

How to Submit an Ad Hoc Event Request in ROAR



Option A: From the Home tab, select “Create an Event”. **Note: This is the best option.**

Option B: From the Home tab, select “I know WHEN my even should take place...” or “I know WHERE my event should take place...” **Note: This option is more limiting in terms of viewing all available options, and is not recommended.**



This document will cover the steps following the selection of **Option A: “Create an Event”**, but can still be used if the other routes are taken.



1. Click “Create an Event” from the home tab.
2. The Event Wizard will load. Enter an Event Name. **Note: All required fields are starred in red, and a green check mark appears when they have been completed.**

Event Name

3. Select the *most appropriate* Event Type from the drop-down menu. Event Types that you star will show at the top of the list. **Note: For academic departments, Event Types in all caps (LEC, SEM, DIS, LAB, FLD, IND, and EXAM) should NEVER be used for ad hoc events.**

Event Type

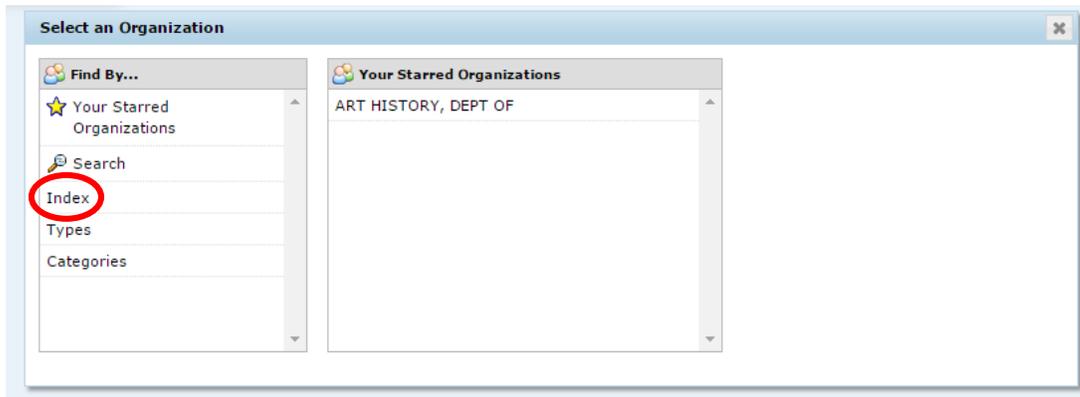
A dropdown menu for "Event Type" with a search bar at the top. The list includes "Review" (starred), "Academic Ad Hoc", "Breakout Session", "Campus Tour", "Ceremony", "Colloquium", "Conference", "DIS", "Film/Movie", and "FLD". Green checkmarks are next to "Review" and "Academic Ad Hoc".

4. Select your Primary Organization. You can search for your organization by typing in a keyword:

Primary Organization for this Event

A search dropdown for "Primary Organization for this Event". The search bar contains "art" and has a red asterisk. The list shows "ART & DESIGN, DEPT OF", "ART HISTORY, DEPT OF", and "ARTS, PECK SCHOOL OF THE". A "Browse..." link is at the bottom.

OR select “Browse” to see your starred organizations (if you have any) or to search the index of all organizations alphabetically. You can search by keyword in this field also:

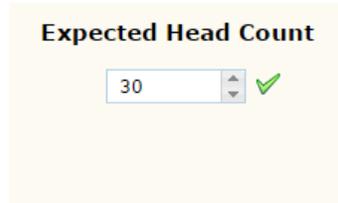


*******IMPORTANT:** If you belong to an academic department, make sure you select the organization that uses the words “Dept of” and **NOT** the subject code from PAWS.



5. Click Next.

6. Enter an expected head count. If you do not know what your headcount will be, estimate.



7. Click Next.

8. Select whether this is a one-time event, or if the event repeats on multiple dates. **NOTE: Event requests can be submitted for multiple dates but not multiple meeting times. If you have more than one meeting time (i.e. You want to reserve a room on 12/1/15 1-3pm and 12/2/15 10-11am), you will have to submit a separate request for each time.**



Does this event have more than one occurrence?

No

This event has only one occurrence.
Any other related events are separate and distinct.

Yes

This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.



9. Click Next.

10. Select your Event Date and Time. **The start and end dates must always be the same.** If your event repeats, you will enter the additional dates on the next page.

Select the dates and times of **first occurrence** of the **actual event**.
Subsequent occurrence dates will be entered on the next page.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Tue Dec 15 2015  9:00 am

Event End: Tue Dec 15 2015  10:00 am

The **first occurrence** begins and ends on the **same day**.

Does this event require
Setup or Pre-Event time? **Yes** **No**

Does this event require
Post-Event or Takedown time? **Yes** **No**

Next ►

11. Click Next. If your event does not repeat, skip to step #14.

12. If you chose “Yes, this event has more than one occurrence” in step 8, you will now add the additional dates by selecting the appropriate option regarding the frequency of your event. Choosing “Ad Hoc Repeats” will allow you to select dates from a calendar, and is the best option if the dates of your event do not follow a particular pattern or there are only a few occurrences.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

Next ►

13. Click Next.

14. Search for your location. Available locations will be indicated with a green checkmark. Click on a location to select it- it should appear on the right under “Selected Locations”. **NOTE: You may need to refresh your results, or the results will default to the previous time you searched for a location using that method.**

If you have starred event locations, you can select from these or choose another search option.

If you know the location you want, go to Search by Location Name, type in the location and search:

Your Starred Locations...

Search by Location Name...

LUB N110

LUB N110
Lubar Hall N110
Max Capacity: 44

Show only my authorized locations that have no time conflicts
 Enforce head count

[Refresh](#)

Saved Searches...

Advanced Search...

Selected Locations

LUB N110 ✓ ☆ ✕
Lubar Hall N110
Max Capacity: 44
Features: GA Room; Seating - Fixed Tables; Floor - Carpet; Board - White; AV - VCR; AV - Multimedia; AV - Microphone Input; AV - DVD
Selected Occurrences: All Occurrences
Conflicts: None
[View and Modify Occurrences](#)

If you want to browse for locations, go to Saved Searches to select from searches you have created, or **choose “Public Searches” to search all general assignment classrooms.**

Your Starred Locations...

Search by Location Name...

Saved Searches...

Your Starred Searches
All of Your Searches
Public Searches

GA All Rooms
GA Central - BOL LUB
GA Northeast - END HLT MER SAB
GA Northwest - CUN ENG NWQ
GA Southeast - CRT MIT
GA Southwest - AUP CHM EMS LAP PHY
Greene Hall

Max Capacity: 211
LUB N110
Lubar Hall N110
Max Capacity: 44
LUB N116
Lubar Hall N116
Max Capacity: 48
LUB N120
Lubar Hall N120
Max Capacity: 62

Show only my authorized locations that have no time conflicts
 Enforce head count

[Refresh](#)

Advanced Search...

Selected Locations

LUB N116 ✓ ☆ ✕
Lubar Hall N116
Max Capacity: 48
Features: GA Room; Seating - Fixed Tables; Floor - Carpet; Board - White; AV - VCR; AV - Multimedia; AV - Microphone Input; AV - DVD
Selected Occurrences: All Occurrences
Conflicts: None
[View and Modify Occurrences](#)

LUB N110 ✓ ☆ ✕
Lubar Hall N110
Max Capacity: 44
Features: GA Room; Seating - Fixed Tables; Floor - Carpet; Board - White; AV - VCR; AV - Multimedia; AV - Microphone Input; AV - DVD
Selected Occurrences: All Occurrences
Conflicts: None
[View and Modify Occurrences](#)

Note: You can select multiple locations for one event, as long as they are all needed for the same time period.

Advanced Search allows you to search for rooms based on a specific feature, such as “AV-Multimedia”, or a specific layout, such as “Horseshoe” or “Rows-Desks”.

The screenshot shows the 'Advanced Search...' panel on the left and the 'Selected Locations' panel on the right. The search filters include:

- Features: AV - Multimedia (with 'ALL' and 'ANY' options)
- Categories: Choose a category... (with 'ALL' and 'ANY' options)
- Layouts: Horseshoe (with 'ALL' and 'ANY' options)
- Capacity: 30 or more (with a slider)

The search results list includes:

- LUB N110 (Lubar Hall N110, Max Capacity: 44)
- LUB N130 (Lubar Hall N130, Max Capacity: 34)
- LUB S165 (Lubar Hall S165, Max Capacity: 34)
- LUB S231 (Lubar Hall S231)

At the bottom of the search panel, there are checkboxes for 'Show only my authorized locations that have no time conflicts' and 'Enforce head count', and a 'Refresh' button circled in red.

The 'Selected Locations' panel shows 'LUB N110' with a green checkmark, a star icon, and a close icon. Below it, the room details are listed: 'Lubar Hall N110', 'Max Capacity: 44', 'Features: GA Room; Seating - Fixed Tables; Floor - Carpet; Board - White; AV - VCR; AV - Multimedia; AV - Microphone Input; AV - DVD', 'Selected Occurrences: All Occurrences', and 'Conflicts: None'. A 'View and Modify Occurrences' link is also present.

Next ▶

15. Once you have selected your desired room(s), click Next.

16. Click Save at the bottom of the page.

Tentative

This information cannot be edited.

◀ Back

Next ▶

✕ Cancel

Save

16. This success page should appear:

This event has been successfully saved. If you have requested a General Assignment classroom, please allow up to one business day for approval.

Close 

Here's Some Information About Your Event

 **Location Requests Pending Approval**
Location 'LUB N110' requested for Dec 15 2015.
Location 'LUB N110' requested for Dec 16 2015.

What's Next?

View DetailsView the Event Details page for this event. The full range of actions are available to you from there.

EditNeed to make some more edits to this event? Click this button to start editing.

EmailEmail the details of this event to its stakeholders or anyone else.

More Event Options

 **Print Confirmation** **Copy**

 **Create "To Do"**

 **Manage Relationships**

 **Manage Bindings**

 **Take Ownership of this Event**

 **Add to Starred?**

Event Preferences

The following locations were requested for this event:

 **LUB N110**[Remove Preferences](#)

You will receive an e-mail from ROAR when your event has been confirmed. You can e-mail ROAR@uwm.edu with questions/concerns regarding your event.