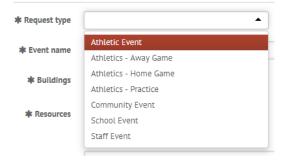


Note: you must first submit insurance on previous screen and get it approved **BEFORE** you can make a schedule request!



Once your insurance is approved you can begin the process of making a schedule request. Like the insurance, this request will need to be reviewed, deconflicted if necessary and approved before you can use the facility. First choose event type:



The rest of the fields are self-explanatory. Resources are pre-populated for athletic events, for others you will need to list the room, etc.

