

*The new and improved...*

# NON-INSTRUCTIONAL EVENTS SYSTEM

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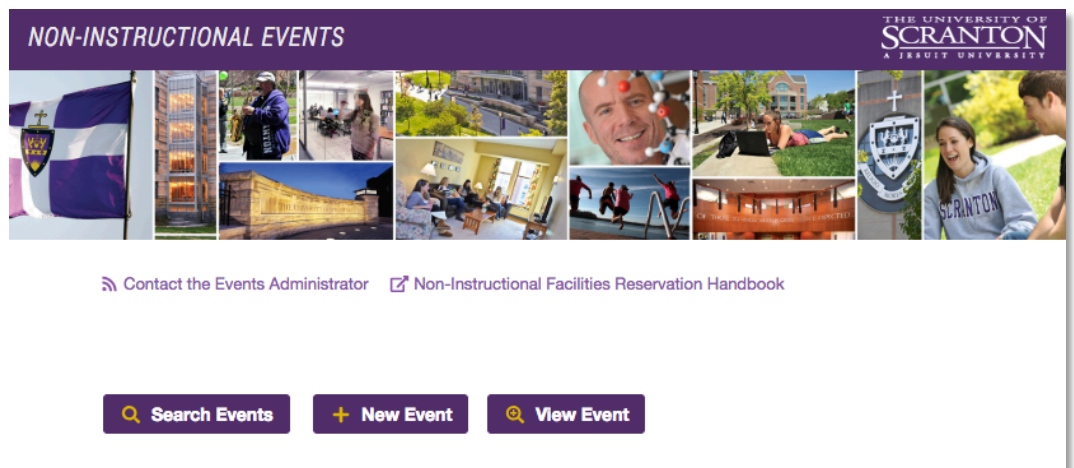
*A new, web-based application to help you create events quicker and easier.*

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## What's New?

We're replacing the current Non-Instructional Events System (and Banner Administrative form) with a new, web-based application that works across all internet browsers on both Windows and Mac OS.

We've included many new features and enhancements – like popup calendars, searchable dropdown lists, sortable and searchable tables, and more – that will help you create events more quickly and easily.



*Continue to the next page for screen-by-screen walkthrough of the new Non-Instructional Events System...*

# 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.

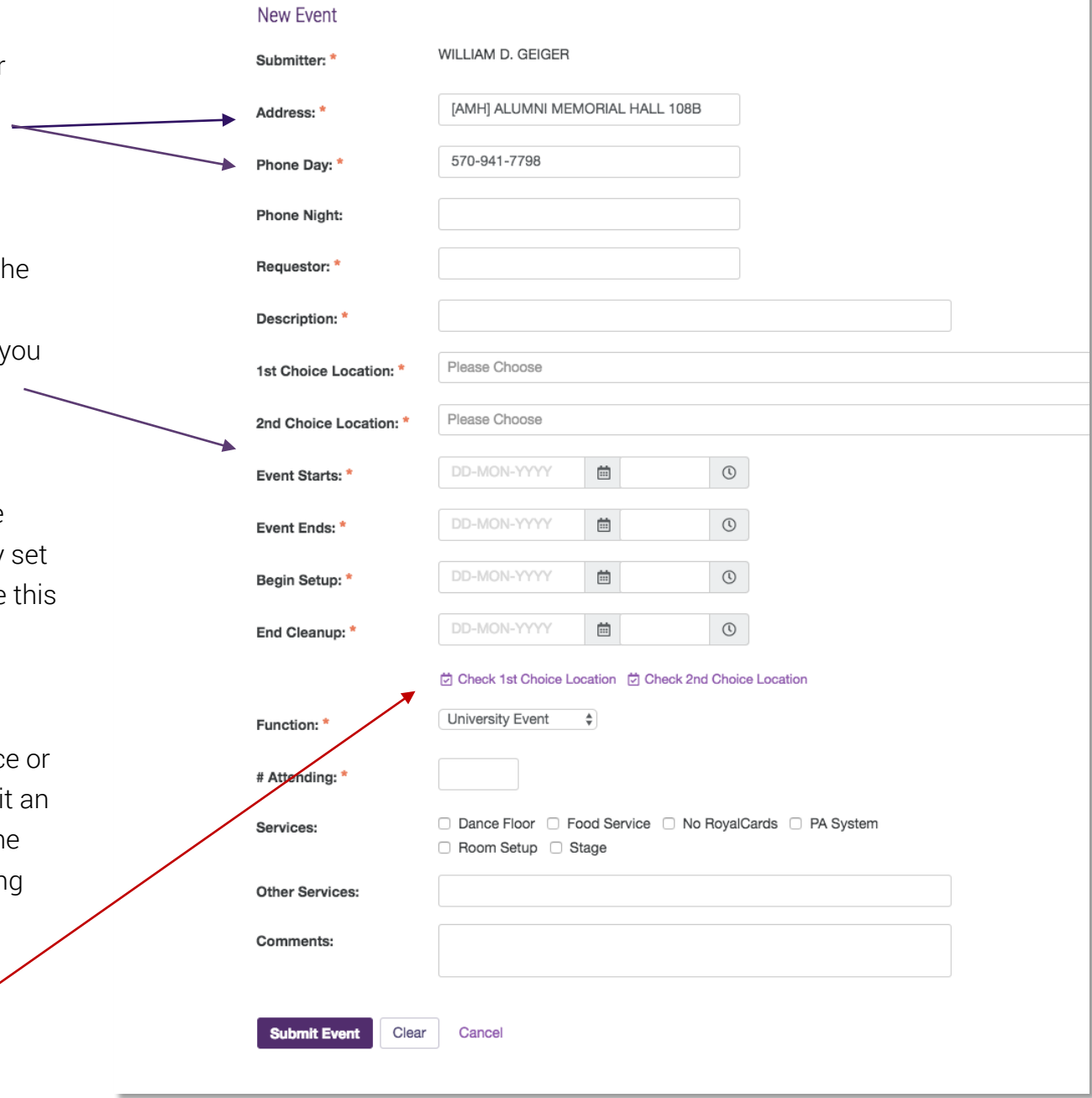
## Event Times

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!*



**New Event**

**Submitter:** \* WILLIAM D. GEIGER

**Address:** \* [AMH] ALUMNI MEMORIAL HALL 108B

**Phone Day:** \* 570-941-7798

**Phone Night:**

**Requestor:** \*

**Description:** \*

**1st Choice Location:** \* Please Choose

**2nd Choice Location:** \* Please Choose

**Event Starts:** \* DD-MON-YYYY [calendar icon] [time icon]

**Event Ends:** \* DD-MON-YYYY [calendar icon] [time icon]

**Begin Setup:** \* DD-MON-YYYY [calendar icon] [time icon]

**End Cleanup:** \* DD-MON-YYYY [calendar icon] [time icon]

Check 1st Choice Location  Check 2nd Choice Location

**Function:** \* University Event [dropdown arrow]

**# Attending:** \*

**Services:**  Dance Floor  Food Service  No RoyalCards  PA System  
 Room Setup  Stage

**Other Services:**

**Comments:**

**Submit Event** Clear Cancel

# 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 (which you can modify), except for the new event's times and dates.

NON-INSTRUCTIONAL EVENTS

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✓ Your event (#252304) was submitted.

📄 Submit your work order [here](#).

🍽️ Submit your catering order [here](#).

📧 If your event requires technology assistance or an equipment request, submit an OIT Equipment Request [here](#) or e-mail the Technology Support Center at [techsupport@scranton.edu](mailto:techsupport@scranton.edu)

Is your event of interest to the community? Submit your event using the [University Events Calendar](#).

**Critical Parking Information:**  
Contact Parking Services at Public Safety by phone at (570) 941-7879 before any further planning of this event takes place. Due to the limited parking situation on campus, the University may not be able to support on campus parking for this event. Do not advise attendees to park on campus unless you have received advance approval and parking permits from Parking Services. Participants may be required to use metered parking on streets surrounding campus.

+ Add Another Event Duplicate This Event Home

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Contact the Events Administrator Non-Instructional Facilities Reservation Handbook

Search Events + New Event

Event # Go

# Viewing or Editing an Event

Click the View Event button on the main menu, enter your event number, and click Go to view, or edit, your event.

Events can only be edited by the event's creator or the Events Administrator. Cancelled events, and events that have already occurred cannot be modified.

**Tip:** You can also edit events from the search results list. Just click on the event number to view, or edit, your event.

## NON-INSTRUCTIONAL EVENTS

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### Search Events

Location: \*

All Buildings and Rooms

Event Date: \*

05-JUL-2018

to

05-JUL-2018

[more options](#) ▾

Search

Clear

Cancel

## 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 able to search for approved events.

Click the more options link to uncover additional search options, including Requestor, Submitter, and event Description.

## Search Results

Search results will be displayed in table format, by order of Event Starts date (earliest first). Clicking on any of the column headers will sort the results by that column.

You can choose to show 10, 20, 50, or All records (if applicable) at once by changing the value in the dropdown box above the table.

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[Home](#) [New Search](#)

### Search Results

If your event is of interest to the community, submit your event using <http://calendar.scranton.edu/>.

Show  entries

Event	Description	Location	Event Time	Setup/Cleanup	Function	Att
252055 <span>Approved</span>	ADMISSIONS PRESENTATION TERRI GOLOSKY	TDC 401	05-JUL-2018 10:45am THU to 05-JUL-2018 2:30pm THU	05-JUL-2018 9:45am THU to 05-JUL-2018 2:30pm THU	University Event	125
252056 <span>Pending</span>	ADMISSIONS PRESENTATION TERRI GOLOSKY	LSC 133	06-JUL-2018 10:30am FRI to 06-JUL-2018 2:15pm FRI	06-JUL-2018 9:30am FRI to 06-JUL-2018 2:15pm FRI	University Event	125

Showing 1 to 2 of 2 entries (filtered from 31 total entries)

< 1 >

Additionally, you can filter down the results by using the Search table function, which will hide any rows from the table that do not contain your search term.

