

## Room Scheduling

There are many boxes to fill in. Anything with a **RED check** is a required field. Many of the others are not, and sometimes filling in some of the non-essential boxes just creates confusion.

For anyone who is going to use a room where you need videoconferencing set up, please include the following after your event title: **VC needed**. This will let videoconferencing staff know that they need to contact you about locations and needs for your videoconference. If you are using a room that has videoconferencing capabilities, but you do NOT need that service, please specify after the event title: **No VC**.

You need to specify if it is for Weed or Yreka campus. You have to choose a building and often it is important to say what room or location.

There are two additional questions in the in the request form relating to whether or not you are charging an admission or fee, and if you are, what are the proceeds going to be used for. If you check "NO," you will still need to put something in the second box. If you do not charge a fee, put "NA" in the second box. It will not let you move forward with processing your request without having some text in the second box.

Enter additional scheduling details, as needed.

At the end of the request form you will be asked to enter a "Submittal Password". This is **not** the password that you used to sign in with. In order to submit your request, you have to use the word **password** to complete the process.