

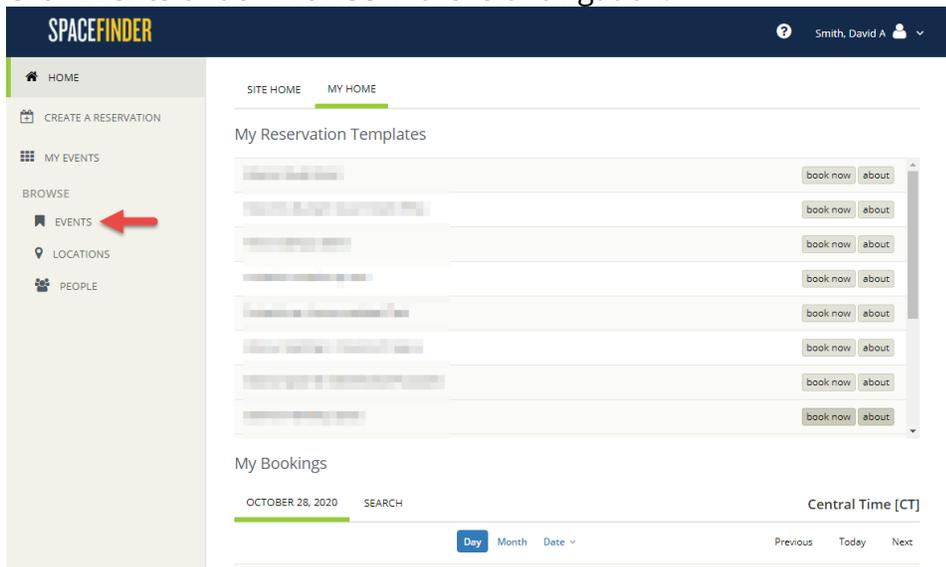
To better help the campus manage events during COVID, and prevent scheduling over other campus events, a new process is being implemented in SpaceFinder. A new space has been added to SpaceFinder named Campus Events, in which employees can schedule events they want the campus to know about. The list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

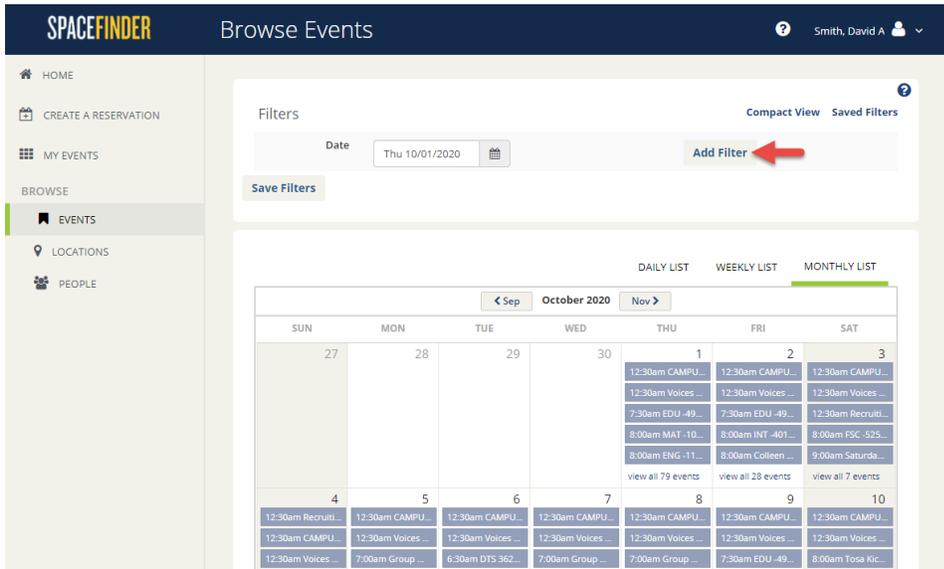
Viewing Scheduled Campus Events

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.

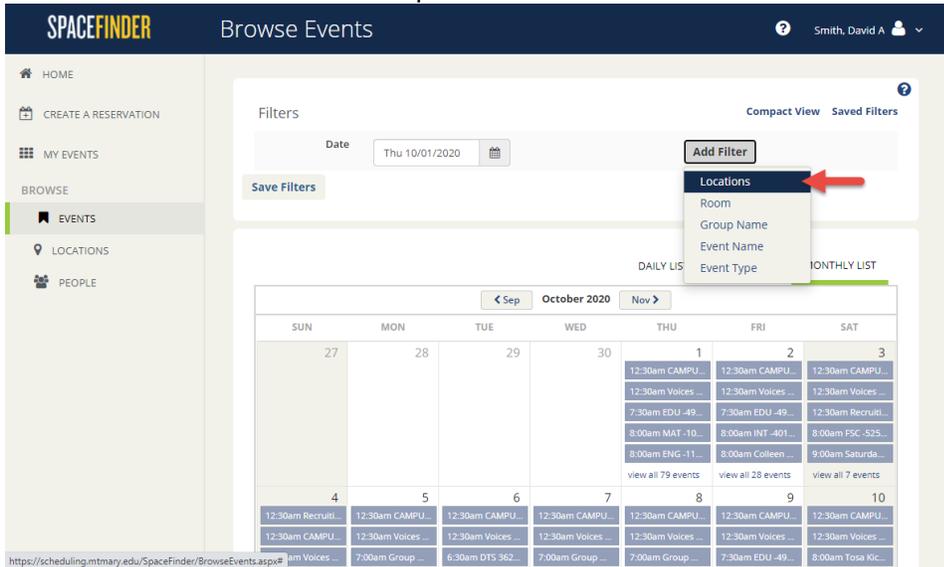
1. Sign in to SpaceFinder at <https://scheduling.mtmary.edu> using your Mount Mary username and password.
2. Click **Events** under **Browse** in the left navigation.



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



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



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

The screenshot shows a 'Locations' window with a 'BUILDINGS' section. A search bar and a 'Filter By Area' dropdown are at the top. Below is a list of buildings with checkboxes: 'Select All Buildings', 'Bergstrom Hall', 'Campus Events' (checked and marked with a red circle '1'), 'Caroline Hall', 'Fidelis Hall', 'Gerhardinger Center', 'Haggerty Library', and 'Kostka Hall'. Below the list is a 'Selected Locations' section containing 'Campus Events' with a red minus icon. At the bottom right, there is a blue 'Update Locations' button (marked with a red circle '2') and a 'Close' button.

- 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.*

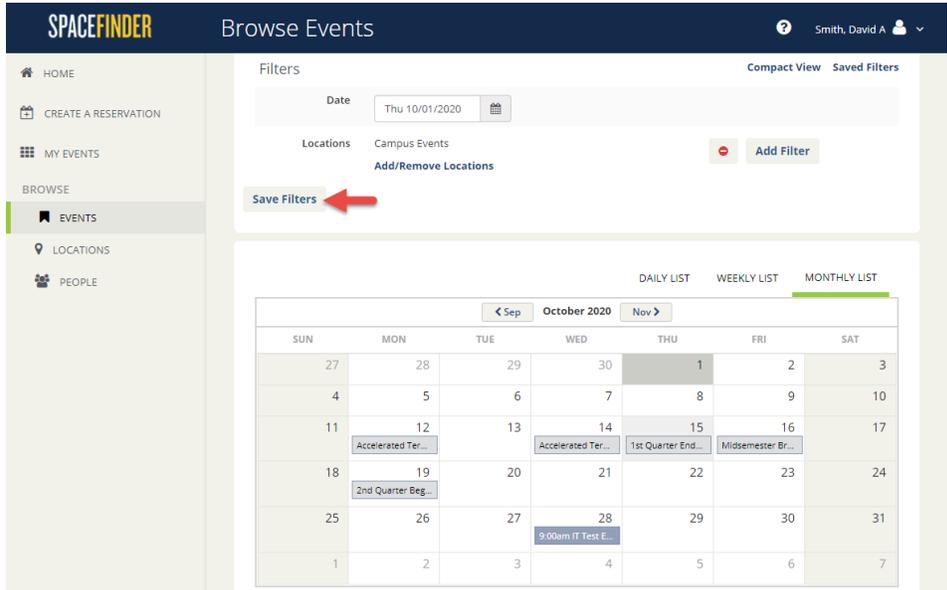
The screenshot shows the 'SPACEFINDER Browse Events' interface. The top navigation bar includes 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', 'LOCATIONS', and 'PEOPLE'. The main content area has a 'Filters' section with 'Date' set to 'Thu 10/01/2020' and 'Locations' set to 'Campus Events'. Below the filters is a 'Save Filters' button. The main display is a calendar for 'October 2020' with tabs for 'DAILY LIST', 'WEEKLY LIST', and 'MONTHLY LIST'. The calendar shows dates from 27 to 7, with various events listed below the dates, such as 'Accelerated Ter...', '1st Quarter End...', 'Midsemester Br...', '2nd Quarter Beg...', and '9:00am IT Test E...'.

Saving and Loading the Filter

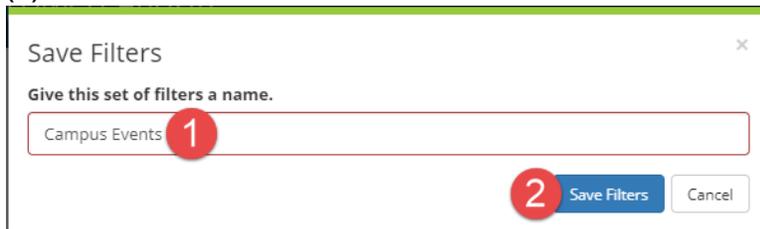
Once you have configured the filter for viewing campus events, you can save it for easier use in the future.

Saving the Filter

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

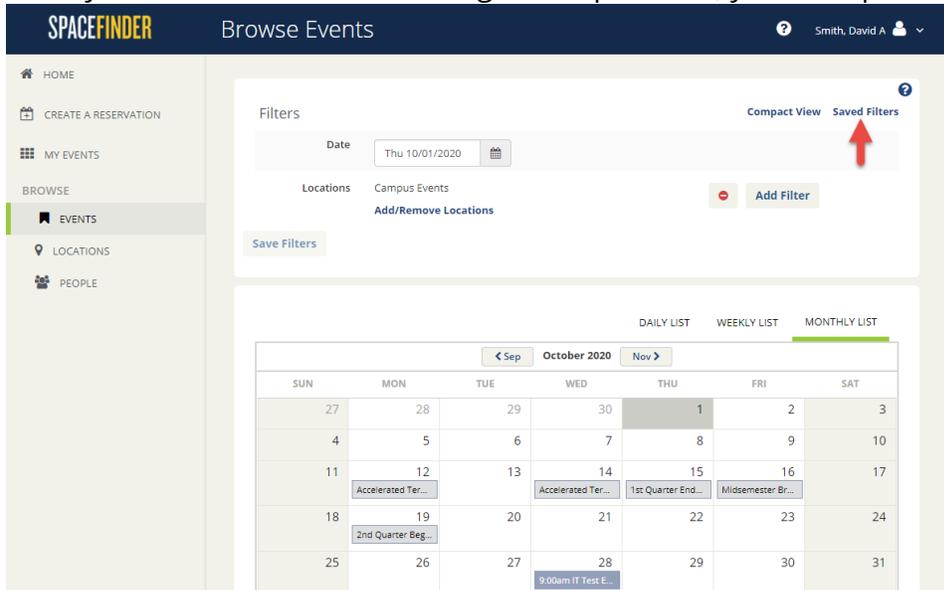


2. Give the filter a descriptive name, such as **Campus Events** (1). Then click the **Save Filters** button (2).

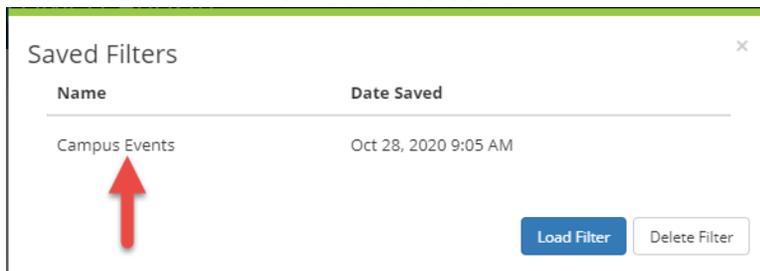


Opening a Saved Filter

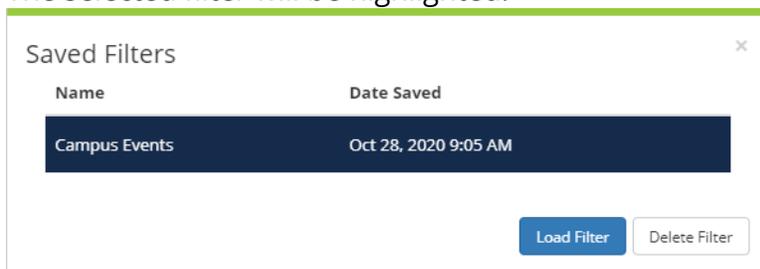
1. Once you have a saved a filter using the steps above, you can open it by clicking **Saved Filters**.



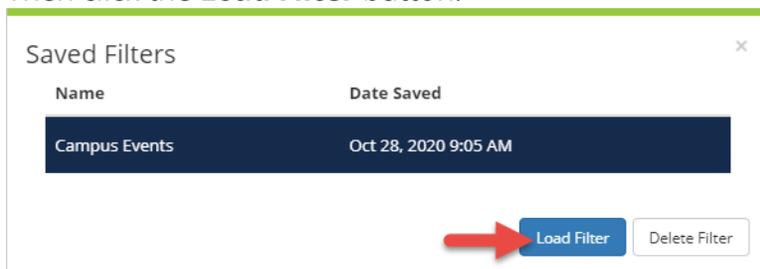
2. Click the name of the filter to select it.



3. The selected filter will be highlighted.



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

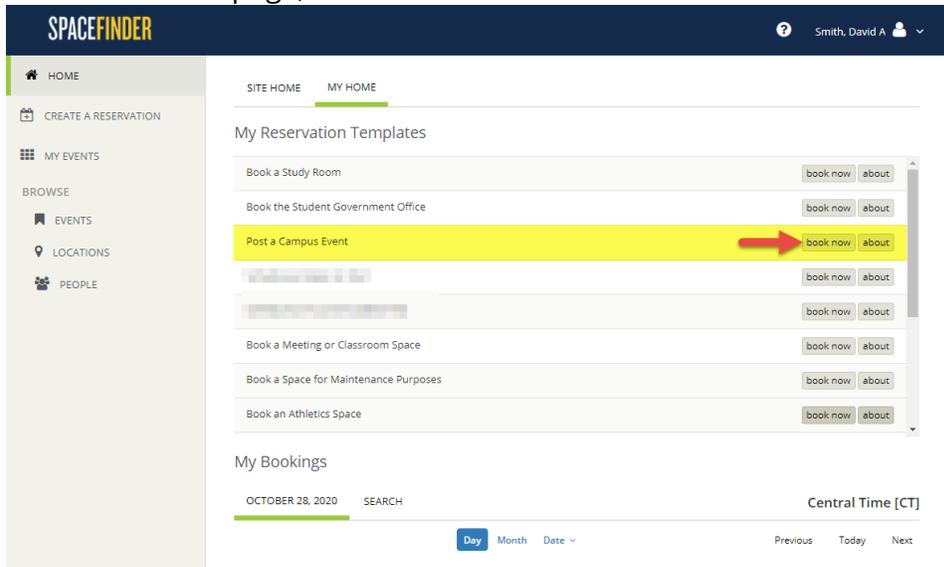


5. You will see the list of campus events, the same as if you had manually configured the filter.

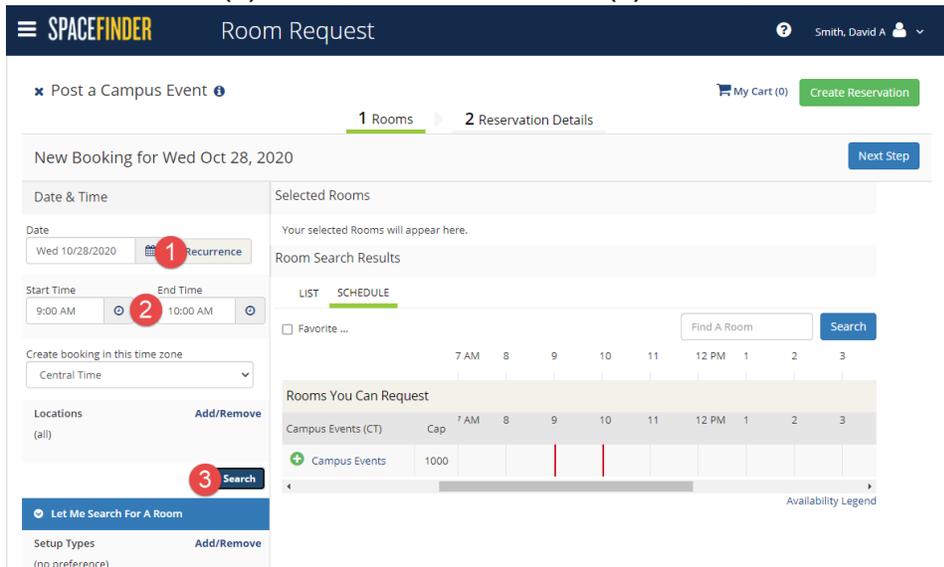
Posting a Campus Event

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.**

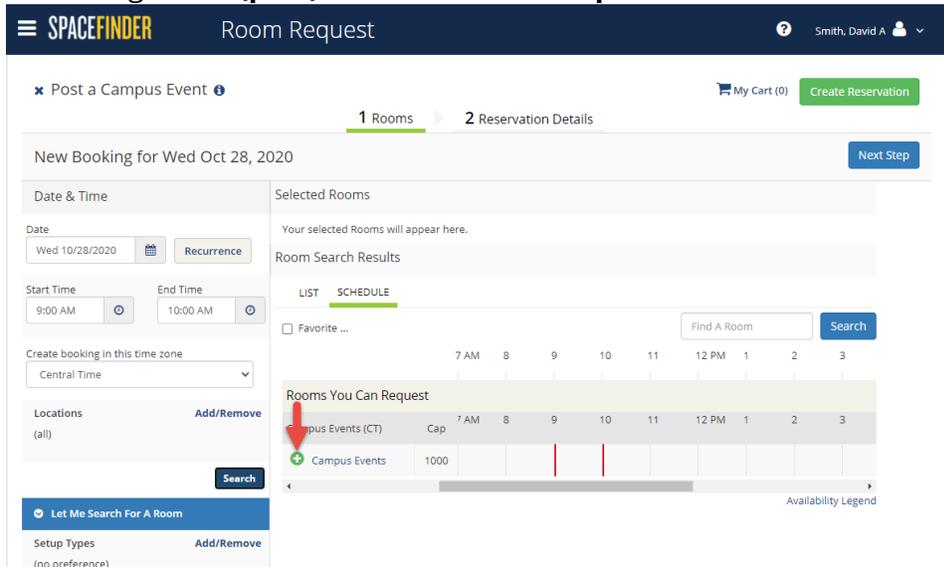
1. Sign in to SpaceFinder at <https://scheduling.mtmary.edu> using your Mount Mary username and password.
2. From the **Home** page, click the **book now** button on the line for **Post a Campus Event**.



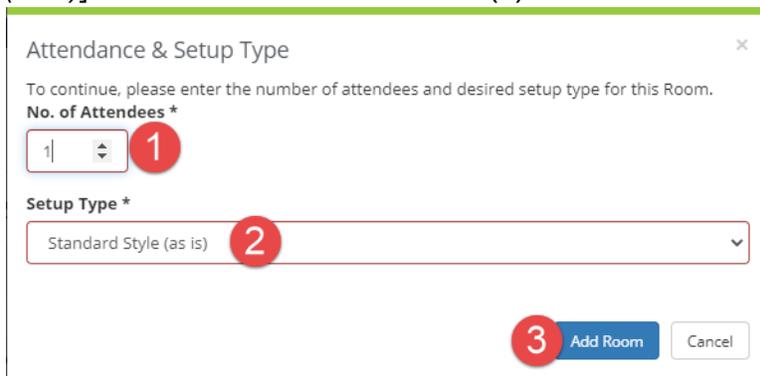
3. Select the **Date** (1) and **Start and End Time** (2) of the event. Then click the **Search** button (3).



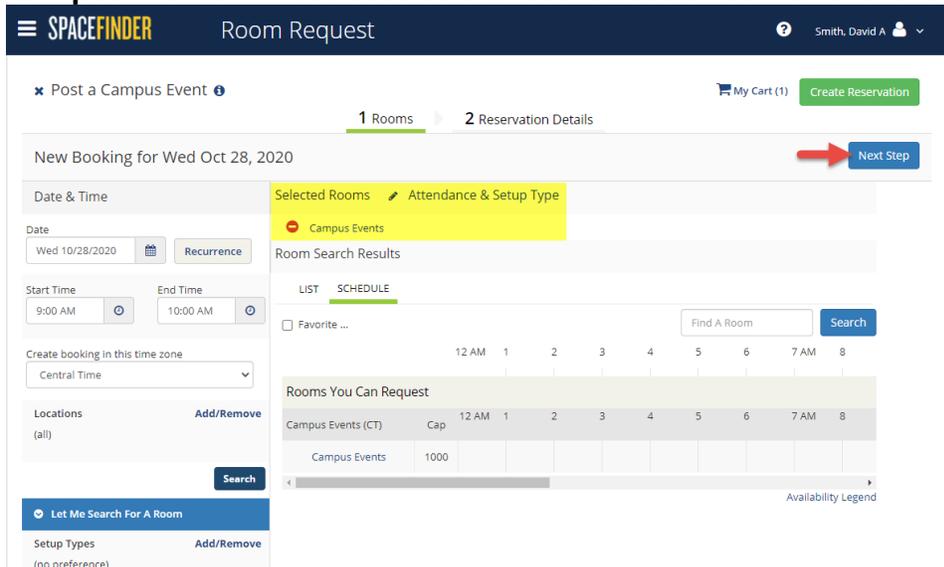
4. Click the green **+** (plus) button next to **Campus Events** to select the Campus Events space.



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).



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



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

The screenshot shows the 'Room Request' page in the SPACEFINDER system. The user is logged in as 'Smith, David A'. The page is titled 'Post a Campus Event' and has two tabs: '1 Rooms' and '2 Reservation Details'. The 'Reservation Details' section is active. Under 'Event Details', the 'Event Name' field is filled with 'IT Test Event' and the 'Event Type' dropdown is set to 'Meeting'. Red circles with numbers 1 and 2 are placed over these fields. Below this is the 'Group Details' section, which includes a 'Group' dropdown set to 'Information Technology', a '1st Contact' dropdown set to 'Smith, David A', and fields for '1st Contact Phone' (4149303454), '1st Contact Fax', and '1st Contact Email Address' (smithd@mtmary.edu).

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

This screenshot is identical to the one above, but with red circles and numbers 1 and 2 highlighting the 'Group' dropdown (set to 'Information Technology') and the '1st Contact' dropdown (set to 'Smith, David A') in the 'Group Details' section.

9. Click **Create Reservation**.

The screenshot shows the 'SPACEFINDER Room Request' interface. At the top, there is a navigation bar with the 'SPACEFINDER' logo, the title 'Room Request', a help icon, and the user name 'Smith, David A'. Below the navigation bar, there are two tabs: '1 Rooms' and '2 Reservation Details', with the second tab being active. A green button labeled 'Create Reservation' is located in the top right corner, with a red arrow pointing to it. The main form area is divided into three sections: 'Event Details', 'Group Details', and '1st Contact'. The 'Event Details' section contains 'Event Name *' (IT Test Event) and 'Event Type *' (Meeting). The 'Group Details' section contains 'Group *' (Information Technology) and a search icon. The '1st Contact' section contains '1st Contact' (Smith, David A), '1st Contact Phone' (4149303454), and '1st Contact Email Address *' (smithd@mtmary.edu). There is also a '1st Contact Fax' field which is currently empty.

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