Illinois Wesleyan University
Scheduling Instructions

To schedule an event, go to the Events Calendar from the My IWU login site (www.my.iwu.edu). Click on “R25 Room Scheduler”. To login, select “My Requests”. Once you are logged in, you will go to the reservation screen.

Part 1: Request an Event

Event Name:  
Event Title:  
Event Type: (Unspecified)  
Sponsoring Organization: (Unspecified)  
Expected Head Count:  

The Event Name is the name that will show up on the University calendar. Make it something descriptive, not things like “Faculty Member’s Name”.

The Event Title will pop up when the cursor is placed over the event name.

The Event Type and Sponsoring Organization you will select from the drop down menu. If you have a type or organization that is used frequently but not on the list, let Lesley know.

Expected Head Count also must be filled in. If the number changes, you will let the scheduler know.

Please fill in ALL of Part 1.

Part 2: Date/Times of Events

Be sure to put in the start and end time of the event in these boxes, not the set up time needed. That will go in the comments section for the scheduler to enter separately.

Start: February 28 2008 10:00 AM
End: February 28 2008 11:00 AM

Use drop downs to select start date and time and end date and time.
Repeat:

- None
- Ad Hoc

February 28 2008

Daily
Repeat Every: 1 Day(s)

Until: February 28 2008

For: 1 Repetition(s)

Weekly
Repeat Every: 1 Week(s)

On:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Until: February 28 2008

For: 1 Repetition(s)

Select appropriate repeat pattern if there is one, or select “none” if this is the only occurrence. If a meeting repeats at a different time of day, you will need to put that information in the comments section since only one start and end time may be selected from above. If you select a number of repetitions, be sure to count the first occurrence as one of the repetitions.

Part 3: Space Preference

Space Preference:

- Specific Space: (Unspecified)
- Any Space In: Ames Library
- Other:

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Select appropriate repeat pattern if there is one, or select “none” if this is the only occurrence. If a meeting repeats at a different time of day, you will need to put that information in the comments section since only one start and end time may be selected from above. If you select a number of repetitions, be sure to count the first occurrence as one of the repetitions.
Enter the space you prefer using drop downs. If not in drop down, select other and specify, but all spaces should be in the drop down. If you have 2nd and 3rd choices, you can enter them in the comments section later.

If you don’t know the code for the space, you will find the complete list at: http://www.iwu.edu/aboutiwu/documents/spacelisting.pdf.

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**Part 4: Resources**

Resources:

See descriptions below for AV Cart and Case Combo equipment.

- **AV Cart A – Memorial Center Only**: 0 (Number)
- **Chairs**: 0 (Number)
- **Coat Rack, Portable**: 0 (Number)
- **Conference Phone**: 0 (Number)

(more options…)

Memorial Center AV Resource Descriptions:

**AV Cart – (Specify needs in comments):** If you select this resources, please let us know in the comments how the AV will be used. For example, if you need internet access and/or sound for your presentation, we need to know that to assign the proper equipment.

Select all needed resources and specify quantity. Above are a few descriptions to help with that.

*If requesting a sound system, please describe your needs in the Comments field below.*

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**Part 5: Custom Attributes**

If there is a link with more information that you would like attached to the event on the calendar, you may enter it here.

Optional - include a link for more information to be published with event details online.

Web Site [Text]
Part 6: Comments & Description

Additional information the scheduler should be aware of, including sound system needs, whether you'll be arranging catering, if you need to be in the space early for set up, etc.

Comments:

Enter all appropriate comments. This should include things you would need to let the scheduler know that the form did not allow for such as:

1. Will catering services be used?
2. Are there additional events that go along with this request (such as another date/time for another room, but that is still part of this event).
3. Any resource that is not on the form (such as garbage cans)
4. What the resources requested will be used for. Ex. For the LCD projectors, Media Services needs to know if they will need internet access, if sound is needed (or just powerpoint) and if they will be using a MAC instead of IBM laptop.
5. If you need sound, what exactly will you need it for (playing music from CD, ipod, laptop; microphone(s) for speaking, singing; a band, etc)
6. Do you want the event to show on the calendar?
7. Additional options for rooms if the requested room is not available (though you should be able to see from webviewer if the room is available)
8. The more information given, the easier it is for the scheduler.
Information about your event to appear in calendar details on the public website.

Description:

The description will be seen on the calendar once the event is selected, so make this descriptive for the public to know what the event is. Also, add important information such as:

1. Open to the public
2. Charge or “Free of Charge”
3. Any other useful information

Select “Next” if finished, “Reset” if you want to start over.
**Please allow two business days for a response. If the request is needed in a shorter time frame, please use the chart below to see who to contact:**

**Campus Directory for Reserving Rooms:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person</th>
<th>Phone Numbers</th>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ames Library</td>
<td>Mike Limacher</td>
<td>556-3323</td>
<td><a href="mailto:limacher@iwu.edu">limacher@iwu.edu</a></td>
</tr>
<tr>
<td>Beckman (Academic Use)</td>
<td>Jane Smolen</td>
<td>556-3062</td>
<td><a href="mailto:jsmolen@iwu.edu">jsmolen@iwu.edu</a></td>
</tr>
<tr>
<td>Presser Hall – Westbrook Auditorium</td>
<td>Jane Smolen</td>
<td>556-3062</td>
<td><a href="mailto:jsmolen@iwu.edu">jsmolen@iwu.edu</a></td>
</tr>
<tr>
<td>Beckman (Non-academic) and other Ames spaces:</td>
<td>Anna Bromaghim</td>
<td>556-3035</td>
<td><a href="mailto:abromagh@iwu.edu">abromagh@iwu.edu</a></td>
</tr>
<tr>
<td>Katy Ritter</td>
<td>Anna Bromaghim</td>
<td>556-3035</td>
<td><a href="mailto:abromagh@iwu.edu">abromagh@iwu.edu</a></td>
</tr>
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<td>556-3035</td>
<td><a href="mailto:abromagh@iwu.edu">abromagh@iwu.edu</a></td>
</tr>
<tr>
<td>Academic Buildings:</td>
<td>Cheri Armstrong</td>
<td>556-3386</td>
<td><a href="mailto:carmstro@iwu.edu">carmstro@iwu.edu</a></td>
</tr>
<tr>
<td>(CLA, CNS, Ames Arts, Buck, Stevenson, Presser, Shaw)</td>
<td></td>
<td></td>
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<tr>
<td>Cheri Armstrong</td>
<td>Doug Meyer</td>
<td>556-3991</td>
<td><a href="mailto:dmeyer@iwu.edu">dmeyer@iwu.edu</a></td>
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<tr>
<td>Shirk Athletic Complex and Athletic Outdoor Facilities:</td>
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<td></td>
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<tr>
<td>Mike Wagner</td>
<td>Michelle Wu</td>
<td>556-3591</td>
<td><a href="mailto:mwu@iwu.edu">mwu@iwu.edu</a></td>
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<tr>
<td>Summer conferences:</td>
<td></td>
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<tr>
<td>Hansen Student Center:</td>
<td>Colin Stewart</td>
<td>556-3850</td>
<td><a href="mailto:cstewar1@iwu.edu">cstewar1@iwu.edu</a></td>
</tr>
<tr>
<td>Memorial Center:</td>
<td></td>
<td></td>
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<tr>
<td>Anna Bromaghim</td>
<td>Sandi Myers</td>
<td>556-3585</td>
<td><a href="mailto:smyers@iwu.edu">smyers@iwu.edu</a></td>
</tr>
<tr>
<td>Wilder Guest House:</td>
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</tr>
<tr>
<td>If you have any questions regarding the scheduling process, please send an email to <a href="mailto:bookit@iwu.edu">bookit@iwu.edu</a>.</td>
<td></td>
<td></td>
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</tbody>
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