



Where leaders are made

# Office of Event Management

Student Center Room 201 | phone 716-888-2180 | fax 716-888-3744

The Office of Event Management scheduling system can be accessed from the Canisius College homepage, located at <http://www.canisius.edu/>. In the navigational menu to the left side, click "calendar." This will take you to the online calendar (see below).

The screenshot shows a web browser window with the Canisius College Event Management system. The top navigation bar includes links for [Events](#), [Locations](#), [My Requests](#), and [My Workflow](#). Below this, there are sub-links for [By Date](#) and [My Reminders](#). The user is logged in as Mark Dzielski, with a [Log Out](#) link. The main content area is titled "Events for Wednesday Apr 26 2006" and displays a list of events with their start and end times, event names, and locations. A search box on the right allows for filtering by name and location. Below the search box is a calendar view for April 2006, showing the current date (April 26) highlighted. At the bottom right, there is a "Categories" section with a list of event types.

Start	End	Event	Location
08:00 AM	12:00 PM	<b>Vogt Gallery/Bouwhuis Art Shows</b> (Arts And Crafts Of The Americas I V)	<b>BL VG</b>
10:00 AM	02:00 PM	<b>Circle K Fundraiser Relay for Life</b> (Circle K Fundraiser Relay For Life)	<b>OM VESTIBULE</b>
10:00 AM	02:00 PM	<b>Afro-American Society Ball Ticket Sales</b> (Afro-american Society Ball Ticket Sales)	<b>SC LOBBY 1 FL</b>
10:30 AM	02:00 PM	<b>Project Jamaica</b> (T-shirt Sale)	<b>SC LOBBY 1 FL</b>
10:30 AM	02:00 PM	<b>Sombrero Sale</b> (Sombrero Sale)	<b>SC LOBBY 1 FL</b>
11:30 AM	12:00 PM	<b>Weekday Mass</b> (Weekday Mass)	<b>CKC</b>
02:00 PM	04:00 PM	<b>Men's Lacrosse vs. Siena College</b> (Canisius Vs. Siena)	<b>DSC</b>
07:00 PM	08:30 PM	<b>Campus Ministry Lecture</b> ("Is Iraq Really Another Vietnam?")	<b>SC RS</b>
08:00 PM	11:00 PM	<b>Penfold Commons Ping Pong Tournament</b> (Penfold Commons Ping Pong Tournament)	<b>PP PC GAME ROOM</b>

Questions? Comments? Call Canisius College 716-888-7000  
 The \*\*Calendar\*\* category does not include all events.  
 Choose an individual category to see additional events.

**Event Quick Search**

Name:   
 Contains:   
 Go

Day | Week | Month

April 2006

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

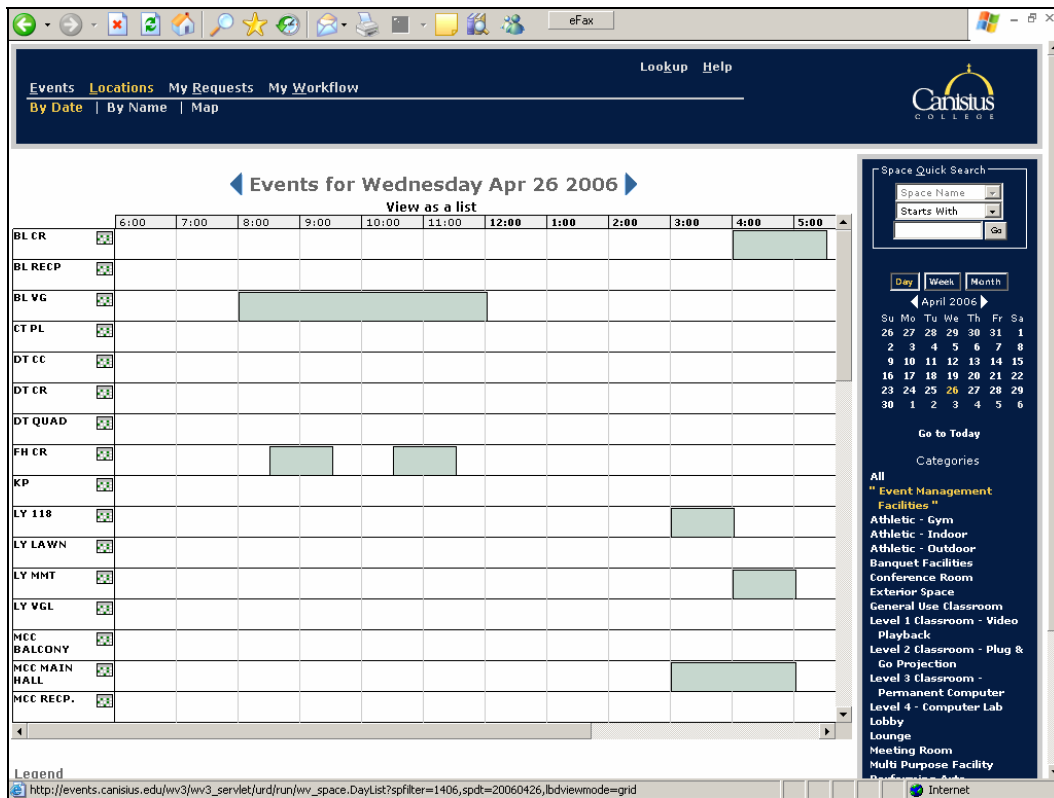
Go to Today

Categories

- \*\* Calendar \*\*
- Academic Programs
- Admissions
- Alumni and Development
- Cultural Events
- External Programs
- Golden Griffin Sports
- Lectures
- Religious Services
- Student Activities /
- Intramurals

## Checking Room Availability:

1. Open Microsoft Internet Explorer (recommended web browser).
2. Access the Canisius College Web Calendar from <http://www.canisius.edu>.
3. Click on “**Locations**,” located in top left corner.
4. Click on “**Event Management Facilities**,” located under “**Categories**” in right blue sidebar.
5. Located in the upper right corner under the Canisius College logo:
  - a. Select the “**Day**” display (selected by default).
  - b. Select desired date in calendar grid.



6. Located to the left will be a grid view of all the rooms that are available for event scheduling. Select the desired time and location by clicking on the corresponding block in the grid.
7. If the room requested is *not* available at that time, please repeat steps 5 and 6 until you find a date and time that *are* available. Once you select a room and time, proceed to the Web Event Request Form. The system will now request your username and password (enter your Griffmail information).

### User Logon

Username:

Password:

## Requesting Events:

1. Select “**New Request**” in the upper left corner. The “**Welcome**” page loads. You are now ready to begin to “**Request an Event.**”
  - a. Be sure to complete all fields as requested.
2. The “**Event Name**” field (40 characters) and the “**Event Title**” (120 characters).
  - a. An example:
    - i. Event Name: Canisius College Commencement 2006
    - ii. Event Title: Undergraduate Commencement at Alumni Arena
  - b. An example:
    - i. Event Name: WNY School Counselor Tour
    - ii. Event Title: Join us for the post Tour Reception
  - c. *Note:* Please use upper and lower case letters. These are Event Names and Event Titles, and appear on our web calendar.
3. Choose the “**Event Type.**” Go to the pull down menu and select from the list of 37 choices.
  - i. *Note:* (Unspecified) should *not* be used.

<i>(Unspecified)</i>	<i>Concert</i>	<i>Lecture</i>	<i>Practice</i>	<i>Seminar</i>
<i>Athletic Meet</i>	<i>Conference</i>	<i>Lunch</i>	<i>Reception</i>	<i>Social</i>
<i>Blood Drive</i>	<i>Dinner</i>	<i>Maintenance</i>	<i>Registration</i>	<i>Student Activity</i>
<i>Breakfast</i>	<i>Exam</i>	<i>Meeting</i>	<i>Rehearsal</i>	<i>Testing</i>
<i>Brunch</i>	<i>Exhibit</i>	<i>Open House</i>	<i>Review Session</i>	<i>Tournament</i>
<i>Camp</i>	<i>Film / Movie</i>	<i>Orientation</i>	<i>Sale / Information</i>	<i>Training</i>
<i>Ceremony</i>	<i>Game</i>	<i>Performance</i>	<i>Section</i>	<i>Workshop</i>
<i>Commencement</i>	<i>Interview</i>			

4. Enter the “**Sponsoring Organization**” using the pull down menu to select your department. If you do not see your department, please e-mail Mark Dzielski @ [dzielskm@canisius.edu](mailto:dzielskm@canisius.edu) and let us know your “Sponsoring Organization” is not in the pull down menu.
5. Enter the “**Expected Head Count**” providing at least your best guess.

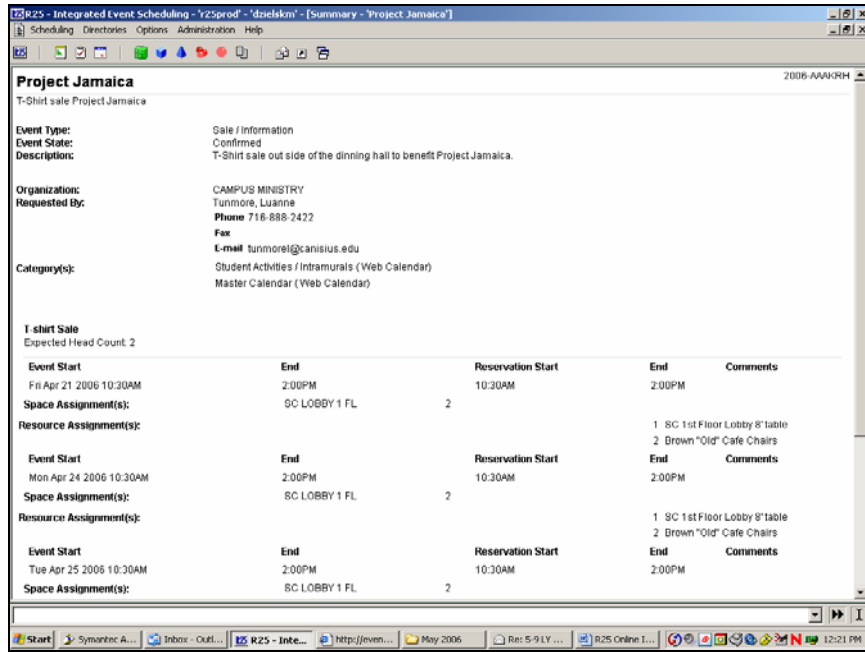
6. Enter the event “**Description.**” The description should be in sentence form and include the following: topic of the event, the intended audience, contact information as well as a web link (if available) for others to obtain further information
7. This field should describe the Event in detail. It provides web viewers with an explanation of the event, including prices, and a web link for “more information.” Please provide lengthy information so it can be copied and pasted into the event, avoiding retyping and spell checking. The event “**requestor**” is responsible for providing an event description.

An Event “**Description**” Example:

“The STEPS Committee is sponsoring a personal enrichment seminar on Thursday, April 27 in Regis North for women staff, faculty and administrators. Amy Forrest, from the Employee Assistance Program, will present “Healthy Women, Healthy Choices” in 2 back-to-back sessions from noon - 1pm and 1:15 - 2:15. Amy is founder of Wellness Solutions, LLC which offers wellness consulting services to corporate, community and individual clients.

“Healthy Women, Healthy Choices” will present the latest up-to-the-minute nutrition information on: The top health issues facing women today and how to eat for optimal health, well being, and disease prevention Potential alternatives to hormone replacement therapy, and which foods and supplements may help hot flashes and which ones to stay away from.”

8. Select the “**Start**” and “**End**” day and time using the pull downs. Please use the actual event times. DO NOT include set up times, make note of that in the “**Comments**”.
9. Select the “**Space Preference.**” This tells us the type of room you are looking for. If you are unsure of what you need, you can indicate your best guess in the comments field two sections below.
10. The “**Resources**” field tells us what tables, chairs, white boards, microphones, or other things you think you may need for your event. Again, if you are unsure of how to specify your needs, use the comments field to explain your request in more detail.
11. The “**Comments**” field can provide us with any other information you think is important for us to know when scheduling your space. i.e. Please set theater style or same as event number 2006-aacymq
12. Click “**NEXT.**”
13. Review the “**Event Request Summary.**”
14. Click “**Submit Request**” or “**Make Changes.**”
15. Once submitted, you will receive a confirmation e-mail for your event:



### Checking Event Status:

1. Select **"My Requests"** in the upper left corner.
2. Log in if you are not already (as per step 7 two sections above).
3. Select **"Pending"** to review all your requested events that have not been processed.
4. Select **"Approved"** to review all requests which have changed state to from **"Pending"** to **"Tentative"** or **"Confirmed."**

### Editing or Updating Events:


1. Events which are **"Pending"** may be edited by the requester via the online request system.
2. Events which are **"Tentative"** or **"Confirmed"** (approved) may be modified via e-mail only. Please send an e-mail to [dzielskm@canisius.edu](mailto:dzielskm@canisius.edu), [hojnackc@canisius.edu](mailto:hojnackc@canisius.edu), or [odojewsm@canisius.edu](mailto:odojewsm@canisius.edu) including all pertinent information. Use the reference number located on the event confirmation e-mail, or listed in your approved listing on the R25 event calendar software.

Windows taskbar with icons for Internet Explorer, Outlook, and other applications. The browser address bar shows "eFax".

Navigation menu: [Events](#) [Locations](#) [My Requests](#) [My Workflow](#) [Lookup](#) [Help](#)

Sub-menu: [New Request](#) | [Pending](#) | [Approved](#)

Welcome, Mark Dzielski. [Log Out](#)



### My Pending Requests

	Event Name	Reference	Start Date	Status	Scheduler
<a href="#">Edit</a>	test 3	2006-AAAKUD	Apr 25 2006	Draft	Webuser

Questions? Comments? Call Canisius College 716-883-7000  
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Internet