California State University, Stanislaus
One University Circle, Turlock, California 95382

California State University, Stanislaus
University Reservations Office

R25 Master Calendar
Training Manual
To Submit A Reservation Request Using the Online Master Calendar

Process Overview

<table>
<thead>
<tr>
<th></th>
<th>This table describes the reservation request process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access the Master Calendar from the University web site.</td>
</tr>
<tr>
<td>2.</td>
<td>Select a date and time for your event and locate an available space using the Master Calendar.</td>
</tr>
<tr>
<td>3.</td>
<td>Create a logon and password for the Master Calendar and use this user ID for each subsequent reservation request.</td>
</tr>
<tr>
<td>4.</td>
<td>Submit your reservation request using the 'My Requests' feature of the Master Calendar.</td>
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<tr>
<td>5.</td>
<td>Check the status of your reservation request using the 'Pending' or 'Approved' features of 'My Requests'.</td>
</tr>
<tr>
<td>6.</td>
<td>Submit any changes or cancellations to processed reservations via email to <a href="mailto:tgillihan@csustan.edu">tgillihan@csustan.edu</a>.</td>
</tr>
<tr>
<td>7.</td>
<td>Approvals for student events are obtained via email from the Student Activities Coordinator and Club Advisor.</td>
</tr>
<tr>
<td>8.</td>
<td>Receive confirmation of your reservation request from the Facilities Scheduling Office along with any requirements for your event, e.g., special event insurance.</td>
</tr>
</tbody>
</table>
Screen Overview

This table describes the components of this page

1. Click the 'Calendar of Events' link to access the Master Calendar.
Accessing the Online Master Calendar

1. Click here for the default view of the online Master Calendar

2. Forms and Training Manual

3. Use these quick-links for specific event calendars.

Screen Overview

This table describes the components of this page

1. Click the ‘R25 Non-Class Events’ link to access the Master Calendar default view.

2. Open the Drop-down box section of this page for information on the reservations process and event planning forms.

3. Use the quick-links to open specific searches for departments and organizations.
The Default View of the Online Master Calendar

Screen Overview

This table describes the components of this page

1. The default view of the Master Calendar is ‘Events’ ‘By Date’.
2. The date header includes scroll buttons to move forward and back through the selected view.
3. The Quick Search will help you find a specific event by name or event reference number.
4. The Calendar Selector lets you move quickly through the calendar and select Day, Week, or Month views.
5. ‘Go to Today’ brings you back to the current date.
6. The Filter list offers quick searches for specific types of events. The default filter is ‘Non-Class Events’.

This is a list of special searches to find types of events. The highlighted search ‘Non-Class Events’ is active and is the default search.
The Control Buttons, Event Listing, and Searches

1. These buttons control the calendar view. The default is Events by Date. The highlighted buttons are active.

2. The main screen shows the event listing. The default list is for all non-class events on a single day. Start/End times, Event Title, and Location are shown.

3. The event title is in **bold** and when ‘Clicked’ will open a description of the event.

4. The ‘Filter’ list offers saved searches for Event Type or Location.

Screen Overview

This table describes the components of this page

1. The control buttons select different views. ‘Events’ ‘By Date’ is the default view.

2. The event listing shows the event start time, stop time, title, a brief description, and the event location.

3. Clicking on an event title will open a description frame with more information. Clicking on a location name will open a description frame for that location.

4. The Filter list changes depending on which buttons are active.
Changing the View from Event Type/Date to Location/Date

1. Click on the ‘Location’ button to activate this view. The search by location options are displayed. The MSR Conference Rooms are the default search.

2. A block of color shows an event is scheduled. White space is available for reservation requests.

3. This shows the search by location options. The MSR Conference Rooms are the default search.

Screen Overview

This table describes the components of this page

1. The ‘Locations’ ‘By Date’ buttons change the calendar display to locations in a grid for a single day. The MSR Building is the default search.

2. Colored blocks indicate an event is scheduled for a given location. White blocks indicate available space (subject to scheduling guidelines).

3. The location search shows all conference rooms in MSR in the left column and events are shown in corresponding rows.
Changing the View from Location/Date to Location/By Name

Screen Overview

This table describes the components of this page:

1. The ‘Locations’ ‘By Name’ buttons change the calendar display to enable searching for a specific location.

2. The location search in the blue locations filter frame shows an expandable alpha listing of all locations.

3. Select a location from the alpha list and a date from the calendar to check for availability. Different colors frames are different event types. Mouse over a colored frame to see the scheduled event title. Click on the colored frame to open the event description. Click a white frame to submit an event.
Submitting a Reservation Request – Create a User ID and Password

Screen Overview

This table describes the components of this page

1. Use the ‘My Requests’ button to submit a reservation request.

2. A User ID and Password are required. Create a club or individual User ID and Password on your first visit.

3. For returning users, sign in with your User ID and Password or change your information at log-on.
Set-up Your User Profile

1. Create your User Profile here.

2. Do not use private contact information.

3. A valid email address is required.

Screen Overview

This table describes the components of this page:

1. Fill in the 'Create a New User' form. Required information is displayed in red.

2. Use the University address and an on-campus phone number. Do not use home address or phone number.

3. A valid email address is mandatory.
Validating the User ID

Screen Overview
This table describes the components of this page

1. Validate the information shown and make changes if needed.
2. ‘Continue’ to the next screen.

1. Verify your User information and change as needed.
2. Continue to the request screen.
**Requesting an Event Reservation – Event Name and Description**

This screen is shown across multiple pages due to its size.

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**Screen Overview**

This table describes the components of this page:

1. **Enter the name of the event**
2. **Enter the descriptive title.**
3. **Choose an event type, student organizations select ‘Student Club Activity’.**
4. **Student clubs leave the sponsoring organization blank. The Facilities Scheduling Officer will fill this in later.**
5. **Enter the expected headcount. This is required.**

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**Steps:**

1. **Name the event**
2. **Descriptive title**
3. **Clubs choose Student Club Activity**
4. **Leave blank for Student Clubs**
5. **Required**
Requesting an Event Reservation – Event Date and Time

Screen Overview

This table describes the components of this page

1. Enter the date of the event, the start time and end time.

2. For a one-time event choose ‘None’ under ‘Repeat’.

3. For repeating dates with no pattern choose ‘Ad Hoc’ and use the drop-down box to add dates.

4. For repeating dates in a set pattern, e.g., every five days, choose ‘Daily’ and indicate the days and number of repetitions. Set an end date for the current semester for student events.

5. Choose ‘Weekly’ for regular weekly meetings, indicate the number of weeks between meetings, the day of the week, and number of repetitions. Set an end date for the current semester for student events.
Requesting an Event Reservation – Event Location and Contact Info

Screen Overview

This table describes the components of this page

1. Enter a space preference by choosing ‘Specific Space’ and an option from the drop-down box, ‘Any Space In’ and select a building or zone, or select ‘Other’ and enter a space preference.

Hint:

Check the Master Calendar for availability before requesting a specific space, or choose any space in an available building option. Otherwise, enter a general preference and the scheduler will choose an available space.

2. Unlock/Lockup times: One half hour is added to the beginning and end of every reservation. If you want a different unlock/lockup time include it here.

3. Include contact information. Use an on-campus phone number and valid email address. This information will display on the online calendar.

4. An account number is required.

5. Hot events are special events that should display across all searches, such as Warrior Day and Homecoming.
Requesting an Event Reservation – Event Requirements

Screen Overview
This table describes the components of this page

1. Event requirements may be included in the event request or assigned by the Facilities Scheduling Officer.

2. The event requestor will be contacted by the Facilities Scheduling Officer if there are special event requirements, such as special event insurance, but the event organizer retains all responsibility for conforming to the policies and guidelines of the University.

3. Special services such as media equipment, room set-up, etc. are provided for a fee. Contact the appropriate department, (e.g. Campus Dining, University Student Union, DUR), for information on fees and services.

4. Requests for special services such as a parking permit, catering, and media will be forwarded to the appropriate department as a courtesy notification. The requestor is responsible for contacting those departments to make arrangements and for completing all forms.
Requesting an Event Reservation – Event Summary Review

Screen Overview

- After submitting the event, the Event Request Summary screen displays. Review your event for accuracy and make any changes before submitting for processing.
Requesting an Event Reservation – Event Request Confirmation

Screen Overview

This table describes the components of this page

1. Review the Event Request Confirmation and print this page for future reference. The Event Reference Number is used to identify and track your event request.
Checking the Status of an Event Request – Pending Events

1. Check the status of your unprocessed request using the 'My Requests' and 'Pending' button.

2. If the event is 'Pending' it has not yet been processed and can be changed using the 'Edit' button. Once the request has been processed it cannot be changed through the Master Calendar.

Screen Overview

This table describes the components of this page:

1. Check the status of your requests.

2. Edit or change requests that have not yet been processed.
Checking the Status of an Event Request – Approved Events

Screen Overview

This table describes the components of this page

1. Check the status of your request using the 'My Requests' and 'Approved' button. If the event is 'Approved' it has been processed and any changes must be emailed to the Facilities Scheduling Office at tgillihan@csustan.edu. You will receive a confirmation of the change via email. Approved requests will display on the Master Calendar.

1. Processed requests show under the 'Approved' button and will display on the Master Calendar.
Next Steps in the Reservation Process

Process Overview

This table describes the reservation request process

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Facilities Scheduling Office does not require a Facilities Request Form for events submitted via the Master Calendar.</td>
</tr>
<tr>
<td>2.</td>
<td>All other scheduling offices and departments providing services on campus have separate required forms. Contact those departments to make arrangements and discuss fees.</td>
</tr>
<tr>
<td>3.</td>
<td>The Facilities Scheduling Officer will process the event requests and send an event confirmation for your review. (See below for sample Event Confirmation). Your event will not be approved until all departments affected by your request have provided approvals.</td>
</tr>
<tr>
<td>4.</td>
<td>Student events require approval from the Student Activities Coordinator and the Club Advisor. Approvals can be obtained via email.</td>
</tr>
<tr>
<td>5.</td>
<td>The Facilities Scheduling Office can be reached by phone at (209) 667-3419 for assistance with the master calendar or for questions about the reservation process.</td>
</tr>
</tbody>
</table>

Sample Event Confirmation

2005-AAATVX  Student Club Meeting

First Meeting

Event Type: Student Club Activity
Event State: Tentative
Description: Please come to the first meeting of our club at MSR130C. Learn how you can become an active member of a brand new student organization.

Requested By: Student, Jane
Phone
Fax
E-mail jstudent@csustan.edu

Category(s): Hot Event
Student Group Event

15/J. Student/U1830 L2130
Expected Head Count: 15

<table>
<thead>
<tr>
<th>Event Start</th>
<th>End</th>
<th>Reservation Start</th>
<th>End</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Nov 11 2005 7:00PM</td>
<td>9:00PM</td>
<td>7:00PM</td>
<td>9:00PM</td>
<td></td>
</tr>
<tr>
<td>Space Assignment(s):</td>
<td>MSR130C</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Finding Your Reservation Request on the Master Calendar

1. Events are listed by start time and end time on the Master Calendar.

Screen Overview

This table describes the components of this page:

1. Events are listed by start time and end time on the Master Calendar.

2. Find your event and verify the date, time, and location. The information shown in brackets indicates the headcount/contact name/unlock time/lockup time/parking moratorium if requested.

Hint: Click on the event title to open the event description and verify the description text and contact phone information.
A Sample Reservation with a Detailed Event Description

Screen Overview

This table describes the components of this page:

1. This frame opens when an event title is activated.
2. The Description field is an option in the online request form that allows you to publish event information for public viewing.
3. Click the ‘Close’ button (the red ‘X’ in upper right corner) to close the event description frame and return to the Master Calendar.

Golden Valley Health Center

Employee Dinner

State: Confirmed
Time: Sat Nov 05, 2005 06:00 PM to 11:59 PM
Location: MAIN DINING Cafeteria 0001 MD (250 expected)
Organization:

Description: Golden Valley Health Center Annual Employee Dinner. Parking is recommended in Lot #2 and #11, near the Main Entrance and Monte Vista Avenue. A parking permit is not required.

Meetings Before Today

Additional Meeting Patterns

All times are local for Pacific Standard Time.

Done Internet

3. Click the ‘X’ to close the description window.

1. Clicking on the Event Title opened this description window.

2. The event description was entered by the requestor and provides information to the public about the event.
The Master Calendar is maintained by the University Reservations Office, located in the MSR Building, Suite 290. Please submit all event requests through the online Master Calendar. For assistance contact the Facilities Scheduling Officer at:

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