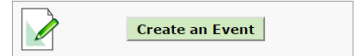
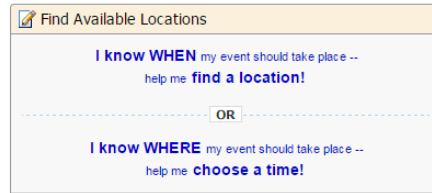


How to Submit an Ad Hoc Event Request in ROAR

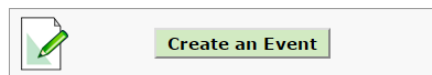


Option A: From the Home tab, select “Create an Event”. **Note: This is the best option.**

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.



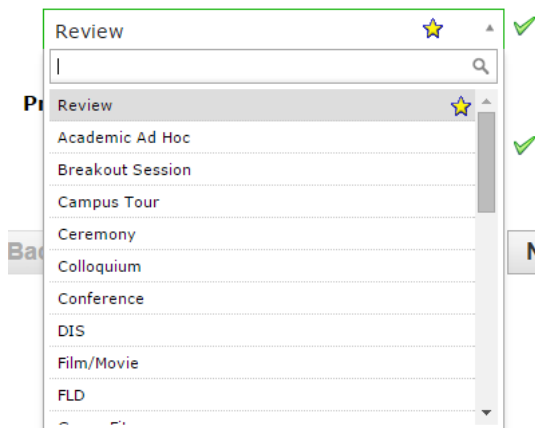
1. Click “Create an Event” from the home tab.
2. The Event Wizard will load. Enter an Event Name. **Note: All required fields are starred in red, and a green check mark appears when they have been completed.**

Event Name

Test Review 

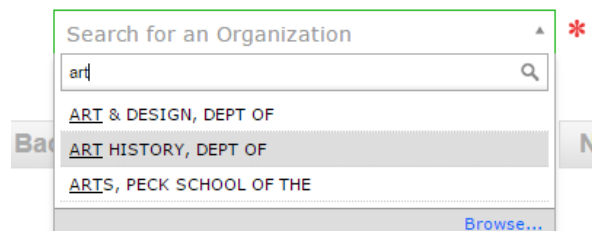
3. Select the *most appropriate* Event Type from the drop-down menu. Event Types that you star will show at the top of the list. **Note: For academic departments, Event Types in all caps (LEC, SEM, DIS, LAB, FLD, IND, and EXAM) should NEVER be used for ad hoc events.**

Event Type

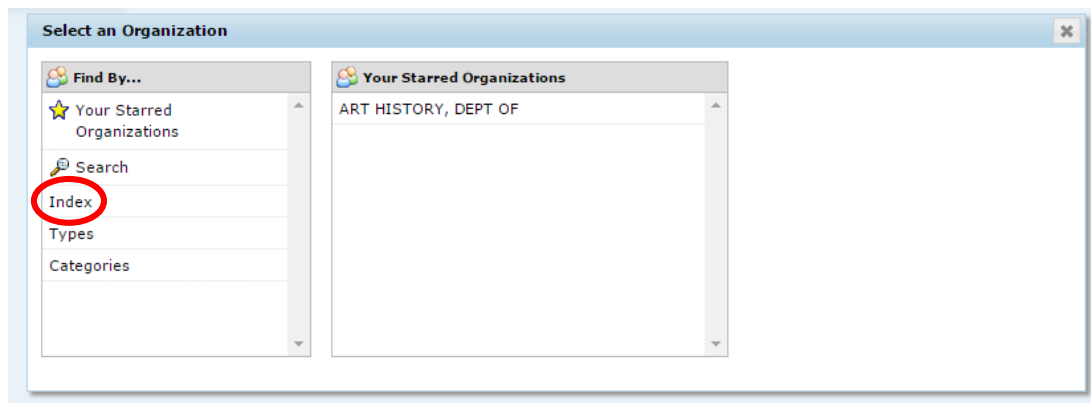


4. Select your Primary Organization. You can search for your organization by typing in a keyword:

Primary Organization for this Event



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.

Next ►

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

Expected Head Count

30 ✓

Next ►

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.


Next ►

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

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”.

★ Your Starred Locations...

🔍 Search by Location Name...

[Saved Searches...](#)

Advanced Search...

Features: AV - Multimedia ✕

ALL ANY

Categories: Choose a category...

ALL ANY

Layouts: Horseshoe ✕

ALL ANY

Capacity: 30 or more

Search

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

✓

☒ Show only my authorized locations that have no time conflicts

☒ Enforce head count

🔄 Refresh

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](#)

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

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 Details

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

Edit


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

Email


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


Event Preferences


The following locations were requested for this event:


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


More Event Options


 **Print Confirmation**


 **Copy**

 **Create "To Do"**

 **Manage Relationships**

 **Manage Bindings**

 **Take Ownership of this Event**

 **Add to Starred?**

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.