I KNOW MY VENUE

On the home page, select I Know My Venue:

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1. DETAILS - Select the date of your event and enter the number of attendees. There is an option to select consecutive dates, and to include weekends.

	•	Octo	ber 2	2019	►					
Su	Mo	Tu	We	Th	Fr	Sa				
		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	31						
1 Days to Display										
 Display Weekends 										
4	2	Number of Attendees								
St. Francis Xavier										

2. ROOM – Select St. Francis Xavier to see a list of buildings, expand the list to view specific classrooms. Select the preferred space and click Show Availability.



• Purple shading indicates the room is unavailable. The time increments are defaulted to 60-minutes. It is recommended to change this to 15-minute increments via the drop down for a more detailed view of the room schedule.



• To select the booking time in the room, hover over the schedule at the desired start time, click and drag down to the end time. Your booking details will appear above the schedule.

Dat	e Oct	ober 3	31, 20	19 R	oom I	Bruce Bro	own 236 Start	Time 12:30 PM	Duration 0.75 hours	NEXT
	4	Ucit					15 👻	007.04.04	240	
Su	Мо	Τu	We	Th	Fr	Sa	11:00 AM	0		
		1	2	3	4	5		m		
6	7	8	9	10	11	12	11:15 AM	2		
13	14	15	16	17	18	19		<u> </u>		
	21	22	23	24	25	26	11:30 AM	2		
27	28	29	30	31						
							11:45 AM	ž		
1	Ŧ	Day	s to D	isplay			12:00 PM	ž		
~	Dis	play W	/eeke	nds				<u> </u>		
4	2	Nur	nber o	of Atte	endee	5	12:15 PM			
								(
							12:30 PM		×	
∎ St.	Franc	Mac ¹	ier	Libra	irv				ST	
• B	ruce E	rown	Jonan		y		12:45 PM		Ъ Ц	
	Classr	oom					01-00 PM	-	g	
1.1	Bruce	Brow	n 236	;		~	01.00 PW		*	

- 3. EVENT CONTACT Provide your contact, department Information, and event details. Click NEXT at the top right to submit.
- 4. REVIEW REQUEST Verify your request details. If correct, click CONFIRM at the top right. If you need to change any details of your request, you can click BACK at the top left.
- 5. PENDING APPROVAL Your request has been submitted for approval. You will receive confirmation from the Registrar's Office within 2-3 business days. It is recommended that you print the details of your request from this page