Checking the Staus

Once you have submitted your request, you can check the status of your event.

Return to the Master Calendar and login.

Click on My Requests.

This will take you back to the Request Form.
Click on Tentative first. If your event is in Tentative, it is
still in draft form. You can edit your event here.

To edit your event, click "Edit".
If you have questions, click on Webviewuser to send an email to the Events Scheduler, Carolyn Nick.

If your event is not in the Tentative folder, click on "Approved".

If your event is in the "Approved" section, this does not mean it has been approved. It means that it is being reviewed.

Click either "All Events" or "Only Requests with Reservations in the Future".

If your event is in the "Approved" section and you would like to edit it, click on "scheduler" to email the Events Scheduler, Carolyn Nick.