REQUESTING AN EVENT THROUGH OPEN ENTRY EVENT SCHEDULER

Entering Event Information

1. To submit an event request, go to http://osl.baruchconnect.com/info/request-an-event/
2. Enter the Event Name
3. Enter the Event description. If this is a public event make sure to include all information you would want attendees to know. This description will appear on the Baruch Calendar for public events. Public events are those you wish to advertise to the campus. Your Student Life Advisor will determine whether your event will be marketed on the public calendar
4. Under Event Categorization, “Student Events – Internal” will be pre-selected. Do not change it
5. Enter your First and Last Name in the corresponding fields
6. Enter your email address. All communications regarding this event, including approval or denial confirmations, will be sent to this address

See below image for an example on how to fill out Event Information:
Entering Schedule Information

1. Make sure you select the button “I know the date/time of my event.” You cannot request an event if you do not have a date or time you would like to have your event.
2. Enter the start and end date for your event. The start and end date should be the same date. In cases of events that last more than one day, please select “This event repeats” and see step 5.
3. Enter the start and end time for your event. For an event planned for the entire day, select “All Day.”
4. If this event occurs once, select “This event occurs only once” and skip to step 13. For events that repeat but do not follow a scheduling pattern, you must select “This event occurs only once” and enter in each date as a new Event Request.

   See below image for an example on how to schedule an event that occurs only once.

5. If this event is recurring or lasts for more than one day, select “This event repeats.” Recurring events can only be scheduled within the Rolling Reservation Schedule which can be found at http://osl.baruchconnect.com/files/2013/08/ROLLING-RESERVATION-SCHEDULE-2013-20141.pdf. Events requested outside of the Rolling Reservation Schedule will not be approved.
6. Options will appear to create a Repeat Schedule/Pattern as seen below

7. If the event is held every other day, every 3 days, etc., select “Every __ Days” and enter the correct number. For an event that is happening on two or more days back to back, enter the number 1

8. If the event is held every other week, every 3 weeks, etc., select “Every __ Weeks” and enter the correct number. For events on a weekly pattern, you must also select what days of the week your event will be held. Remember that you can only schedule evnts that fall within the Rolling Reservation Schedule

9. If the event is only held on a specific day of a specific week every month, every other month, etc., select “On the ___ ______day of every __ Month(s)” and enter the correct number before Month(s). The day of the week is determined by the date you entered above in the Start Date and End Date in step 2

10. If the event is only held on a specific date of every month, every other month, etc., select “On day __ of every ___ Month(s) and enter the correct number before Month(s). The day of the month is determined by the date you entered above in the Start Date and End Date in step 2

11. If the event is only held on a specific date of every year, select “Yearly on this Date”

12. Enter in either the number of occurrences or the date on which the occurrences end.

13. Select Choose Schedule

The Schedule Information should now look like the below

To edit the date/time or to review the details, click Edit or Details on the right
Entering Room Information

1. Select “I need a Room for my event,” even if you are booking a table for the 2nd Floor Lobby
2. A menu will appear like the example below

3. To view availability on all Student Life rooms, check the Baruch College box and click Look Up Availability and skip to step 5
4. If you have a specific room you would like to request, click the + next to Baruch College, followed by the + next to Newman Vertical Campus. Select the room(s) you would like to check for availability
5. All available rooms for your search will appear as seen below. To change the search filter, click on Change Facility Filter

6. Select the room you would like to request by checking the box next to the room number

7. Select how you would like the room set up by choosing from the options in the drop down menu under Setup Options for your room. Any changes to the maximum capacity will automatically change under set up count

8. Select the Setup and Tear Down times from the drop down menu below the room availability table. The default setup and tear down times for each room can be found in the table under Setup and Teardown for each room. If you need more time to setup or tear down than the default times, please make the appropriate changes and note the extra time needed in Setup Notes. Your request for more time may not be approved due to space availability

9. Enter the expected attendance in Setup Count. If the number is higher than the maximum capacity for the room and setup requested, you will not be able to reserve that room

10. Enter any special notes on how you would like the room to be setup in Setup Notes
11. Select Confirm Room Selection
12. Once you have confirmed your room, the following screen will appear

![Room Information](image)

13. Review the room you selected and make sure everything is correct. If there is something you need to edit, select Change. If you need to add additional rooms for your event select Add Rooms and repeat from Step 2
14. Once your room(s) selections are confirmed and all information is correct, select Choose Rooms

**Entering Resource Information**

1. If you do not need AV equipment for your event, select “I don’t need a Resource for my event” and skip to the next section Entering Other Information
2. If you need AV equipment for your event, select “I need a Resource for my event”
3. A dropdown menu called Resource Category will appear. Select Audio Visual Equipment

![Resource Information](image)

4. A list of Resources/Items that are available will appear
5. Enter the quantity of each resource you will need in the left hand column under Qty
6. Enter any special notes for each resource in its corresponding box under Notes
7. Make sure you click Add for each resource you are selecting
8. Once you have finished selecting all resources you would like to request, your screen should look like the below

9. Make sure to check the list of resources you are requesting. Note that every time you click Add you are adding resources to the list you would like to request. Click delete if there are any resources you have selected that you would no longer like to request or if you would like to make edits. You will have to reenter the information for the resource with the updated information

10. Once your list of Resources/Items is ready to submit, click Choose Resource(s)
Entering Other Information

1. Select the club or clubs that are hosting your event.

2. At the bottom of the page select Submit Request. This will submit your entire event request and you will not be able to make edits. Make sure you select this after you have made sure that all information on this page is correct.
Once the first page of your event request has been submitted, you will receive an email like the below example:

Subject: Confirmation of your Event Submission for the Baruch College Calendar.  
From: webadmin@baruch.cuny.edu

Thank you for submitting your event request to the Baruch College Calendar. Below is a confirmation of the event information that you entered. You will receive another email when your event has been processed by the appropriate Calendar administrator and it will inform you that the event was either approved or denied for display on the Calendar.

First Name: Claudia  
Last Name: Donovan  
Email Address: claudia.donovan@baruchmail.cuny.edu  
Facility(s): Baruch College - Newman Vertical Campus - Room 2-125  
Setup Time: 20  
Teardown Time: 30  
Setup Count: 50  
Setup Notes: Two tables at the front of the room. Three tables at the back of the room for refreshments.

Event Name: Historical Artifacts Have Power!  
Event Category/Subcategory: Student Events - Internal  
Event Description: Please join us to learn about infamous artifacts from throughout history and the powers they contain. Refreshments will be served.

Event Start/End Date: 8/8/2014  
Event Start/End Time: 12:30 PM - 2:30 PM  
Student Clubs and Orgs: Movie Makers Club  
Promote in CUNY Calendar: No. Do not make this event visible in the CUNY Calendar.

To withdraw this event submission and permanently delete it from the Calendar, go to:  
http://www.baruch.cuny.edu/calendar/openentrymoduledeteleevent.aspx?Eid=4781 &email=claudia.donovan@baruchmail.cuny.edu

This calendar is powered by Active Data Calendar, an events planning and marketing calendar solution from Active Data Exchange. Visit http://www.activedatacalendar.com to learn more.

If you wish to make edits to the first page of your event request, you must contact your Student Life Advisor.
Entering Additional Information

After you have completed the first page of your event request you will be asked to provide additional information as seen below

1. Select your Student Life Advisor from the drop down menu. Make sure you select the correct advisor as they will be the ones who will review it for approval
2. Select the category on the Wellness Wheel in which your event fits into

What category of the Wellness Wheel does your event fit into?
- Emotional
- Intellectual
- Occupational
- Physical
- Social
- Spiritual

3. If your event does not require a Guest List, select No under “Does this event require a guest list” and skip to step 5

4. If your event does require a Guest List, select Yes. A link to download the Guest List template will appear. You must download and complete this form and submit it to your Student Life Advisor at least 48 hours before your event.

Does this event require a guest list (this includes any outside speaker)?
- No
- Yes

Click here to download a Guest List template.
Submit a printed copy to your Student Life advisor 48 hours prior to your event.

5. If you do not plan on having refreshments at your event, skip to step 9

6. Select all refreshments you plan to have at your event under “What type of refreshments, if any, will you have at your event?”

7. If you plan on serving beer/wine, select Beer/Wine. You must also get an Alcohol Permit from your Student Life Advisor and submit it to them after it has been completed

8. Check the box “I understand that I must submit an Alcohol Permit form to my advisor if my event is approved” if you are serving Beer/Wine.

Refreshments / Contracts

What type of refreshments, if any, will you have at your event? (Check all that apply)
- Food
- Soda
- Beer/Wine

- I understand that I must submit an Alcohol Permit form to my advisor if my event is approved.
9. If you have any contracts pending for your event, please check all that apply under “If you have any contracts out for your event, please indicate with who below.” Contact your Student Life Advisor about any contracts you have out

10. If you are not selling tickets for your event, select No under “Will you be selling tickets for this event?” and skip to step 12
11. If you are selling tickets for your event, select Yes. You will have to see your Student Life Advisor if you are planning on selling tickets after you submit your request

12. If this is not a Charitable Activity, select No under “Is this a Charitable Activity?” and skip to step 14

13. If this is a Charitable Activity, select Yes
14. Select Next at the bottom of the page once you have filled out all of the applicable fields with the correct information. If you selected that this is NOT a Charitable Activity, skip to step 24
15. If you selected that this IS a Charitable Activity, you will be taken to the Charitable Activity Request page
16. Enter the name or type of Charitable Activity in the appropriate box
17. Describe the Activity in the box “Charitable Activity detailed Purpose/Description”
18. If you are collecting for your club, select Your Club under “Will you be collecting for...”
   The page should look like the example below and you can skip to step 22

19. If you are collecting for an Outside Organization select Outside Organization
20. More fields to enter the Outside Charitable Organization’s Information will appear
21. Fill in the Organization Name, Tax ID Number, Street Address, City, State, Zip Code, Contact Person and Daytime Contact Info in the correct corresponding boxes. The page should look like the example below.

22. Read the disclaimer at the bottom of the page and check the box if you agree.

23. Once all of the applicable fields are completed with the correct information, click Next at the bottom right of the page to submit your Charitable Activity Request.
24. You will be taken to the final page with a disclaimer. By checking the box you agree that your club will be liable for any costs, damage or loss of property as a result of the requested event. You MUST check the box to complete your request. Click Submit on the bottom right of the page to complete your event request.

If you have successfully completed your event request the following screen will appear.

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Thanks for submitting your event request!

You will receive a message from your advisor within 2 to 3 business days.

Incomplete requests will be denied.

You must submit your request at least 10 business days before your event.

Submission of this form does NOT constitute a reservation.
Once you have provided the Additional Information, you will receive a second email like the below:

Subject: Student Life Event Submission Form
From: noreply@eventsserver.com

Thanks for submitting your event request!

You will receive a message from your advisor within 2 to 3 business days.
Incomplete requests will be denied.
You must submit your request at least 30 business days before your event.

Submission of this form does NOT constitute a reservation.

Recipient Data:
Time Finished: 2013-08-07 09:45:52
Responsible: R_3p2p934enoeKpZ
URL to View Results: https://eventsdb.questrica.com/97/report.php?SID=5V_6p2AM7x8OHWDF8R=8.3g2p934enoeKpZ

Response Summary:
Advisor
Dhietta Spruill

Wellness Wheel
Intellectual

Guest list
Yes

Refreshments
Food
Soda

Contacts
Speaker (Honorary)

Tickets
No

Charitable
No

Liability
By checking this box, I agree that the sponsoring organization agrees to be liable for and will pay costs incurred for this event including costs resulting from any damage to or loss of college property suffered in the event of its use. (Required)

Embedded Data

- clubname: Movie Makers Club
- contactemail: undefined
- contactname: undefined
- contactphone: undefined
- desc: Please join us to learn about infamous artifacts from throughout history and the powers they contain. Refreshments will be served.
- eventdate: Student Events - Internal
- eventtime: 8/8/2014 11:30 PM to 2:30 PM
- name: Historical Artifacts Have Powers!
- submitteremail: ClaudiaAuburn@GmailMail.com
- submittername: Claudia
If at any time you wish to make edits to any part of your event request, you must contact your Student Life Advisor. If you would like to withdraw your event, you can follow the link from the first email you received. This will take you to a page like the below

When your event has been approved for marketing, you will receive an email with the subject “Your event: ________ for the Baruch College Calendar has been APPROVED” as seen in the below example. This means that your event has been approved by your Student Life Advisor to appear on the Baruch Calendar found on the Baruch College website.
When your event has been approved for a room, you will receive an email with the subject “Calendar Event Facility Request for Baruch College has been Approved” as seen in the below example

Subject: Calendar Event Facility Request for Baruch College has been Approved
From: Nola.Rudolph@baruch.cuny.edu

Your event room reservation facility request has been approved for the following event
Event Submitted By: Claudia Donovan

Event Name: Historical Artifacts Have Power!

Facility Request Approved
Event Start/End Date: 8/8/2014
Event Start/End Time: 12:30 PM - 2:30 PM
Booking ID: 33800000000004444
Location Name: Baruch College
Building Name: Newman Vertical Campus
Room Name: Room 2-125
Room Setup Option: U-Shape

To withdraw this event submission and all associated requests and permanently delete it from the Calendar, go to: http://www.baruch.cuny.edu/calendar/openentrymoduledeleteevent.aspx?id=4781&email=claudia.donovan@baruchmail.cuny.edu

This calendar is Powered by Active Data Calendar, a master calendar management platform from Active Data Exchange. Visit http://www.activedatacalendar.com to learn more.

If you get an email that says your event has been denied, please contact your Student Life Advisor.