

Checking the Status

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.

R25 WebViewer: Events by Day - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schedule.clarion.edu/wv3/servlet/urd/run/wv_event.DayList?evdt=20090220,evfilter=2732

Most Visited Getting Started Latest Headlines Pandora

MASTER CALENDAR
Events Locations **My Requests** My Workflow
Home By Date Catalog My Reminders

Welcome, s_tcastle. Log Out

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SINCE 1947

Academic Calendar Lookup Newswire Help

← Events for Friday Feb 20 2009 →

Start	End	Event	Location
Feb 19 2009	Feb 23 2009	Dining for Dollars Tech Storage (Setup/Tear Down)	DINE 108
07:00 AM	09:00 AM	softball practice (Practice)	RECCT CT1
08:00 AM	10:00 AM	Admissions Biology Day (Recruitment)	PEIRC PLANET
08:00 AM	11:45 AM	Career Day Spring 2009 (Hart Chapel)	CHAPL AUD
08:00 AM	02:00 PM	CLEP (Rsrv_50104)	FRAME 118
08:00 AM	03:00 PM	Career Day Spring 2009 (Stevens 118)	STEYN 118
08:00 AM	10:00 PM	High School District Wrestling (High School District Wrestling)	TPGYM 225, TPGYM 226, TPGYM 231
09:00 AM	11:00 AM	Biology Day (Admissions Visit Day)	PEIRC 202, PEIRC 206, PEIRC 212, PEIRC 214, PEIRC 220, PEIRC 224, PEIRC 246, PEIRC 252, PEIRC 255
09:00 AM	02:00 PM	Career Day 2009 (School Visitation)	PEIRC 209, PEIRC 249
10:00 AM	11:30 AM	Venango Forum (Rsrv_50100)	MONTV 404
10:00 AM	12:00 PM	Theatre Matinee - Big River (Performance)	MBOYD AUD
10:00 AM	08:00 PM	Spring 2009 Swimming and Diving (Psac Championships @ Cumberland Valley)	
12:00 PM	01:00 PM	Track Practice (Track Practice)	
12:00 PM	01:00 PM	Football Study Table (Friday) (Meeting)	TPGYM 205
12:00 PM	01:00 PM	Chemistry Candidate (Luncheon)	RHOAD CONF
12:00 PM	03:00 PM	Career Day Spring 2009 (Planetarium)	PEIRC PLANET
01:00 PM	02:00 PM	Legal Symposium Meeting (Rsrv_56104)	** CANCELLED **
01:30 PM	02:30 PM	CHEM Candidate Visits (Rsrv_56799)	FRAME 208
02:00 PM	03:00 PM	Legal Symposium Mtg (Rsrv_56738)	** CANCELLED **
02:00 PM	03:30 PM	PDE WEBINAR - College of Ed (Conference)	BECHT 102
02:00 PM	06:00 PM	Residence Life Group Process Day (Interviews)	GEMML 110, GEMML 112, GEMML 146, GEMML 246, GEMML 248, GEMML 250/252
02:00 PM	09:00 PM	Athletic Practice (Athletic Practice)	TPGYM 100
03:00 PM	04:30 PM	Greek Sing Practice (Rehearsal)	CHAPL AUD
03:00 PM	05:00 PM	tennis practice (Rsrv_53631)	** CANCELLED **
03:00 PM	05:00 PM	Men's Basketball Practice (Practice)	RECCT CT3

Done

start R25 WebViewer: Eve... howtorequestspace... 2:18 PM

Event Quick Search
Name Starts With
Day Week Month
February 2009
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
Go to Today
-Filters-
All Classes
All Events
Athletic Events
Continuing Education
Venango Classes
Venango Events

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.

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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MASTER CALENDAR Academic Calendar Lookup Newswire Help

Events Locations My Requests My Workflow

New Request **Tentative** Approved

Welcome, s_tcastle. Log Out

CLARION UNIVERSITY
SINCE 1847

Request an Event

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

Event Name:

Event Type: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count:

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

Event Start: February 20 2009 01 :00 PM List set up time needed below.

Event End: February 20 2009 01 :00 PM

Repeat:

None

Ad Hoc

Done

start R25 WebViewer: Req... howtorequestspace... 2:20 PM

To edit your event, click “Edit”.

If you have questions, click on Webviewuser to send an email to the Events Scheduler, Carolyn Nick.

The screenshot shows a Mozilla Firefox browser window titled "R25 WebViewer: My Pending Requests". The address bar shows the URL: http://schedule.clarion.edu/wv3/wv3_servlet/urd/run/wv_request.Pending. The page content includes a navigation menu with "Academic Calendar", "Lookup", "Newswire", and "Help". Below this is a "MASTER CALENDAR" section with links for "Events", "Locations", "My Requests", and "My Workflow". A "New Request" section has buttons for "New Request", "Tentative", and "Approved". A "Log Out" link is visible next to the user name "Welcome, s_tcastle".

The main heading is "My Tentative Requests", followed by the instruction: "To make changes to requests, click on name under Scheduler." Below this is a table with the following data:

	Event Name	Reference	Start Date	Status	Scheduler
Edit	How to Space Request	2009-AACPAN	Feb 19 2009	Draft	Webvieweruser
Edit	How to Submit a Space Request	2009-AACPBG	Feb 20 2009	Draft	Webvieweruser

At the bottom of the page, there is a footer with the text: "All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos. Questions? Comments? **Please contact the Office of Conference and Event Services.** Supported browsers are Internet Explorer and Netscape."

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

R25 WebViewer: My Pending Requests - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schedule.clarion.edu/wv3/wv3_servlet/urd/run/wv_request.Pending

Most Visited Getting Started Latest Headlines Pandora

Academic Calendar Lookup Newswire Help

MASTER CALENDAR

Events Locations My Requests My Workflow

New Request Tentative **Approved**

Welcome, s_tcastle. Log Out

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My Tentative Requests

To make changes to requests, click on name under Scheduler.

	Event Name	Reference	Start Date	Status	Scheduler
Edit	How to Space Request	2009-AACPAN	Feb 19 2009	Draft	Webvieweruser
Edit	How to Submit a Space Request	2009-AACPBG	Feb 20 2009	Draft	Webvieweruser

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the Office of Conference and Event Services.** Supported browsers are Internet Explorer and Netscape.

Done

start R25 WebViewer: My ... howtoquestspace...

2:24 PM

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.

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

Academic Calendar Lookup Newswire Help

Welcome, s_tcastle. Log Out

My Approved Requests (All)

(“Tentative” Events are still being Reviewed)

View **Only Requests with Reservations in the Future** or **All Requests**
To make changes to requests, click on name under Scheduler.

Event Name	Start Date	Location	Status	Scheduler
How to Space Request	Feb 19 2009	GEMML 110 Gemmell Student Complex Room 110	Tentative	Webvieweruser
Tech Training	Feb 05 2009	DINE 107/108 Dining Hall MeetingRoom 107/108	Confirmed	Webvieweruser

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the Office of Conference and Event Services.** Supported browsers are Internet Explorer and Netscape.

Done