

# Tips for an Online Calendar System

Calendar Plus is accessible via the Quick Links on the Stevenson homepage under Calendar

The first time you access the site, click on the Resources tab at the top of the page to look at the different rooms that are available on both campuses to reserve. Make sure you choose the correct campus on the left hand side of the screen. Scroll over the orange dots to see pictures and details of each room.

Note:

RC = Rockland

RCC = Ratcliffe Community Center

You can check out the calendar of everything happening on campus by clicking on the SU Calendar tab. You can also filter by student programming, athletics, etc.

## To Reserve a Room

1. Go to the SU Today tab and click on Request Event
2. Put in a title for the event, then choose between the following:
  - a. Student Classroom – any academic classroom on either campus
  - b. Student Special Event – any non-classroom on either campus (any room in Rockland, the Ratcliffe Center, Wooded Way, etc.)
3. Then scroll down to the button that says Add/Remove Meetings.
4. Don't fill in the description or meeting notes in this screen as it will be entered in the next screen.
5. Choose the meeting type – usually Meeting or Student Activities.
6. Fill out maximum attendance, date and time, and then click Add Meeting.
7. Click on Request Rooms.
8. Select the appropriate campus and building – scroll over the orange dots again to see the pictures and details of the room if you need to.
9. Click on the appropriate room or rooms to reserve them (they turn green when selected).
10. Save and update.
11. This takes you back to the event screen.
12. Fill in the contact information, the club info, the advisor info, the audio visual needs, and setup needs.
13. Click yes to Public Calendar to show on the campus' calendar.
14. The Event Description is the description of the event that the public will see on the campus calendar.
15. Fill out the information about catering, alcohol, the cashbox and the denomination of money for the cashbox.
16. Include any comments for the conference services approver.
17. Include information about how to evaluate the event and the goals for the event.
18. Submit your request!