CALS Room Request Instructions

Once you have clicked on the "Requests" link at the top of the page and you are authenticated, the following form is presented.

In these top two sections, enter

- Event Name,
- Sponsoring Organization (always use "AGRICULTURAL AND LIFE SCIENCES, COLLEGE OF")
- Expected Head Count is required** for room reporting (be as accurate as possible)

Start and End dates and times

Click on the Request link to start a new room request.

For CALS events, expect a 1 to 3 days for processing

Use "AGRICULTURAL AND LIFE SCIENCES, COLLEGE OF"

Be sure to include expected head count! This is required

Most events will be one-time, so no need to fill out this area. If it is a repeating event, such as TA sessions, enter the dates / pattern you need in the "Comments:" box below

If you know the specific room ID, pick from the list to the right of "Specific Space"; if you want any room in CALS, select CALS the right of "Any Space In"; otherwise, enter a request to the right of "Other".

Disregard (not used by CALS)
CALS does not use the KFS Account Information space setups or event categories at this time, so you can disregard these sections.

Before submitting your request, consider the following fields:

- **Comments:** Enter any special needs you may have for your event. This is where you include any repeating patterns (like TA Sessions).
- **A/V Equipment:** A/V questions can be sent to Shane Hutchinson: SAH49 or 5-6466.
- **Description:** Enter a description of your event! This will display on the WebView for all to see.
To view events for a particular location, click the "Locations" link.

You can click an "empty" block on the grid to call the "Requests" page automatically with the date/time and space pre-populated.

The "Events" page is similar to the "Locations" page. Select the date of interest and the filter "CALS Events" to see events (but not classes or exams) for that day in CALS spaces.
The "My Workflow" page will show your requests.