

To better help the campus manage events during COVID, and prevent scheduling over other campus events, a new process is being implemented in SpaceFinder. A new space has been added to SpaceFinder named Campus Events, in which employees can schedule events they want the campus to know about. The list of scheduled events can be viewed on SpaceFinder.

We hope that this will assist in preventing events of interest to the campus community from being scheduled at the same time, now that events are primarily occurring virtually.

Viewing Scheduled Campus Events

To view the campus events that have been posted, you will create a filter to show only the campus events. By default, SpaceFinder will show you all events, including academic classes, which results in a difficult to read display of a large number of events. Once the filter has been set up for the first time, you can save and reuse it for faster access.

1. Sign in to SpaceFinder at <u>https://scheduling.mtmary.edu</u> using your Mount Mary username and password.

| SPACEFINDER | | ? Smith, David A 🐣 |
|----------------------|------------------------------|---------------------|
| 🖌 НОМЕ | SITE HOME MY HOME | |
| CREATE A RESERVATION | My Reservation Templates | |
| MY EVENTS | These lines lines | book now about |
| | TANK AND ADDRESS TO | book now about |
| LOCATIONS | 1011-1012-001 | book now about |
| PEOPLE | | book now about |
| | Totalita Inconstantia | book now about |
| | And the second second second | book now about |
| | 100 00 1 100000000 | book now about |
| | 1000 000 000 | book now about |
| | My Bookings | |
| | OCTOBER 28, 2020 SEARCH | Central Time [CT |
| | Day Month Date ~ | Previous Today Next |

2. Click Events under Browse in the left navigation.

3. Click the **Add Filter** button.

| SPACEFINDER | Browse Eve | nts | | | | 3 | Smith, David A | • |
|----------------------|-------------------|------------------|----------------|----------------|--------------------|--------------------|-------------------|---|
| 🖨 НОМЕ | | | | | | | | |
| CREATE A RESERVATION | Filters | | | | | Compact V | iew Saved Filters | ; |
| MY EVENTS | Da | te Thu 10/01/ | /2020 | | Ad | d Filter | | |
| BROWSE | Save Filters | | | | | | | |
| EVENTS | | | | | | | | |
| ♥ LOCATIONS | | | | | DAWALIST | | MONTURY LIST | |
| PEOPLE | | | | | DAILY LIST | WEEKLY LIST | MONTHLY LIST | 1 |
| | | | < Sep | October 2020 | Nov > | | | |
| | SUN | MON | TUE | WED | THU | FRI | SAT | |
| | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| | | | | | 12:30am CAMPU | 12:30am CAMPU | 12:30am CAMPU | |
| | | | | | 12:30am Voices | 12:30am Voices | 12:30am Voices | |
| | | | | | 7:30am EDU -49 | 7:30am EDU -49 | 12:30am Recruiti | |
| | | | | | 8:00am MAT -10 | 8:00am INT -401 | 8:00am FSC -525 | |
| | | | | | 8:00am ENG -11 | 8:00am Colleen | 9:00am Saturda | |
| | | | | | view all 79 events | view all 28 events | view all 7 events | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 12:30am Recruiti. | . 12:30am CAMPU | 12:30am CAMPU | 12:30am CAMPU | 12:30am CAMPU | 12:30am CAMPU | 12:30am CAMPU | |
| | 12:30am CAMPU. | . 12:30am Voices | 12:30am Voices | 12:30am Voices | 12:30am Voices | 12:30am Voices | 12:30am Voices | |
| | 12:30am Voices | 7:00am Group | 6:30am DTS 362 | 7:00am Group | 7:00am Group | 7:30am EDU -49 | 8:00am Tosa Kic | |

4. Select **Locations** from the dropdown list.

| SPACEFINDER | Browse Events | Smith, David A |
|--|---|---|
| A HOME | | 0 |
| CREATE A RESERVATION | Filters | Compact View Saved Filters |
| MY EVENTS | Date Thu 10/01/2020 | Add Filter |
| BROWSE | Save Filters | Locations Room |
| EVENTS | | Group Name |
| LOCATIONS | | Event Name DAILY US Event Type IONTHLY UST |
| PEOPLE | | event type |
| | SUN MON THE WED | |
| | 27 28 29 3 | |
| | | 12:30am CAMPU 12:30am CAMPU 12:30am CAMPU |
| | | 12:30am Voices 12:30am Voices 12:30am Voices |
| | | 7:30am EDU -49 7:30am EDU -49 12:30am Recruiti |
| | | 8:00am MAT -10 8:00am INT -401 8:00am FSC -525 |
| | | view all 79 events view all 28 events view all 7 events |
| | 4 5 6 | 7 8 9 10 |
| | 12:30am Recruiti 12:30am CAMPU 12:30am CAMPU 12:30am CAMPU. | 12:30am CAMPU 12:30am CAMPU 12:30am CAMPU |
| | 12:30am CAMPU 12:30am Voices 12:30am Voices 12:30am Voices | 12:30am Voices 12:30am Voices 12:30am Voices |
| tps://scheduling.mtmary.edu/SpaceFinder/Brow | seEvents.aspx# am Voices 7:00am Group 6:30am DTS 362 7:00am Group | . 7:00am Group 7:30am EDU -49 8:00am Tosa Kic |

5. Check the box for the building named **Campus Events** (1). Then click the **Update Locations** button (2).

| Locations | | × |
|--------------------------------------|----------------|----------|
| BUILDINGS | | |
| Filter By Area 🛛 🗸 | Find locations | Q |
| Select All Buildings | | |
| Bergstrom Hall | | ^ |
| Campus Events | | |
| Caroline Hall | | |
| Fidelis Hall | | |
| Gerhardinger Center | | |
| Haggerty Library | | |
| 🗌 Kostka Hall | | - |
| Selected Locations | | |
| Campus Events | | |
| | | |
| | | Close |

6. A list of the events reported by the campus community will be displayed. Note that these events are visible even when a filter isn't applied. However, academic classes are also displayed when a filter is not applied, and make it more difficult to locate specific events, due to the number of classes displayed.

| SPACEFINDER | Browse Events | ? Smith, David A 🐣 |
|----------------------------|---|---------------------------------|
| A HOME | Filters | Compact View Saved Filters |
| CREATE A RESERVATION | Date Thu 10/01/2020 | |
| MY EVENTS | Locations Campus Events Add/Remove Locations | • Add Filter |
| BROWSE | Save Filters | |
| EVENTS | | |
| PEOPLE | DAILY L | IST WEEKLY LIST MONTHLY LIST |
| | SUN MON TUE WED THU | FRI SAT |
| | 27 28 29 30 | 1 2 3 |
| | 4 5 6 7 | 8 9 10 |
| | 11 12 13 14 Accelerated Ter Accelerated Ter 1st Quarter | 15 16 17 'End Midsemester Br |
| | 18 19 20 21 2nd Quarter Beg | 22 23 24 |
| | 25 26 27 28 900am IT Test E | 29 30 31 |
| | 1 2 3 4 | 5 6 7 |

Saving and Loading the Filter

Once you have configured the filter for viewing campus events, you can save it for easier use in the future.

Saving the Filter

1. Click the **Save Filters** button.

| SPACEFINDER | Browse Ever | nts | | | | • | Smith, David A 🐣 |
|-------------------------------|----------------------------------|--|--|---|--|---|--|
| A HOME | Filters | | | | | Compact V | /iew Saved Filters |
| CREATE A RESERVATION | Dat | e Thu 10/01/2 | 2020 | | | | |
| MY EVENTS | Location | s Campus Event | ts Locations | | | Add Filte | er |
| BROWSE | Save Filters | | | | | | |
| EVENTS | | | | | | | |
| | | | | | | | |
| LOCATIONS | | | | | | | |
| PEOPLE | | | | | DAILY LIST | WEEKLY LIST | MONTHLY LIST |
| PEOPLE | | | < Sep | October 2020 | DAILY LIST | WEEKLY LIST | MONTHLY LIST |
| PEOPLE | SUN | MON | C Sep | October 2020 WED | DAILY LIST | WEEKLY LIST | MONTHLY LIST |
| PEOPLE | 5UN 27 | MON 28 | C Sep TUE 29 | October 2020 WED 30 | DAILY LIST Nov > THU | WEEKLY LIST FRI 2 | MONTHLY LIST SAT |
| PEOPLE | SUN 27 4 | MON 28 | Sep TUE 29 6 | October 2020 WED 30 7 | DAILY LIST Nov > THU 1 8 | WEEKLY LIST | MONTHLY LIST |
| PEOPLE | SUN 27 4 | MON 28 5 12 | Contract | October 2020 WED 30 7 14 | DAILY LIST Nov > THU 1 8 15 | WEEKLY LIST FRI 2 9 16 | MONTHLY LIST |
| PEOPLE | SUN 27 4 11 | MON 28 5 12 Accelerated Ter | ₹ Sep TUE 29 6 13 | October 2020 WED 30 7 14 Accelerated Ter | DAILY LIST Nov > THU 1 8 15 1st Quarter End | WEEKLY LIST FRI 2 9 16 Midsemester Br., | MONTHLY LIST |
| PEOPLE | SUN 27 4 11 18 | MON 28 5 12 Accelerated Ter 19 2nd Quarter Beg | TUE 29 6 13 20 | October 2020 WED 30 7 14 Accelerated Ter 21 | DAILY LIST Nov > THU 1 8 15 1st Quarter End 22 | FRI FRI 9 16 Midsemester Br. 23 | MONTHLY LIST SAT 3 10 17 24 |
| PEOPLE | SUN 27 4 11 18 25 | MON 28 5 12 Accelerated Ter 19 2nd Quarter Beg 26 | ₹ Sep TUE 29 6 13 20 20 27 | October 2020 WED 300 7 14 Accelerated Ter 21 28 9:00em IT Test E. | DAILY LIST Nov > THU 1 8 15 1st Querter End. 22 29 | WEEKLY LIST FRI FRI C G G G G G G G G G G G G G G G G G G | MONTHLY LIST SAT 3 10 17 24 31 |

2. Give the filter a descriptive name, such as **Campus Events** (1). Then click the **Save Filters** button

| (∠). | |
|----------------------------------|-----------------------|
| Save Filters | × |
| Give this set of filters a name. | |
| Campus Events | |
| - | 2 Save Filters Cancel |

Opening a Saved Filter

1. Once you have a saved a filter using the steps above, you can open it by clicking **Saved Filters.**

| SPAGELINDER | Browse Eve | nts | | | | • | Smith, David A 🐣 |
|----------------------|----------------------------|--|---|---|---|---|----------------------------|
| 🖀 номе | | | | | | | Ø |
| CREATE A RESERVATION | Filters | | | | | Compact V | iew Saved Filters |
| MY EVENTS | Dat | Thu 10/01/ | 2020 | | | | 1 |
| BROWSE | Location | is Campus Even | nts | | | Add Filte | r |
| EVENTS | | Add/Remove | e Locations | | | | |
| | Save Filters | | | | | | |
| PEOPLE | | | | | | | |
| | | | | | DAILY LIST | WEEKLY LIST | MONTHLY LIST |
| | | | | | | _ | |
| | | | < Sep | October 2020 | Nov > | | |
| | SUN 27 | MON | TUE | October 2020 WED | Nov > THU | FRI | SAT |
| | SUN 27 | MON 28 | C Sep TUE 29 | October 2020 WED 30 | Nov > THU | FRI 2 | SAT 3 |
| | SUN 27 4 | MON 28 | Close Close <th< td=""><td>October 2020 WED 30 7</td><td>Nov > THU 1 8</td><td>FRI 2 9</td><td>SAT 3 10</td></th<> | October 2020 WED 30 7 | Nov > THU 1 8 | FRI 2 9 | SAT 3 10 |
| | SUN 27 4 11 | MON 28 5 12 Accelerated Ter | Csep TUE 29 6 13 | October 2020 WED 30 7 14 Accelerated Ter | Nov > THU 1 8 15 1st Ouarter End | FRI 2 9 16 Midsemester Br., | SAT 3 10 17 |
| | SUN 27 4 11 18 | MON 28 5 12 Accelerated Ter 19 2nd Quarter Beg | C Sep TUE 29 6 13 20 | October 2020 WED 30 7 14 Accelerated Ter 21 | Nov > THU 1 8 15 1st Quarter End 22 | FRI 2 9 16 Midsemester Br 23 | SAT 3 10 17 24 |

2. Click the name of the filter to select it.

| Saved Filters | × |
|---------------|---------------------------|
| Name | Date Saved |
| Campus Events | Oct 28, 2020 9:05 AM |
| | Load Filter Delete Filter |

3. The selected filter will be highlighted.

| Saved Filters | | × |
|---------------|--------------------------|----|
| Name | Date Saved | |
| Campus Events | Oct 28, 2020 9:05 AM | |
| | Load Filter Delete Filte | er |

4. Then click the **Load Filter** button.

| S | aved Filters | | × |
|---|---------------|---------------------------|---|
| | Name | Date Saved | |
| | Campus Events | Oct 28, 2020 9:05 AM | |
| | | Load Filter Delete Filter | r |

5. You will see the list of campus events, the same as if you had manually configured the filter.

Posting a Campus Event

To add an item to the campus events list on SpaceFinder, please follow the steps below. Please be sure to follow the steps above to check if there is an event scheduled at the same time as your event! SpaceFinder cannot automatically prevent you from booking at the same time as another event, and will not show the event when searching for a room using the steps below.

- 1. Sign in to SpaceFinder at <u>https://scheduling.mtmary.edu</u> using your Mount Mary username and password.
- 2. From the **Home** page, click the **book now** button on the line for **Post a Campus Event**.

| SPACEFINDER | | ? Smith, David A 🀣 🗸 |
|----------------------|--|----------------------|
| 希 НОМЕ | SITE HOME MY HOME | |
| CREATE A RESERVATION | My Reservation Templates | |
| MY EVENTS | Book a Study Room | book now about |
| BROWSE | Book the Student Government Office | book now about |
| LOCATIONS | Post a Campus Event | book now about |
| PEOPLE | Webserman a first | book now about |
| | 1000.000 000 000 000 000 000 000 000 000 | book now about |
| | Book a Meeting or Classroom Space | book now about |
| | Book a Space for Maintenance Purposes | book now about |
| | Book an Athletics Space | book now about |
| | My Bookings | |
| | OCTOBER 28, 2020 SEARCH | Central Time [CT] |
| | Day Month Date ~ | Previous Today Next |

3. Select the **Date** (1) and **Start and End Time** (2) of the event. Then click the **Search** button (3).

| SPACEFINUER Roo | m Request | | | | | | | | | ? | Smith, David A 🐣 |
|--|--------------------------|----------|-------------|---------|----------|------|----|----------|---------|--------|--------------------|
| x Post a Campus Event 0 | 1 Room | ns | 2 Re | eservat | ion Deta | iils | | Ē | My Cart | t (0) | reate Reservatior |
| New Booking for Wed Oct 28, 2 | 020 | | | | | | | | | | Next Step |
| Date & Time | Selected Rooms | | | | | | | | | | |
| Date | Your selected Rooms will | appear h | ere. | | | | | | | | |
| Wed 10/28/2020 | Room Search Results | | | | | | | | | | |
| Start Time End Time 9:00 AM O 10:00 AM O | LIST SCHEDULE | | | | | | | | | | |
| | Favorite | | | | | | | Find A R | moom | | Search |
| Central Time | | | 7 AM | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 |
| | Rooms You Can Req | uest | | | | | | | | | |
| Locations Add/Remove (all) | Campus Events (CT) | Cap | 7 AM | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 |
| 0 | Campus Events | 1000 | | | | | | | | | |
| Let Me Search For A Room | 4 | | | | | | | | | Availa |) bility Legend |
| Setup Types Add/Remove (no preference) | | | | | | | | | | | |

4. Click the green + (plus) button next to Campus Events to select the Campus Events space.

| ≡ SPACEFINDER Roc | om Request | | | | | | | | | ? | Smith, David A 🐣 |
|--|----------------------------|------------|-------------|--------|----------|-----|----|----------|--------|---------|-------------------|
| 🗙 Post a Campus Event 🚯 | 1 Room | s | 2 Re | servat | ion Deta | ils | | Ē | My Car | t (0) C | reate Reservation |
| New Booking for Wed Oct 28, | 2020 | | | | | | | | | | Next Step |
| Date & Time | Selected Rooms | | | | | | | | | | |
| Date | Your selected Rooms will a | appear her | e. | | | | | | | | |
| Wed 10/28/2020 | Room Search Results | | | | | | | | | | |
| Start Time End Time | LIST SCHEDULE | | | | | | | | | | |
| 9:00 AM | Favorite | | | | | | | Find A R | oom | | Search |
| Create booking in this time zone | | 7 | AM | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 |
| Central Time 🗸 | Deems Very Car Deer | | | | | | | | | | |
| Locations Add/Remov (all) | pus Events (CT) | Cap | AM | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 |
| Search | Gampus Events | 1000 | | | | | | | | | |
| Let Me Search For A Room | • | | | | | | | | | Availal | bility Legend |
| Setup Types Add/Remov (no preference) | 2 | | | | | | | | | | |

5. Enter a number of attendees (1). *Note that the number does not matter; however, SpaceFinder requires at least 1 attendee for an event.* Leave the **Setup Type** (2) as the default [*Standard Style (as is)*]. Click the **Add Room** button (3).

| Attendance & Setup Type | × |
|---|----|
| To continue, please enter the number of attendees and desired setup type for this Room. No. of Attendees * | |
| Setup Type * | |
| Standard Style (as is) | ~ |
| 3 Add Room Canc | el |

6. **Campus Events** will be added to the list of selected rooms. Click the **Next Step** button.

| = SPACEFINDER Roo | m Request | | | | | | | | | ? s | mith, David |
|---|---------------------|---------|-------------|-------|-----------|------|---|--------|----------|------------|--------------|
| 🛪 Post a Campus Event 🚯 | 1 Room | s | 2 Re | serva | tion Deta | iils | | , | 📕 My Car | t (1) Cr | eate Reser |
| New Booking for Wed Oct 28, 2 | 020 | | | | | | | | | - | Ne |
| Date & Time | Selected Rooms 🕜 | Attenda | ance & ! | Setup | Туре | | | | | | |
| Date | Campus Events | | | | | | | | | | |
| Wed 10/28/2020 | Room Search Results | | | | | | | | | | |
| tart Time End Time | LIST SCHEDULE | | | | | | | | | | |
| 9:00 AM O | Favorite | | | | | | | Find A | Room | | Search |
| Freate booking in this time zone | | | 12 AM | 1 | 2 | 3 | 4 | 5 | 6 | 7 AM | 8 |
| Central Time 🗸 | Rooms You Can Reg | uest | | | | | | | | | |
| Locations Add/Remove (all) | Campus Events (CT) | Cap | 12 AM | 1 | 2 | 3 | 4 | 5 | 6 | 7 AM | 8 |
| | Campus Events | 1000 | | | | | | | | | |
| Let Me Search For A Room | 4 | | | | | | | | | Availab | Ility Legend |
| Setup Types Add/Remove (no preference) | | | | | | | | | | | |

7. Enter the name you want displayed for your event in the **Event Name** field (1). Then select an **Event Type** (2).

| SPACEFINDER | Room Request | ? Smith, David A 🐣 🗸 |
|-----------------------------|-----------------------------------|--------------------------------|
| x Post a Campus Event (| 1 Rooms 2 Reservation Details | Hy Cart (1) Create Reservation |
| Reservation Details | | |
| Event Details | | |
| Event Name * | Event Type * Meeting | |
| Group Details | | |
| Group * | ▼ Q | |
| 1st Contact Smith, David A | ~ Q | |
| 1st Contact Phone | 1st Contact Fax | |
| 4149303454 | | |
| 1st Contact Email Address * | | |
| | | |

8. Select your department from the **Group** dropdown (1). Select your name in the **1st Contact** dropdown (1).

| SPACEFINDER | Room Request | 😮 Smith, David A 跲 🗸 |
|---|--------------------------------------|--------------------------------|
| × Post a Campus Event | t 0 1 Rooms 2 Reservation Details | Hy Cart (1) Create Reservation |
| Reservation Details | | |
| Event Details | | |
| Event Name * | Event Type * Meeting | |
| Group Details Group * Information Technology | ~ Q | |
| Smith, David A | v Q | |
| 4149303454 | | |
| 1st Contact Email Address * smithd@mtmary.edu | | |

9. Click Create Reservation.

| ≡ SPACE <mark>FINDER</mark> | Room Request | ? Smith, David A 🐣 🗸 |
|------------------------------|-----------------------------------|----------------------|
| × Post a Campus Event | 1 Rooms 2 Reservation Details | Create Reservation |
| Reservation Details | | |
| Event Details | | |
| Event Name * | Event Type * Meeting | |
| Group Details | | |
| Information Technology | ~ Q | |
| Smith, David A | ~ Q | |
| 1st Contact Phone 4149303454 | 1st Contact Fax | |
| 1st Contact Email Address * | | |
| smithd@mtmary.edu | | |

If you have any questions or experience any issues, please contact the IT Services Helpdesk at 414-930-3048 (x3048 on campus) or <u>mmu-helpdesk@mtmary.edu</u>.