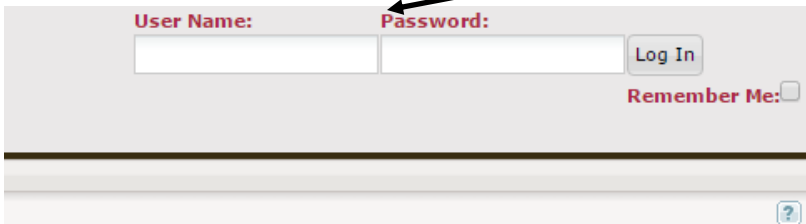
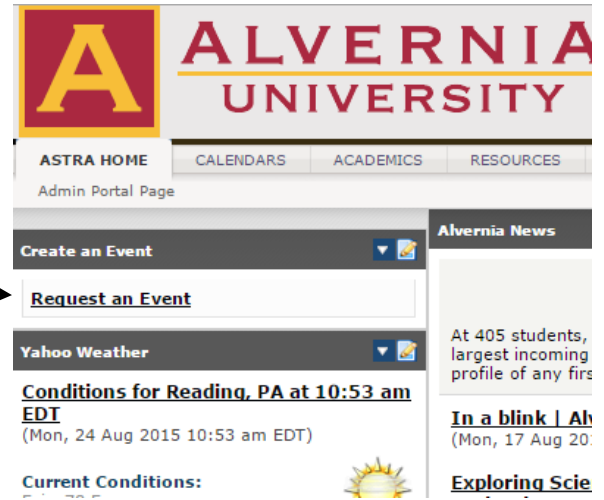



EVENT REQUEST REFERENCE GUIDE

Log In using your Alvernia Network User Name and Password



User Name: Password: Log In
Remember Me:



ALVERNIA UNIVERSITY
ASTRA HOME CALENDARS ACADEMICS RESOURCES
Admin Portal Page
Create an Event **Request an Event**
Yahoo Weather
Conditions for Reading, PA at 10:53 am EDT
(Mon, 24 Aug 2015 10:53 am EDT)
Current Conditions: 

Select "Request an Event"

Fill out Event Information & Event Meeting fields.

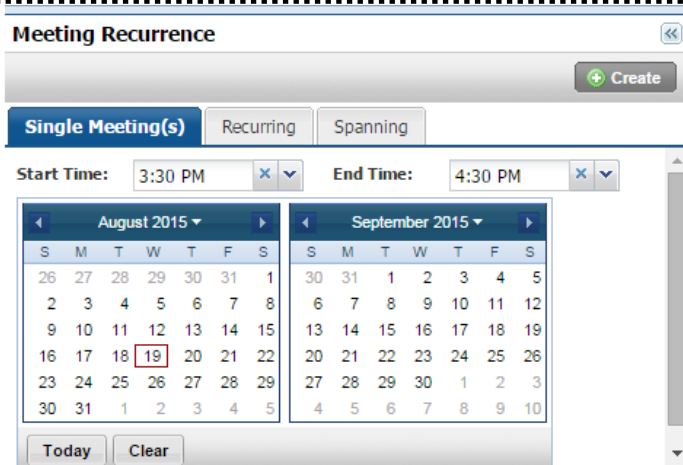
An asterisk signifies a required field

Event Information

Event Title:*
How many attendees are expected?:*

Event Meetings

Meeting Name*: Max Attendance:
Meeting Type*: Private Featured Requires Room
Description:

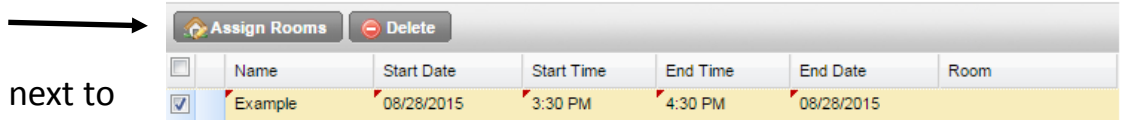


Meeting Recurrence **Create**
Single Meeting(s) Recurring Spanning
Start Time: 3:30 PM End Time: 4:30 PM
August 2015 September 2015
Today Clear

Select the Create button.

Select "Start Time",
"End Time" and Date.

Meetings



Assign Rooms **Delete**

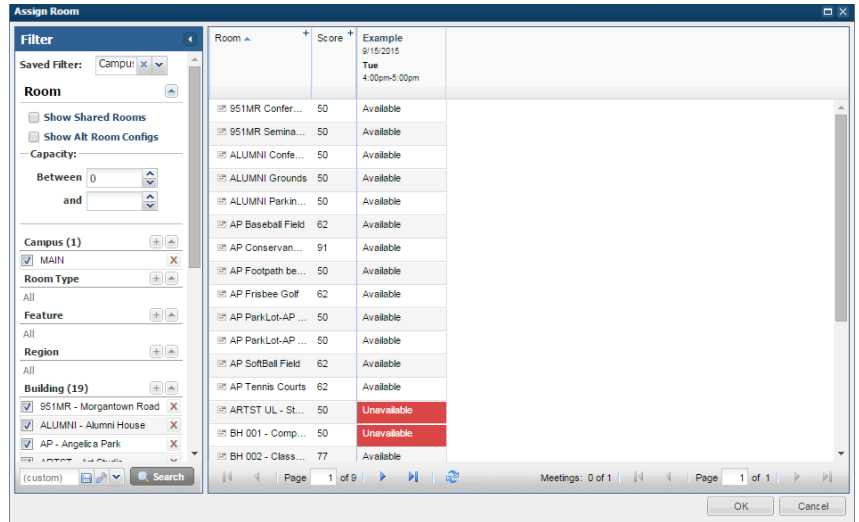
<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room
<input checked="" type="checkbox"/>	Example	08/28/2015	3:30 PM	4:30 PM	08/28/2015	

Check the box next to
the requested event.

Select "Assign Rooms"

EVENT REQUEST REFERENCE GUIDE

Select a room —



Fill out the remainder of the form —

Contact Information

Department: Event Management
Person Responsible:* Skelly, Jessica (Event Management)
Sponsoring Department/Organization:* Event Management
Email Address:* jessica.skelly@alvernia.edu
Phone Number:* 2967 (You can use ext OR phone number)

Set-up & Equipment requested:

Will food be served:
Will catering be requested?:* Food Requested
Setup Options, if available:* Existing
Is a Podium needed?:
Will microphones be needed? If more than one, describe under Other Information:
What type of tables are needed for the event?:* Existing
How many tables are required?:* 0
Is Public Safety Needed? If yes, please describe under Other Information :
Is Event Signage needed? List details under Other Information:
Support Services Assistance Requested:
Technology Equipment Needed:* Laptop,Navigator,Projector,Screen
Is Additional Equipment needed? List items under Other Information:

Other Information

Select "Submit"

The screenshot shows the 'Event Request (Faculty/Staff Request Form)' page. The 'Submit' button is highlighted with a red arrow. The page contains the same contact information and setup & equipment requested sections as the previous form. The 'Submit' button is located at the top of the form, next to a 'Cancel' button. The page title is 'Event Request (Faculty/Staff Request Form)'. The navigation bar at the top includes 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', 'EVENTS', 'PEOPLE', 'REPORTING', and 'SETUP'. The 'EVENTS' tab is selected. The breadcrumb trail shows 'Events | Event Wizard | Event Request | Notifications |'. The 'Submit' button is a blue button with a white arrow pointing right. The 'Cancel' button is a red button with a white arrow pointing left.

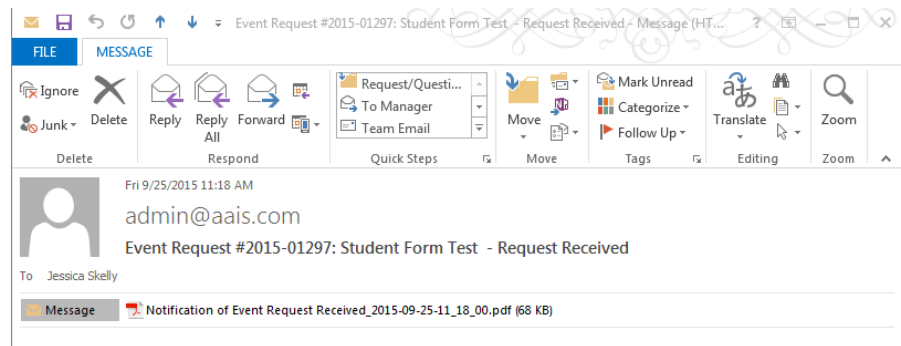
The screenshot shows the 'Event Request (Students Request Form)' page. The page title is 'Event Request (Students Request Form)'. The navigation bar at the top includes 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', 'EVENTS', 'PEOPLE', 'REPORTING', and 'SETUP'. The 'EVENTS' tab is selected. The breadcrumb trail shows 'Events | Event Wizard | Event Request | Notifications |'. The 'Done' button is a blue button with a white arrow pointing right. The page contains the same contact information and setup & equipment requested sections as the previous forms. The 'Done' button is located at the top of the form, next to a 'Cancel' button. The page title is 'Event Request (Students Request Form)'. The navigation bar at the top includes 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', 'EVENTS', 'PEOPLE', 'REPORTING', and 'SETUP'. The 'EVENTS' tab is selected. The breadcrumb trail shows 'Events | Event Wizard | Event Request | Notifications |'. The 'Done' button is a blue button with a white arrow pointing right. The 'Cancel' button is a red button with a white arrow pointing left.

Thank you for your request. We have received your form and will be contacting you shortly.

AFTER YOUR EVENT IS APPROVED PLEASE LOG INTO PAX TO SUBMIT THE EVENT.
<https://pax.alvernia.edu>

EVENT REQUEST REFERENCE GUIDE

After the form is submitted an automatic email will be generated as confirmation.



Event Request Received

9/25/2015
11:18AM

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

<u>Event Name</u>	<u>Description</u>
Student Form Test	

Request Summary:

=====
Event Information
=====
Event Name: Student Form Test
How many attendees are expected? 10

=====
Contact Information
=====
Customer: Event Management
Contact: Skelly, Jessica
Sponsoring Department/Organization Test Student Form
Email: jessica.skelly@alvernia.edu
Phone: 2967

=====
Set-up & Equipment requested:
=====
Will food be served? False
Will catering be requested? N/A
Setup Options, if available N/A
Is a Podium needed? False
Will microphones be needed? If more than one, describe under Other Information False
What type of tables are needed for the event? N/A
How many tables are required? 0
Is Public Safety Needed? If yes, please describe under Other Information False
Is Event Signage needed? List details under Other Information False
Support Services Assistance Requested False
Technology Equipment Needed N/A
Is Additional Equipment needed? List items under Other Information False

=====
Other Information
=====


EVENT REQUEST REFERENCE GUIDE

An automated email will generate after the event is APPROVED.



Once the approval form is received please log into PAX (pax.alvernia.edu) to submit the event.

Note: The Reservation # is the confirmation that the event has been approved. NOT the Event Request #.

Please keep the Reservation #, it will be required when submitting the event in PAX.

Fri 9/25/2015 11:33 AM
 Jessica Skelly
 Event Request #2015-01297: Student Form Test - Requested event has been approved

To Jessica Skelly

 Message  Notification of Event Request Approved with Summary_2015-09-25-11_32_30.pdf (92 KB)



Event Approved
 Your event request is approved. Please find the event summary below.

9/25/2015
 11:30AM

Event Information:

Reservation #: 20150925-00006
 Event Name: Student Form Test
 Event Type: Testing
 Date: 10/8/15 - 10/8/15
 Status: Scheduled
 Est. Attendance: 10

Customer/Contact Information:

Jessica Skelly
 jessica.skelly@alvernia.edu
 Event Management

Event Notes: Test Student Form

Meeting Name	Date(s)	Time	Meeting Status	Building	Room	Room Status
Scheduled						
Student Form Test	10/8/15 - 10/8/15	11:30AM - 12:30PM	Scheduled	SC	C	Scheduled

It is the requestor's responsibility to contact Event Management should the event be canceled or changes occur. If catering has been requested, contact Aladdin If the event is canceled or the number of attendees has changed. - catering@alvernia.edu