</p>	<p>CLAS 3215 - 14057 Lecture 2:20PM - 3:40PM Journalism Building 0270</p>
3:00PM		
4:00PM	<p>EDUPAES 1147 - 1701 Lecture 4:10PM - 5:05PM Journalism Building 0270</p>	
5:00PM		



### IMPORTANT INFORMATION

#### 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.