



# Submitting a New Event

Your work Address and Day Phone number will be pre-populated. They are editable, so you can change these when necessary.

## Event Dates

When you choose a date for Event Starts, the remaining date fields will be automatically populated with that same date. Of course, you can change these values when necessary.

## Event Times

When you enter a time for Event Starts, the Begin Setup time field will be automatically set to a time of one hour later. You can change this value when necessary.

## Services

If your event requires technology assistance or an equipment request, you'll need to submit an OIT Equipment Request form, or contact the Technology Support Center, after submitting your event request.

*Make sure to click these links to check for conflicts before you submit your event!*

# Duplicating an Event

After submitting a new event, you'll have the opportunity to create another new event, by duplicating the one you just created.

We'll automatically pull over the event details

## Searching Events

The default search parameters are Location, Event Date. If you do not have administrative privileges in the events system, you'll only be

