

Active Data Calendar Training Guide

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General Calendar Instructions

Logging into the calendar

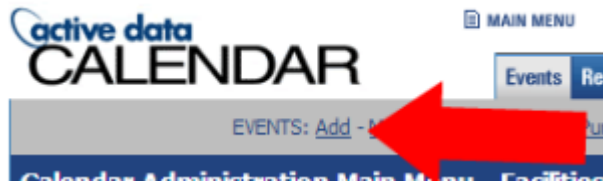
1. Go to <http://www.baruch.cuny.edu/calendar/> or click "Calendar" from the Baruch homepage
2. Click "Submit Events"
3. Click "Administrative login"
4. The username/password is the same as the one you use to login to the computer (Active Directory)

Adding an event to the calendar

1. In the calendar service, click the "Events" tab



2. Click "Events: Add". This will bring you to the "Main Information" tab for your event.



Main Information Tab

Add Event - General Details [Open House Event]

*Event Name:

Open House Event

*Department:

BCTC

Publish on Selected Calendar(s):

Public

*Category(s)/Subcategory(s):

Open Houses

*Event Description:

Open House Event

Event Date: 3/26/2013 Start Time: 11:30 AM Duration: 4 Hours and 0 Minutes All Day

Main
Information

Scheduling &
Facilities

Details &
Registration

CANCEL

PREVIEW

1. Fill out the event name.
2. For "Publish on Selected Calendar(s)", you may have the following options described below. If you are unsure of what to select but would like your event to be visible on the public calendar, select "Public".

Publish on Selected Calendar(s):



Both
Select
Public
Private
Both

Category(s)/Subcategory(s):

- a. **Select** - This will not display your event anywhere on the calendar. This option should only be used if you only wish to book a facility, but do not wish to have event information anywhere on the calendar.
 - b. **Public** - This will display the public categories available to you and will display your event on the public calendar (<http://www.baruch.cuny.edu/calendar>) under the category you specify.
 - c. **Private** - This will display the private categories available to you. These categories are not exposed on the public calendar, but the event may be accessible through the private calendar and through direct links to your event.
 - d. **Both** - This will display the public and private categories available to you. You will need to use this option if you wish to select multiple categories that are from both public and private categories for your event.
3. Select the category/subcategory that best fits your event with the drop-down menu.
 - a. If there are multiple categories the event applies to, click "Select Multiple" for the category selection. If you select this option, a screen will pop up where you can check off the categories you want the event to be under. Check those off and then click "Submit".

Select Category(s)/Subcategory(s) X

(+) ☐ Academic Calendar

☒ Alumni

☐ Conferences - OCM

☐ Conferences & Workshops

☐ Exhibits

☐ Hold

☒ Lectures

☒ Open Houses

☐ Performing Arts & Film

☐ Special Events

☐ Sports

☐ Student Events

CANCEL DESELECT ALL SELECT ALL SUBMIT

4. Fill out the event description
5. For the event date, start time, and duration, you can opt to fill it out here or in the next screen under "Scheduling & Facilities".
6. Click the next tab "Scheduling & Facilities" to proceed to the next screen.

Scheduling & Facilities Tab

The Scheduling & Facilities tab is where you can book a facility or facilities for your event date(s). If you are not the Space Manager (owner) of the facility or facilities, a facility request will be sent to the Space Manager of the requested facility after you finalize your event. Your event will not be published in the calendar until the Space Manager approves your facility request.

For more information regarding this workflow, please visit the [Active Data Calendar Space Reservation Workflow guide](#).

active data
CALENDAR

MAIN MENU FACILITIES CALENDAR PUBLIC CALENDAR PRIVATE CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Resources Categorization Marketing

EVENTS: Add - Modify/Cancel/Delete

Add Event - Schedule & Request Facility [Event Name]

☒ Select Event Date(s) - (No Facility Required) (Help)
☐ Select Event Date(s) to find available Facilities
☐ Select Facility to find available Date(s)

Event Date(s)

*Start Date 3/26/2013

*End Date 3/26/2013

RECUR PATTERN CUSTOM SCHEDULE

Event Time(s)

☐ All Day Event

Start: 11:30 AM End: 2:30 PM

☐ Schedule in Select min. intervals between hours:

Start: End:

GENERATE SCHEDULE

Main Information Scheduling & Facilities Request Resources Details & Registration

CANCEL PREVIEW

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POWERED BY

1. You will see three options at the top when on the Scheduling & Facilities page. Only the first two options are relevant.

- a. **Select Event Date(s) - (No Facility Required)** - Pick this option if your event **does not have a room**.
- b. **Select Event Date(s) to find available Facilities** - Pick this option if you want a room for your event.

NOTE: Classrooms included in the calendar do not currently include academic class schedules so availability information will not be accurate. Availability of classrooms can be confirmed by the Office of the Registrar.

2. If you filled out the event date, start time, and duration on the "Main Information" tab, you will find it populated on the screen here. If you did not, fill it out the Start Date / End Date fields and the Start and End times under "Event Time(s)".

- a. If you have **multiple dates** for your event, you may click "**Custom Schedule**" to pick out the dates your events fall upon. In the image below, we select March 26, 29, and the 30th.

Event Date(s)

*Start Date: 3/26/2013

*End Date: 3/26/2013

RECUR PATTERN CUSTOM SCHEDULE

Start Month: March Start Year: 2013

Months: 4

March 2013							April 2013							May 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
31	1	2	3	4	5		5	6	7	8	9	10	11	2	3	4	5	6	7	8

June 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	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	29
30	1	2	3	4	5	6

March 26, 29, and 30th dates selected.

3. After you've selected a facility option and start/end dates, click "Generate Schedule".

Event Time(s)

☐ All Day Event

Start: 11:30 AM End: 2:30 PM

☐ Schedule in Select min. intervals between hours:

Start: End:

GENERATE SCHEDULE

- a. If you would like the event to only be displayed during a certain date range, visible after a certain date, or hidden from the calendar after a certain date, fill out the following section that will be displayed after clicking "Generate Schedule":

Specify the range when this event is accessible to public users.

Publish Date/Time: 

Unpublish Date/Time: 

Location Search ([Clear Selections](#))

4. You will now see a list of your event date(s) and time(s) under "Current Schedule". You may correct the start/end date(s) and time(s) here if necessary.

Current Schedule

[Select All](#) [Select All Future](#) [Deselect All](#)

		Start Date	End Date	Start Time	End Time		
Add / Delete	☒	3/28/2013	 3/28/2013	 11:30 AM	3:30 PM	☐	All Day 4.0 hours
Add / Delete	☐	3/29/2013	 3/29/2013	 10:30 AM	2:00 PM	☐	All Day 3.5 hours
Add / Delete	☒	3/30/2013	 3/30/2013	 10:00 AM	2:00 PM	☐	All Day 4.0 hours

NEW SCHEDULE

CHANGE TIME

ADD OCCURRENCES

ADD INTERVALS

5. Please read the appropriate section below depending upon the facility option you've selected.

Select Event Date(s) - (No Facility Required) Option Selected - You do not need a room for your event

1. If you've picked "Select Event Date(s) - (No Facility Required)", you can proceed to the "Details & Registration" tab to finalize your event details.

Select Event Date(s) to find available Facilities Option Selected - You want a room for your event

1. If you've picked "Select Event Date(s) to find available Facilities", check off the event date(s) you wish to book a room for under "Current Schedule". Note that you may only book the same set of rooms for the selected dates so if you have three dates in three different rooms, you will go through this process three times.

Current Schedule

[Select All](#) [Select All Future](#) [Deselect All](#)

		Start Date	End Date	Start Time	End Time		
Add / Delete	☒	3/28/2013	 3/28/2013	 11:30 AM	3:30 PM	☐	All Day 4.0 hours
Add / Delete	☐	3/29/2013	 3/29/2013	 10:30 AM	2:00 PM	☐	All Day 3.5 hours
Add / Delete	☒	3/30/2013	 3/30/2013	 10:00 AM	2:00 PM	☐	All Day 4.0 hours

NEW SCHEDULE

CHANGE TIME

ADD OCCURRENCES

ADD INTERVALS

2. Once you've selected your event date(s), scroll down and you will see the "Facility Search" area and some other options (room type, features, setup). You can either type in a particular facility you wish to reserve in the Location Keyword Search ("14-250") and click "Filter Facility Checklist" **or** check off the rooms you wish to search and then click the blue "Search" button.

If you are not sure which room you wish to book, you can check off "Baruch College" and click the blue "Search" button to see a full list of all rooms available.

Facility Search (Clear Selections)

Location Keyword Search: [Filter Facility Checklist](#)

Location/Building/Room(s):

☐ ARC Arena (Senior Day)
☐ Baruch College
 (+) ☐ 137 E. 25th St.
 (+) ☐ 151 East 25th St
 (-) ☐ Administrative Building
 ☒ Eli and Claire Mason Seminar Room, 3rd Fl.
 ☐ Room 301 – Administrative Lounge

Room Type(s):

All
 Auditoriums
 Classrooms
 Conference Rooms
 Lab Rooms
 Multi-purpose

Feature(s):

Instructor Podium
 Projector
 Projector Screen
 Smartboard
 Tables
 TV / DVD
 Whiteboard

Setup Option(s):

All
 Conference Style
 Hollow Square
 Multi-Row
 Open
 Square
 U-Shape

Min. Capacity:
 Max. Capacity:
☒ Display Availability for All Series Dates
☐ Display Availability for Each Series Date

SEARCH

Schedule Facility Booking(s):

Unbooked (1)

3/27/2013 11:30 PM - 3/28/2013 3:30 PM

- Once you've selected a room, click "Search". You will then see a new area called "Available Room(s)". Click the checkbox under "Select" for the room and click "Save".

Some rooms may have setup options that describe how you wish for the room to be arranged. Some rooms may also have setup and tear down times. **If the room is a Conference Services owned room, please do not modify these times.** For non Conference Services owned rooms, the setup time is how much earlier you need to be in the room to prepare and the tear down is how much later you need to be in the room to clean up.

Available Room(s)

Availability Level: Matching 1 Occurrences

Location - Building: Baruch College - Administrative Building

Select	Matched/ Unmatched	Room	Room Type	Setup Option	Capacity	Setup	Tear Down
☒	1 / 0	Eli and Claire Mason Seminar Room, 3rd Fl.					

Setup Time:

Select Hours

Select Minutes

Tear Down Time:

Select Hours

Select Minutes

Setup Count:

Setup Notes:

RESET

SAVE

IMPORTANT - If you receive an error after searching the room that states, **"There are no rooms that match your search criteria or can be scheduled for this event."**, this means that the room is not available for your request event date and time. You will have to search for another room.

- You should see the room now listed in the "Schedule Facility Booking(s)" area. This means the room is now attached to your event and you can proceed to the "Details & Registration" tab to finalize your event.

You can also remove a room in this area by clicking the tab with the room name you wish to remove and then clicking "RESET".

Schedule Facility Booking(s):

Eli and Claire Mason Seminar Room, 3rd Fl. (1)

Add More Rooms

Facility	Setup Option	Capacity	Room Setup	User Setup	User Tear Down	Room Tear Down	Setup Count	Setup Notes
Baruch College - Administrative Building - Eli and Claire Mason Seminar Room, 3rd Fl. view			0 mins	0 mins	0 mins	0 mins		View

RESET

- Repeat this process for any other event date(s) that may need a room.
- To confirm that all event date(s) have rooms associated with them, scroll down to the "Schedule Facility Booking(s)" area. If you see a tab labeled "Unbooked", the number in the parentheses indicates how many event dates do not have a room. If you click this tab, it will display the event date that does not have a room.

Schedule Facility Booking(s):

Eli and Claire Mason Seminar Room, 3rd Fl. (2)

Unbooked (1)

Add More Rooms

3/29/2013 (10:30 AM - 2:00 PM)

7. Once you've confirmed that your event date(s) are properly booked, proceed to the "Details & Registration" tab to finalize your event details.

Details & Registration Tab

Contact Information

Name:

Phone:

Email:

Other Event Information

Schools/Departments:

- ☐ Academic Administration
- ☐ Accountancy
- ☐ Administration and Finance
- ☐ Advisement and Orientation

Student Clubs and Orgs

- ☐ 85 Broads
- ☐ Absolute Adrenaline
- ☐ Accounting Society
- ☐ Actuarial Science Society

☐ Enable Registration

Internal Information

(Not viewable on user display.)

*Promote in CUNY
Calendar

Attendees to be
charged?

- ☐ Yes
- ☐ No

*Rate Category -[see
Space Policy](#)

Internal Notes:

1. Fill out the contact information. For the other boxes under "Other Event Information", check them off if it is appropriate for your event. For example, if it is a school or department event, check off the school or department that is holding it. If you do not find your school or department in the list, please send a request to the BCTC Help Desk to have this added.
2. If you would like your event listed in the CUNY Calendar (<http://events.cuny.edu/>), select "Yes. Make this event visible in the CUNY Calendar" for the "Promote in CUNY Calendar" box, otherwise select "No. Do not make this event visible in the CUNY Calendar".

If your event is in a private category or "Select", select "No. Do not make this event visible in the CUNY Calendar" as private events and select events are not published to the CUNY calendar.

3. If attendees will be charged for your event, check "Yes", otherwise "No".
4. For the "Rate Category", please see below:
 - a. If your Dean/VP has not given you a rate category, you should set it to "TBD by Dean or VP".

As part of the Space Policy, you must get a rate category from your Dean/VP. You must **save** the event afterwards and send your event information to the Dean/VP.

- b. If your Dean/VP has given you a rate category for your event, you should set it to the rate category they've given you here.

5. Click "Preview" at the bottom right of the screen.

Preview Screen

On the preview screen you can opt to save the event or release the event. See below for which option you should select.

- The **"Save Event"** option will not publish your event to the calendar or send a facility request to a Space Manager. An event should be saved when you have not received the rate category from your Dean/VP yet (Any rate category other than "TBD by Dean or VP") or if you are missing event information and wish to fill it in at a later time.

In order to receive a rate category from your Dean/VP, you must send them the event information by following the instructions further below.

- The **"Release Event"** option will send a facility request to the Space Manager (if there is a facility requested) and publish your event to the calendar (if it's a public/private event).

If your event has a rate category of "TBD by Dean or VP" and it is released with a facility request, it will not be approved by the Space Manager. Your Dean/VP will give you a rate category for your event after you send them the event information. Steps for sending them the event information can be found further below.

See the appropriate section below dependent upon whether or not the rate category was given by the Dean/VP.

Rate Category was received from Dean/VP and set to anything other than "TBD by Dean or VP"

1. Click "Finish" at the bottom right of the screen **if you have a rate category set to anything other than "TBD by Dean or VP"**.

You have now successfully added an event to the calendar and a facility request will be made if you have requested a facility.

IMPORTANT - If your event is booked for a facility that you are not the Space Manager of, the event will not be published into the Calendar until the facility request has been approved.

Event Details

☐ Save Event

☒ Release Event

☐ Go to Event Notification Page

Marketing

Internal

COMMENTS

Event Date/Time	Registration	Max Registrants	Registration Deadline	Cancellation Deadline	Standard Cost
11/16/2012 (9:30 AM - 2:30 PM)	Disabled				

Event Marketing Details:

Department: BCTC
Event Type: Public
Highlight: No

Categorization:

Open Houses

Event Details



remind me



notify me



add to my calendar



email a friend

[Go Back](#)

Open House Event

Start Date: 11/16/2012 Start Time: 9:30 AM
End Date: 11/16/2012 End Time: 2:30 PM

Schools/Departments:
Baruch Computing and Technology Center

Event Description

Open House Event

Location Information

Baruch College - 151 East 25th St
Room: Room 252

Contact Information

Name: BCTC
Phone: 646-312-1010
Email: helpdesk@baruch.cuny.edu

Main
Information

Scheduling &
Facilities

Details &
Registration

CANCEL

FINISH

Rate Category has not been received from Dean/VP and is set to "TBD by Dean or VP"

1. If you have your rate category set to "TBD by Dean or VP", make sure your event is set to "Save Event" and check off "Go to Event Notification Page". Then click "Finish".

Event Details

☒ Save Event

☐ Release Event

☒ Go to Event Notification Page

☐ Do not notify category or event subscribers of this event change.

Facilities

Marketing

Internal

COMMENTS

Details	Event Date/Time	Facility Request
View	5/31/2014 (9:00 AM - 11:00 AM)	137 East 25th Street - Room 831

Event Facility Details:

Booking ID:	N/A	Room Setup Notes:	
Location:	Baruch College		
Location Owner(s):	1	Room Features:	
Room Setup Option:	N/A		
Room Setup:	0 mins	Room Notes:	
Room Tear Down:	0 mins		
User Setup:	0 mins		
User Tear Down:	0 mins		
Setup Count:	N/A		

Event Details



remind me



notify me



add to my calendar



email a friend

[Go Back](#)

Sample Event

Start Date: 5/31/2014 Start Time: 9:00 AM
End Date: 5/31/2014 End Time: 11:00 AM

Event Description

Event Description

Location Information

Baruch College - 137 East 25th Street
Room: Room 831

Contact Information

Name: Event Contact Name
Phone: Event Phone

Main
Information

Scheduling &
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CANCEL

☐ Open Print Window

FINISH

2. This will bring you to the "Event Notification" page. On this page, select "Email Includes Internal Notes and Comments Log" and "Third Party Recipients" where you will enter your Dean/VP's email address. Enter "Rate Category Request" for the subject and any additional information into the body of the message then click "Submit".

Send Event Email Notice

Your event was successfully saved.

Event Name: Sample Event

Start Date: 5/31/2014

Start Time: 9:00 AM

☒ Email Includes Internal Notes and Comments Log

☐ Calendar Super User

☐ All Calendar Administrators

☐ All Calendar Category Owners

☐ All Calendar User Accounts

☐ Selected Calendar User Accounts

Admin, ActiveData (Super User)
Washington, Gregory (Admin)
Ko, Sidney (Admin)
Malatesta, John (Admin)

☒ Third Party Recipients
(Unlimited email addresses may be entered.
Please separate each with a comma.)

youmailaddress@baruch.cuny.edu

☐ All Event Subscribers

[View List](#)

[Download List](#)

Event Registrant(s):

☐ All

Pending (0)

Approved (0)

Denied (0)

Cancelled (0)

*Message Subject:

Rate Category Request

*Create Custom Email Message:

☐ HTML Email

Event Name: Sample Event

Start Date/Time: 5/31/2014 9:00 AM

End Date/Time: 5/31/2014 11:00 AM

For a list of rate categories, please see Appendix B under the Space Reservation Policy: <http://www.baruch.cuny.edu/spacepolicy>

CANCEL

RESET

SUBMIT

3. The following screen will show an overview of the message. Click "Submit" to send the notification to your Dean/VP.

Send Event Email Notice

Subject: Rate Category Request

✖

Event Name: Sample Event
Start Date/Time: 5/31/2014 9:00 AM
End Date/Time: 5/31/2014 11:00 AM

For a list of rate categories, please see Appendix B under the Space Reservation Policy: <http://www.baruch.cuny.edu/spacepolicy>

Click the link to view the details of the event and to add a comment back to this calendar user.
<http://ersdev01.baruch.cuny.edu/calendartest/EventCommentView.aspx?Eid=14233&Iid=32250&ref=2a5d76fc-f983-dall-bf2e-000f1f6e42f0>

CANCEL

BACK

SUBMIT

4. You are done with the event for now. The Dean/VP will send you the rate category through email (Please see the [Space Reservation Workflow - Step 3](#)), where you will then modify your event, put in the rate category, and then select "Release Event" and "Finish" in order to make the facility request to the Space Manager.

If you do not know how to modify your event, see the section below.

Modify/cancel/delete an existing event

If you wish to modify, cancel, or delete an existing event, you may do so by following these instructions.

- In the calendar service, click the "Events" tab
- Click "Events: Modify/Cancel/Delete".
- Select the event from the left-hand list and click "Submit". You can also double-left click the event you wish to modify. If you do not see the event, use the keyword search on the right if you know the event name.

- If you have more than one occurrence in your event (more than one event date), you will see the screen below. You can modify the series or an individual occurrence of the event. When you've selected which set you'd like to modify, click "Submit".

Modify/Cancel/Delete Event

[Search Again](#)

☒ **Modify Event**

Select

Select

Modify the Series

Modify an Occurrence(s) in the Series

Occurrences (DEFAULT)

☐ Modify Details For The Entire Event Series

☐ **Cancel Event**

Select

☐ **Delete Event**

Select

CANCEL

SUBMIT

- Modifying the event is similar to adding an event. You can proceed through the tabs and make edits where needed. If you wish to delete or cancel an event, you can select these options on the first tab shown in the image below. When you're done with your edits, just click "Preview" and you can save or release the event.

Modify Event - General Details [Freshman Orientation Reservation]

DELETE EVENT CANCEL EVENT COPY CHANGE LOG

***Event Name:**
Freshman Orientation Reservation

***Department:**
Orientation

Publish on Selected Calendar(s):
Private

***Category(s)/Subcategory(s):**
Freshman

***Event Description:**
Freshman Orientation copy

Internal Event Comments Log
There are no comments for this event.
Add New Comments
ADD

Main Information Scheduling & Facilities Details & Registration

CANCEL PREVIEW

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Removing a room from an event

If you wish to remove a room from an event date, you will click on the "Scheduling & Facilities" tab at the bottom of the page.

Design HTML Preview

Main Information Scheduling & Facilities Request Resources Images & Attachments Details & Registration

CANCEL PREVIEW

Scroll down to the bottom of the page where you will see the "Schedule Facility Booking(s)" area. Click on the room (the tab) you wish to remove and then click "RESET". The room will then be removed. Make sure to click "Preview" and then "Finish" at the bottom right of the screens to finalize your changes.

Schedule Facility Booking(s):

Room 14-220 (1) Room 14-267 (1) Room 14-280 (1) Room 14-285 (1) Room 14-269 (1) Add More Rooms

Facility	Setup Option	Capacity	Room Setup	User Setup	User Tear Down	Room Tear Down	Setup Count	Setup Notes
Baruch College - Newman Vertical Campus - Room 14-220 (view)	Theatre/Rows of Seats	300	2 hrs	0 mins	0 mins	2 hrs	300	(View)

RESET SEARCH

If you have multiple dates using the room that is being removed, you should modify the occurrence date where the room is not needed and follow the instructions above. You can select an occurrence by following the instructions from the above section "Modify/cancel/delete an existing event"

Changing/Removing Event Date(s) or time for an Event

IMPORTANT - Changing the event date/time for an event date where the room has already been approved will require the Space Manager to approve/deny your request again. The room will be available for others to request until the Space Manager approves your request.

If you wish to change/remove an event date or time for your event, you will click on the "Scheduling & Facilities" tab at the bottom of the page.

Design HTML Preview

Main Information

Scheduling & Facilities Request Resources Images & Attachments Details & Registration

CANCEL PREVIEW

You may make your changes on the "Current Schedule" table. If you need to remove a date, you can click the "Delete" link next to the date. Don't forget to click "Preview" and then "Finish" to finalize your changes.

Add Event - Schedule & Request Facility [Event]

- ☐ Select Event Date(s) - (No Facility Required)
- ☒ Select Event Date(s) to find available Facilities
- ☐ Select Facility to find available Date(s)

Current Schedule

[Select All](#) [Select All Future](#) [Deselect All](#)

	Start Date	End Date	Start Time	End Time	
Add / Delete	☒ 2/22/2014	☒ 2/22/2014	☒ 5:00 PM	☒ 6:00 PM	☐ All Day 1.0 hours
Add / Delete	☒ 3/13/2014	☒ 3/13/2014	☒ 5:00 PM	☒ 6:00 PM	☐ All Day 1.0 hours
Add / Delete	☒ 3/14/2014	☒ 3/14/2014	☒ 5:00 PM	☒ 6:00 PM	☐ All Day 1.0 hours
Add / Delete	☒ 4/23/2014	☒ 4/23/2014	☒ 5:00 PM	☒ 6:00 PM	☐ All Day 1.0 hours

NEW SCHEDULE

CHANGE TIME

ADD OCCURRENCES

ADD INTERVALS

Modifying Events with Registration / Active Registrants

Please follow these instructions if you wish to modify an event that accepts RSVPs on the calendar.

Please note that it is not possible to change the event date, start time, or end time when you have people registered for your event. If you only wish to change the time of the event, it is recommended the registrants are emailed with the new time and the new time can be noted in the event description.

If you need to reschedule the event for another date, it is recommended that you email all registrants and notify them of the new date, cancel the event (which will send cancellation emails to all registrants), and reschedule the event. The registrants cannot be carried over.

When you cancel an event, it will give you an option to reschedule the event. Rescheduling the event will allow you to create the event again with all of the information from the previous event already populated.

Event Details

Are you sure you want to cancel the following event(s)?

Event Name: Test event

☐ Yes ☒ No

After this event has been cancelled would you like to Reschedule?

☒ Yes ☐ No

Space Manager (facility owner) Instructions

Approving or Denying a Facility Request for Space Managers

1. If you are a Space Manager of a facility, you may receive facility requests for events booked for your facility via email.

From: ignorethisemail@baruch.cuny.edu Sent: Wed 5/29/2013 4:28
To: Wayne Cheng
Cc:
Subject: Modified Event Notification for Event that includes a Facility you Own/Manage

An event has been modified which includes a facility that you manage. Please login to the Calendar administration area in order to review the details of the event changes. You are required to approve/process associated facility request(s).

User Account Modifying Event: Regular User
Facility(s): Baruch College, Newman Vertical Campus, 14th Floor
Event Name: This is an event
Event Start/End Date: 5/31/2013
Event Start/End Time: 9:00 AM - 11:00 AM
The URL for accessing the Calendar administration area for modifying this event is:
<http://ersdev01.baruch.cuny.edu/calendartest/login.aspx>

2. To view these facility requests, login to the calendar and click the "Facilities" button on the "Main Menu" page.

Calendar Administration Main Menu - Facilities Welcome ActiveData Admin! Today is January 24, 2014.

Facility Requests Pending Approval MARKETING FACILITIES RESOURCES

Select Location/Building/Room: Display 10

Enter Keywords/Event Name:

Facility	Event Name	Start Date/Time	User	Action
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3. To take action on these facility requests, click on either the "Event Name" link to go into further detail for the event or select "Approve" or "Deny" from the Action drop-down for instant approval/denial.

Calendar Administration Main Menu - Facilities Welcome Space Manager! Today is January 28, 2014.

Facility Requests Pending Approval MARKETING **FACILITIES** RESOURCES

Select Location/Building/Room: Display [Display All](#)

Enter Keywords/Event Name:

Facility	Event Name	Start Date/Time	User	Action
☐ Room 831	Sample Event	5/31/2014 9:00 AM	Organizer, Event	Select Select Approve Deny

☐ Approve Selected ☐ Deny Selected ☐ Delete Selected ☐ Approve All ☐ Deny All ☐ Delete All

4. You should check and verify that a rate category has been set by clicking on the "Event Name" link and then the "Internal" button (highlighted in image below). If the rate category is set to "TBD by Dean or VP" or empty, the request should be denied.

Facilities Resources Marketing **Internal** PRINT ALL - PRINT - BACK TO PENDING LIST

Internal Information:

Internal Notes:

Promote in CUNY Calendar
No. Do not make this event visible in the CUNY Calendar.

Attendees to be charged?
No

Rate Category - see Space Policy
Student Social - 50%

Event Owner Details:
Owner Name: Event Organizer
Owner Email:

Event Details

[Go Back](#)

5. If you clicked on the "Event Name" link and then the "Facilities" button (highlighted in image below), you will see an overview of the event with options to approve/deny the event. Check the checkbox underneath "Action" and then click approve or deny to take action on the event.

Calendar Administration Main Menu - Facilities

FacilitiesResourcesMarketingInternal

[PRINT ALL](#) - [PRINT](#) - [BACK TO PENDING LIST](#)

Details	Action	Event Date/Time	Facility Request	Status
View	☐	5/31/2014 (9:00 AM - 11:00 AM)	137 East 25th Street - Room 831	Pending

Event Facility Details:

COMMENTSCHANGE LOGSEND NOTIFICATION

Booking ID: N/A
Location: Baruch College
Location Owner(s): 1
Room Setup Option: N/A
Room Setup: 0 mins
Room Tear Down: 0 mins
User Setup: 0 mins
User Tear Down: 0 mins
Setup Count: N/A

Room Setup Notes:**Room Features:****Room Notes:**

APPROVEAPPROVE ALLEDENYDENY ALL

Event Details

[Go Back](#)

Sample Event

Start Date: 5/31/2014**Start Time:** 9:00 AM
End Date: 5/31/2014**End Time:** 11:00 AM

Event Description
Event Description

Location Information
Baruch College - 137 East 25th Street
Room: Room 831

Contact Information
Name: Event Contact Name
Phone: Event Phone

6. If you deny an event, you will receive a prompt to indicate the reason for denial. The Event Organizer (submitter of the event) will receive an email with the reason indicated in this window. The facility will also be removed from their event and they will have to initiate a new facility request.

Calendar Administration Main Menu - Facilities

Facilities

Resources

Marketing

Internal

[PRINT ALL](#) - [PRINT](#) - [BACK TO PENDING LIST](#)

Details	Action	Event Date/Time	Facility Request	Status
View	☒	5/31/2014 (9:00 AM - 11:00 AM)	137 East 25th Street - Room 831	Pending

Event Facility Details:

COMMENTS

CHANGE LOG

SEND NOTIFICATION

Booking ID:

N/A

Location:

Baruch College

Location Owner(s):

1

Room Setup Option:

N/A

Room Setup:

0 mins

Room Tear Down:

0 mins

User Setup:

0 mins

User Tear Down:

0 mins

Setup Count:

N/A

Room Setup Notes:

Room Features:

Room Notes:

Deny Facility Request(s)

Please enter comments for the reason this facility request is being denied. These comments will be sent back to the user who last added this event and will allow them to update the event and resubmit for processing.

Denied

CANCEL

FINISH

Go Back

To:

Cc:

Subject: Facilities Have Been Denied for the Event "Sample Event"

The facility requests below have

Calendar Administration Main Menu - Facilities

Facilities Resources Marketing Internal [PRINT ALL](#) - [PRINT](#) - [BACK TO PENDING LIST](#)

Details	Event Date/Time	Facility Request	Status
View	5/31/2014 (9:00 AM - 11:00 AM)	137 East 25th Street - Room 831	Approved

Event Facility Details: [COMMENTS](#) [CHANGE LOG](#) [SEND NOTIFICATION](#)

Booking ID: N/A Location: Baruch College Location Owner(s): 1 Room Setup Option: N/A Room Setup: 0 mins Room Tear Down: 0 mins User Setup: 0 mins User Tear Down: 0 mins Setup Count: N/A	Room Setup Notes:
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Facilities Calendar

Display Format: Facility Gantt View

Facility Gantt View

Advanced Search (New Search)

Start Date: 2/27/2014

End Date: 2/27/2014

Start Time: 5:00 AM

End Time:

Time Range: Select

Keyword/ID:

☒ Show All Requested Facilities
☐ Show All Booked Facilities
☐ Show All Available Facilities
☐ Show All Facilities

Event Location

Location Keyword Search:

Location/Building/Room(s):

- (-) Baruch College
 - (+) 137 East 25th Street
 - (+) 25th Street Plaza
 - (+) Administrative Building
 - (-) Information & Technology Building (Library Building)
 -

Add Registration to an Event

If you would like to add a registration form to the event, please follow the steps below.

1. On the "Details & Registration" tab when adding/modifying an event, you should see an "Enable Registration" checkbox. If you do not see this, make sure that your event date is set correctly. If it is in the past or day of, it will not allow you to set registration. Check off "Enable Registration" and the options below should appear.

☒ **Enable Registration**

Registration Form Template:

Registration Rules:

Maximum Registrants: ☐ Unlimited

Registration Deadline:

Cancellation Deadline:

☒ **Date:** **Time:**

☐ **Hours:**

Display registration spaces still available: ☐ Yes ☒ No

Display text when no spaces are remaining:

There are no registration spaces remaining for this event.

Additional Registrant Information

Type:

Display Name:

Registrant Type Limit: ☐ Unlimited

Include in Spaces Remaining Count: ☐

Current Status:

Require Additional Information: ☐

Include information on Name Tags: ☐

2. For "Registration Form Template", it is advised to set up your own template as this allows you to control the

- Multiple Occurrence Registration Allowed - a registrant can register for all open house events
4. Make sure to set the following fields as they are required
 - Maximum Registrants - Check unlimited if you do not want a limit. **If you set a limit, please be advised that the limit only counts towards registrants who have been approved for the event. If your form automatically approves registrants, they will all count towards this limit. If they are set to pending first, no registrants will be counted for the limit until you go into the registration and approve users.**
 - Registration Deadline
 - Cancellation Deadline - When the user registers for an event, they also receive a link to cancel their registration. This will set a deadline for allowing cancellations
 5. You can also set the event to display if registration spaces are still available. Setting it to yes will show how many spaces are still available.
 6. You can ignore the "Additional Registrant Information" as this is not normally used.
 7. The registration portion is done, you can proceed with other event changes or click "Preview" and finalize the event.

Create a Registration Form Template

2. Click "Forms: Add". You will see the screen below.

Form Name:

Form Type:

Form Status:

Send Confirmation Email: ☐ Do Not Send iCal Invite

Users/Groups to Assign Form to Events
Find Available User(s)/Group(s)

Keyword:

User(s)/Group(s) Available

- Arefeen, Abdullah

- Registration Cancelled - Sent out when a user cancels their registration or when you cancel the event which automatically sends out a cancellation email to all registrants
-

