

# Requesting your space

Click on the My Requests tab at the top of the screen.

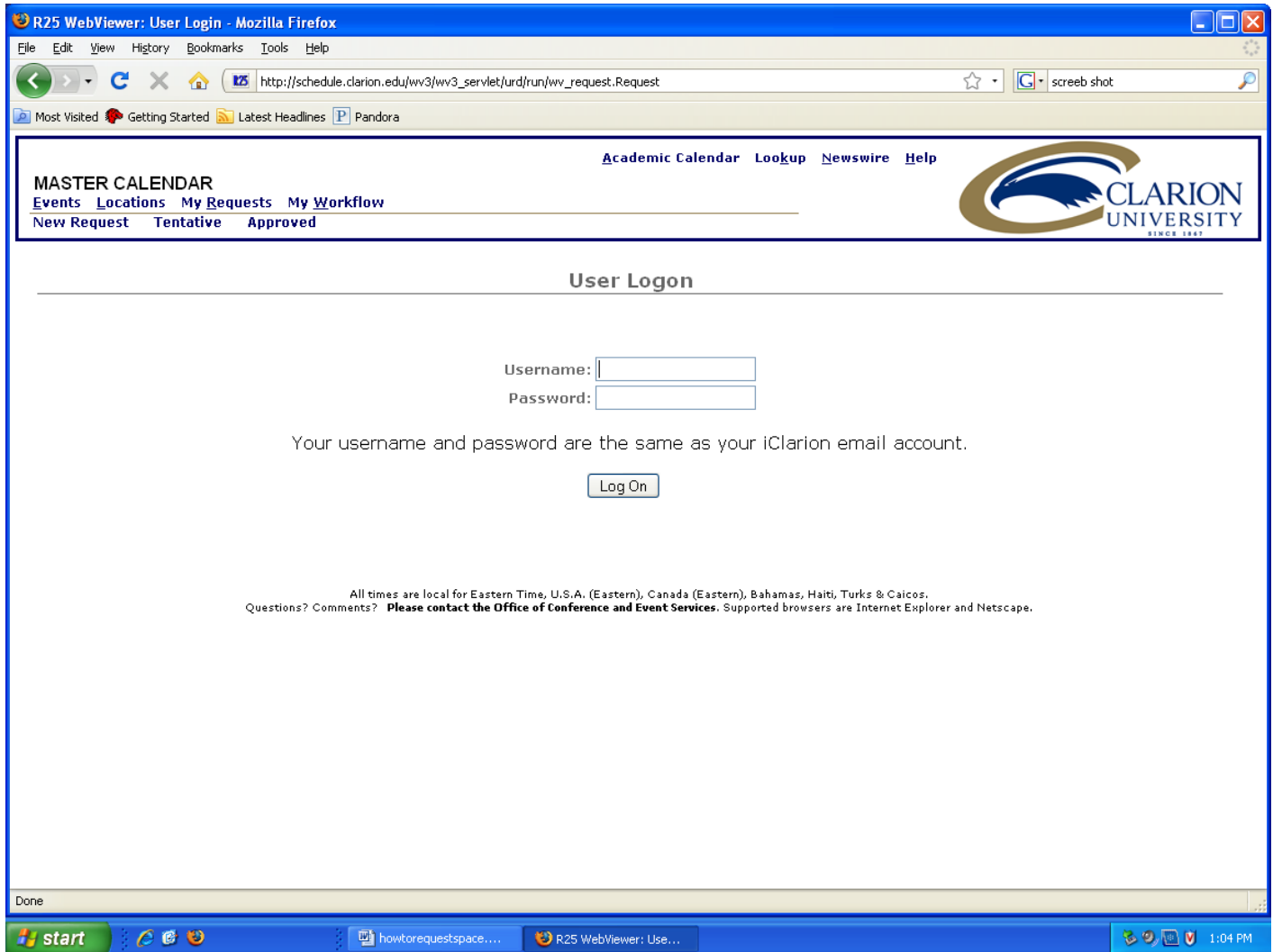
The screenshot shows a web browser window titled "R25 WebViewer: Locations by Date - Mozilla Firefox". The address bar contains the URL: [http://schedule.clarion.edu/wv3/wv3\\_servlet/urd/run/wv\\_space.DayList?spdt=20090219,sfilter=28682,lbviewmode=list](http://schedule.clarion.edu/wv3/wv3_servlet/urd/run/wv_space.DayList?spdt=20090219,sfilter=28682,lbviewmode=list). The page header includes navigation links: [Academic Calendar](#), [Lookup](#), [Newswire](#), and [Help](#). The main navigation menu has tabs for [Events](#), [Locations](#), [My Requests](#) (highlighted with a red circle), and [My Workflow](#). Below this, there are sub-tabs: [By Date](#), [By Name](#), and [Map](#). The main content area displays "Events for Thursday Feb 19 2009" with a "View as a grid" link. A green arrow points to this section. The table below lists events with columns for Location, Start, End, and Event.

Location	Start	End	Event
BECHT			
BECHT 101			
BECHT 102			
BECHT PORCH			
BECKR			
BECKR 114			
BECKR 120			
BECKR 122	11:00 AM	12:15 PM	CIS 35601
BECKR 123	09:30 AM	10:45 AM	CIS 31701
	12:30 PM	01:45 PM	CIS 30101
	02:00 PM	03:15 PM	CIS 21704
	03:30 PM	04:45 PM	CIS 30301
BECKR 124	09:30 AM	10:20 AM	HPE 11101
	11:00 AM	12:15 PM	ED 12201
	02:00 PM	03:15 PM	ED 11001
	03:30 PM	04:45 PM	ED 12202
	06:00 PM	07:15 PM	MATH11002
	08:00 PM	10:00 PM	Clarion Dance Marathon Pep Rally
BECKR 130D	08:00 AM	09:15 AM	ATE 315C1
	12:30 PM	01:45 PM	COLB325C1
	05:00 PM	07:30 PM	Media Site Live - Dr. Colantonio
BECKR 142	11:00 AM	12:15 PM	CIS 21703
	03:30 PM	04:45 PM	CIS 21705
BECKR 143	09:30 AM	10:45 AM	CIS 30601
	11:00 AM	12:15 PM	CIS 20601
	02:00 PM	03:15 PM	MMAJ34401
BECKR 150	09:30 AM	10:45 AM	MMAJ10101

Done

You will be prompted to enter a username and password.

The username and password are the same for your organization's iClarion email address.



Once you enter your information, you will be taken to the space request form.

ALL fields in red must be completed.

R25 WebViewer: Request an Event - Mozilla Firefox

http://schedule.clarion.edu/wv3/wv3\_servlet/urd/run/wv\_request.Request

Academic Calendar Lookup Newswire Help

MASTER CALENDAR  
Events Locations My Requests My Workflow  
New Request Tentative Approved

Welcome, s\_tcastle. Log Out

### Request an Event

Please fill in as many details as possible. Required fields are labeled in red.

**Event Name:** How to Submit a Space Request

**Event Type:** Training

**Sponsoring Organization:** Conference & Event Services

**Expected Head Count:** 100

**Description of Event:**  
Describe your event as it should appear on the web for public viewing.

This is an event to show students and faculty how to properly submit a space request.

*This description will appear on the web for public viewing. Write what you would like others to know about the event.*

**Event Start:** February 26, 2009 07:00 PM

**Event End:** February 20, 2009 08:00 PM

Repeat:  
 None  
 Ad Hoc

Event Start and End Time:

Please be sure to put the time that the event actually begins!!  
You will have a chance to say what time you'd like the room later in the request. (setup time, tear down time in custom attributes)

R25 WebViewer: Request an Event - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schedule.clarion.edu/wv3/wv3\_servlet/urd/run/wv\_request.Request

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Academic Calendar Lookup Newswire Help

MASTER CALENDAR  
Events Locations My Requests My Workflow  
New Request Tentative Approved

Welcome, s\_tcastle. Log Out

### Request an Event

Please fill in as many details as possible. Required fields are labeled in red.

**Event Name:** How to Submit a Space Request

**Event Type:** Training

**Sponsoring Organization:** Conference & Event Services

**Expected Head Count:** 100

**Description of Event:**  
Describe your event as it should appear on the web for public viewing.

This is an event to show students and faculty how to properly submit a space request.

**Event Start:** February 20 2009 07:00 PM

**Event End:** February 20 2009 08:00 PM

Repeat:  None  Ad Hoc

Enter the time the event starts and ends. You will have a chance to say what time you'd like the room later in the request (setup time, teardown time)

Repeat Feature:

If your event repeats, but does not have a rhyme or reason to the dates, choose “Ad Hoc” and select your dates.

R25 WebViewer: Request an Event - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schedule.clarion.edu/wv3/wv3\_servlet/urd/run/wv\_request.Request?roomid=,start=,end=

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Repeat:

None

Ad Hoc

February 19 2009 Enter

Daily

Repeat Every: 1 Day(s)

Until: February 19 2009

For: 1 Repetition(s)

Weekly

Repeat Every: 1 Week(s)

On:

Monday  Tuesday  Wednesday  Thursday  Friday

Saturday  Sunday

Until: February 19 2009

For: 1 Repetition(s)

Space Preference:

Specific Space: (Unspecified)

Any Space In: Becht Hall

Other:

**If you are requesting space in Marwick-Boyd Auditorium, Gemmell Multi-Purpose Room or Hart Chapel Auditorium, your technical requirements must be approved by the auditorium manager before your request can be processed. Please include all technical requirement needs. You may also send an email to**

Done

start howtorequestspace... R25 WebViewer: Req... 1:58 PM

If your event repeats daily, select “daily”.

Note that the number of repetitions is the actual number of times the event occurs.

**Repeat:**

None  
 Ad Hoc

February 19 2009 Enter

Daily

Repeat Every: 1 Day(s)

Until: February 19 2009

For: 1 Repetition(s)

Weekly

Repeat Every: 1 Week(s)

On:

Monday  Tuesday  Wednesday  Thursday  
 Saturday  Sunday

Until: February 19 2009

For: 1 Repetition(s)

---

**Space Preference:**

Specific Space: (Unspecified)

Any Space In: Becht Hall

Other:

---

**If you are requesting space in Marwick-Boyd Auditorium, Gemmell Multi-Purpose Room or Hart Chapel Auditorium, your technical requirements must be approved by the auditorium manager before your request can be processed. Please include all technical requirement needs. You may also send an email to**

Done

start | howtorequestspace... | R25 WebViewer: Req... | 1:58 PM

Repeat Every: How many days does the event occur in a week?

For \_\_ Repetitions: The first time the event occurs counts as a repetition, so if the event occurs two days for one week, there would be 2 repetitions.

If your event repeats weekly (such as weekly meetings), select “weekly”.

Example: If your weekly meeting occurs once every week for the entire semester, it would read:

- Repeat Every: 1 week
- On: Whatever day
  
- Until: Last day of the semester

or

- For 16 repetitions (If there are 16 weeks in the semester)

Note: You must submit weekly meetings for the Spring and Fall semesters on separate requests.

R25 WebViewer: Request an Event - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schedule.clarion.edu/wv3/wv3\_servlet/urd/run/wv\_request.Request?roomid=,start=,end=

Repeat:

None

Ad Hoc

February 19 2009 Enter

Daily

Repeat Every: 1 Day(s)

Until: February 19 2009

For: 1 Repetition(s)

Weekly

Repeat Every: 1 Week(s)

On:

Monday  Tuesday  Wednesday  Thursday  Friday

Saturday  Sunday

Until: February 19 2009

For: 1 Repetition(s)

Space Preference:

Specific Space: (Unspecified)

Any Space In: Becht Hall

Other:

If you are requesting space in Marwick-Boyd Auditorium, Gemmell Multi-Purpose Room or Hart Chapel Auditorium, your technical requirements must be approved by the auditorium manager before your request can be processed. Please include all technical requirement needs. You may also send an email to

Space Preference:

start howtorequestspace... R25 WebViewer: Req... 1:58 PM

Be sure to select Specific Space or Any Space In:

If you have a specific space in mind, and it was available when you checked for availability, please be sure to select that space and make sure the green dot is in place.

If you are willing to take any space in a building, select the building and be sure that the green dot is in place in front of “Any Space In”.

**Space Preference:**

Specific Space: GEMML 250/252  
 Any Space In: Becht Hall  
 Other:

**Note where the green dot is placed!**  
**Be sure to select a space!**

**Email with questions.**

**If you are requesting space in Marwick-Boyd Auditorium, Gemmell Multi-Purpose Room or Hart Chapel Auditorium, your technical requirements must be approved by the auditorium manager before your request can be processed. Please include all technical requirement needs. You may also send an email to spacerequest@clarion.edu if you have additional information to include. Please include your space request reference number in the email.**

**Resources:**

Flipchart	0	(Number)
Microphone	0	(Number)
No Tech Support/Resources Needed	0	(Number)
Podium	0	(Number)
Podium W/Microphone	0	(Number)
Screen	0	(Number)
Tv/Dvd	0	(Number)
Tv/Vcr	0	(Number)
Whiteboard	0	(Number)

**Custom Attributes:**

**Resources**

Contact Name? (Text)  
Contact phone number ? (Text)  
Set up time needed (Text)  
Tear down time needed (Text)  
Food & Beverage? (Text)  
Anything else? (Text)

- If you are requesting space in Marwick-Boyd Auditorium, Gemmell Multi-Purpose Room or Hart Chapel, your



technical requirements must be approved by the auditoria manager before your request can be approved.

- This means you need to place ALL of your technical requirements when you submit your request.
- You should also place your technical needs in the second text box at the end of the form.
- The sooner you have all of your technical requirements, the sooner your event can be approved and confirmed.

**Space Preference:**

Specific Space: GEMML 250/252  
 Any Space In: Becht Hall  
 Other:

---

**If you are requesting space in Marwick-Boyd Auditorium, Gemmell Multi-Purpose Room or Hart Chapel Auditorium, your technical requirements must be approved by the auditorium manager before your request can be processed. Please include all technical requirement needs. You may also send an email to [spacerequest@clarion.edu](mailto:spacerequest@clarion.edu) if you have additional information to include. Please include your space request reference number in the email.**

**Resources:**

Flipchart	1	(Number)
Microphone	1	(Number)
No Tech Support/Resources Needed	0	(Number)
Podium	0	(Number)
Podium W/Microphone	1	(Number)
Screen	1	(Number)
Tv/Dvd	0	(Number)
Tv/Vcr	0	(Number)
Whiteboard	0	(Number)

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**Custom Attributes:**

Contact Name? \_\_\_\_\_  
Contact phone number ? \_\_\_\_\_  
Set up time needed \_\_\_\_\_  
Tear down time needed \_\_\_\_\_  
Food & Beverage?   
Catering provided by \_\_\_\_\_ (Text)

**If you require any tech, such as microphones, power points, or TV/DVD players, this is the place to note it!**  
**If your tech is more complicated, such as for a show, there is a text box for it later on the form.**  
**If you know that your event does not require any tech, indicate it here and it will speed up the approval process, especially in large venues.**

- Please be sure to insert your Contact Phone Number in case we need to contact you about anything.

- If you are having your event catered, please be sure to check “Food & Beverage”
- Indicate how you want your room setup by selecting “classroom style, theater, conference, u-shape, or other”

R25 WebViewer: Request an Event - Mozilla Firefox

http://schedule.clarion.edu/wv3/wv3\_servlet/urd/run/wv\_request.Request

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No Tech Support/Resources Needed	0	(Number)
Podium	0	(Number)
Podium W/Microphone	1	(Number)
Screen	1	(Number)
Tv/Dvd	0	(Number)
Tv/Vcr	0	(Number)
Whiteboard	0	(Number)

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Custom Attributes:

Contact Name?	Tracy Pendred	(Text)
Contact phone number ?	814-393-2449	(Text)
Set up time needed	1 hour	(Text)
Tear down time needed	1 hour	(Text)
Food & Beverage?	<input type="checkbox"/>	
Catering provided by		(Text)
Classroom style (table and chairs)	<input checked="" type="checkbox"/>	
Theatre (chairs only)	<input type="checkbox"/>	
Conference (tables in square w/ chairs)	<input type="checkbox"/>	
U-Shape (u-shape tables w/ chairs)	<input type="checkbox"/>	
Other set up style (explain set up)		(Text)
Number of visitor parking permits?		(Whole Number)

---

Notes for Conference & Tech Services Staff:  
(This information is for internal use and will not appear publicly on the web.)

Done

start R25 WebViewer: Req... howtorequestspace... 2:11 PM

Notes for Conference & Tech Services Staff:

If your event requires special tech or setup needs, you can make notes in this section. Only the staff will see this information. It will not be publicized on the Master Calendar.

R25 WebViewer: Request an Event - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schedule.clarion.edu/wv3/wv3\_servlet/urd/run/wv\_request.Request

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Set up time needed 1 hour (Text)

Tear down time needed 1 hour (Text)

Food & Beverage?

Catering provided by (Text)

Classroom style (table and chairs)

Theatre (chairs only)

Conference (tables in square w/ chairs)

U-Shape (u-shape tables w/ chairs)

Other set up style (explain set up) (Text)

Number of visitor parking permits? (Whole Number)

---

Notes for Conference & Tech Services Staff:  
(This information is for internal use and will not appear publicly on the web.)

I will need a hookup for a PowerPoint. I will bring my own laptop. I will also need a hookup for sound for my PowerPoint. Thank you!

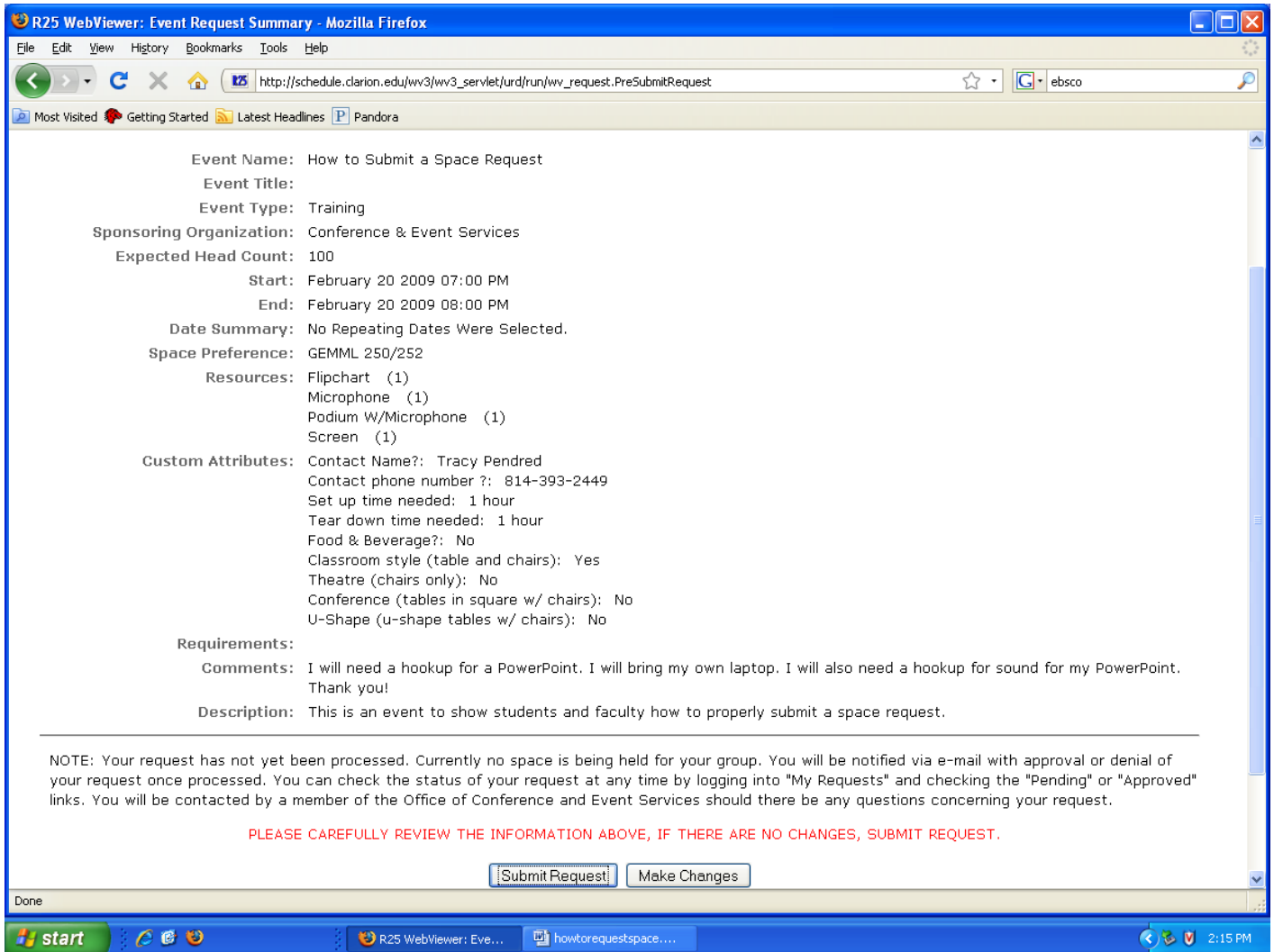
- Detailed notes for Auditoria Manager about Tech.
- Detailed notes for Events Scheduler about room setups.
- These notes are especially helpful for large venues on campus.

Next... Reset

Done

start R25 WebViewer: Req... howtorequestspace... 2:14 PM

Once you have submitted your request, you will see the following screen:



If the information is correct, submit the request.

Failure to submit the request will result in no space request.

Submitted Request

Please take note of this screen:

The request is not submitted unless:

- You get the tentative event request
- You get a reference number

You will be notified by e-mail if your request is approved. If the Reference Number is blank, contact the scheduler at [spacerequest@clarion.edu](mailto:spacerequest@clarion.edu) to determine if there has been a computer error.

**Tentative Event Request**

Event Name: How to Submit a Space Request  
Event Title:  
Reference Number: 2009-AACPBG  
Event Type: Training

Sponsoring Organization: Conference & Event Services  
Expected Head Count: 100  
Start: February 20 2009 07:00 PM  
End: February 20 2009 08:00 PM  
Date Summary: No Repeating Dates Were Selected.  
Date List: Feb 20 2009  
Space Preference: GEMML 250/252  
Resources: Flipchart (1)  
Microphone (1)  
Podium W/Microphone (1)  
Screen (1)  
Custom Attributes: Contact Name? Tracy Pendred  
Contact phone number ? 814-393-2449  
Set up time needed 1 hour  
Tear down time needed 1 hour  
Food & Beverage? No  
Classroom style (table and chairs) Yes  
Theatre (chairs only) No  
Conference (tables in square w/ chairs) No  
U-Shape (u-shape tables w/ chairs) No

Requirements:  
Comments: I will need a hookup for a PowerPoint. I will bring my own laptop. I will also need a hookup for sound for my PowerPoint. Thank you!  
Description: This is an event to show students and faculty how to properly submit a space request.

NOTE: Thank you for your request. Your request has not yet been processed. Currently no space is being held for your group. You will be notified via e-mail with approval or denial of your request once processed. You can check the status of your request at any time by logging into "My

Done

start R25 WebViewer: Eve... howtorequestspace.... 2:15 PM