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 event 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.**

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.**

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

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.

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.

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:

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.

**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”.

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

16. Click Save at the bottom of the page.
16. This success page should appear:

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.